



Granite City  
Elementary  
Schools

STUDENT HANDBOOK  
2010-2011

Frohardt Elementary School	Mrs. Silva	451-5821	2040 Johnson Road
Maryville Elementary School	Mrs. Logan	931-2044	4651 Maryville Road
Mitchell Elementary School	Dr. Wilkerson	931-0057	316 E. Chain of Rocks Road
Niedringhaus Elementary School	Ms. Vrabec	451-5813	29 <sup>th</sup> and State Street
Prather Elementary School	Mr. Keel	451-5823	2300 W. 23 <sup>rd</sup> Street
Wilson Elementary School	Mr. Schooley	451-5817	2400 Wilson Avenue
Worthen Elementary School	Dr. Kibort	931-5700	3200 Maryville Road

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The Elementary School handbook is designed to provide general information about the operation of the elementary schools in District #9. Each elementary school may send home information specific to that building.

While the book provides an overview of policies, rules and guidelines, it may not address every situation, disciplinary issues or events during the school year. The School District reserves the right to modify, change or delete programs and policy throughout the year.

Professional judgment and administrative decisions will prevail in cases not specifically addressed.

## **ATTENDANCE/ENROLLMENT**

**ABSENCE CALL-IN** – *If your child is absent from school, please call the school prior to 9:30 a.m. Should you not call; an attempt will be made by the school to contact you. This may necessitate a call to your place of employment or to the emergency number. If phone contact is not made, a note stating the reason for absence should be sent when your child returns to school.*

**ATTENDANCE – POLICY 7:70; 105 ILCS 5/26-1 Sec. 26-1 Compulsory School Age Exemptions.** Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend a public school in the district wherein the child resides the entire time it is in session during the regular school term.

Children should be at school on time, well rested and ready to learn. School begins at 8:30 a.m. Breakfast is served at 8:00 a.m. Children should not arrive at school for any reason prior to 8:00 a.m.

**BIRTH CERTIFICATE – (Policy 7:50)** Students enrolling in a Granite City school for the first time must be 5 years of age on or before September 1<sup>st</sup>, and are required to present a birth certificate. This must be an official birth certificate – not a hospital record or baptismal certificate. Kindergarten students will not be enrolled without a valid birth certificate.

**CAMPUS DEPARTURE WAIVER** – The parent or legal guardian, prior to a student leaving the school campus during the lunch period, must complete this form in the office.

### **CROSSING GUARD SCHEDULE**

The crossing guard schedule may vary per building. Check with the building principal for a schedule.

**DISTRICTWIDE ENROLLMENT- POLICY 7:50** - Granite City families must register their children **YEARLY** prior to the start of school. Students will be assigned a teacher and classroom once the registration has been completed.

### **The following is a list of items needed to register:**

- Two Proofs of Residency Documents – tax bill or utility bill (power, water, sewer, and trash) must be a current document.
- One Verification Identification – driver's license, state ID card, voter's registration card or Public Aid Card must show current address.
- Instructional Fees - \$25.00 for the school year
- Certified Birth Certificate (unless copy is already on file with school) Hospital certificate is not acceptable.
- Court Documents, if applicable (Example – guardianship, orders of protection, name change, etc.)
- Social Security Number of the student needed only at the time of initial enrollment into the district
- Illinois Student Transfer Form if enrolling from another Illinois school district

**EARLY DISMISSAL** – Students being dismissed (prior to 2:45 p.m.) must be signed out in the office. Please send a note to the teacher in the morning. Students will be called to the office when the pick-up person arrives to sign them out.

A parent/legal guardian who has sole custody of a child should make that information known to the principal. A copy of the court order must be included in the student's permanent record to insure that the child is not dismissed to someone who does not have custody or authorization.

**EMERGENCY CLOSING OF SCHOOLS** – Notification of the closing shall be announced over local television and radio stations. A note may be sent home prior to the winter storm season with a current listing of stations. Such announcements shall serve as sufficient notice to all pupils that school is not scheduled. Currently, we announce school closings on KMOX/1120 AM, KMOV/Channel 4; KDNL/Channel 30; KTVI/Channel 2; KSDK/Channel 5 and the district website – [www.gcsd9.net](http://www.gcsd9.net). Information can also be found on local cable Channel 10. The district phone notification system will also be activated to call all parents in the event of school closure. Please keep your telephone information current so that you will receive any necessary calls.

**EMERGENCY INFORMATION** – Parents are to supply three emergency phone numbers in case of an emergency during the school day. Both mother's and father's business/cell telephone numbers, the number of a neighbor who does not work and is home most of the school day or a relative must be included. If emergency information changes during the school year, notify the school office immediately. The parent or legal guardian

must sign this card. Only those listed on an emergency card or authorized by the parent will be allowed to pick up a student.

**HOME/HOSPITAL INSTRUCTION** – The school district shall provide home/hospital instruction for pupils in accordance with Board Policy. Should your child need home/hospital instruction, contact the Principal for the necessary forms and assistance.

**POLICY FOR STUDENT DROP OFF AND PICK-UP...**

- Parents and other adults who bring students to school in the morning are to say good-bye outside the school building. During cold and/or inclement weather students are assigned an inside waiting place. After the first week of school, all students (including kindergarten and first grade) can find their classrooms without adult assistance.
- Parents and other adults who pick up students after school are to remain outside the building. School employees are not familiar with all parents and adults who pick up students. If you have an after school appointment with a teacher, please sign in at the office and obtain a visitor badge and permission from the principal prior to proceeding to the classroom area.
- Siblings from High School and Middle School who pick up students must remain off school property.
- Parents and/or legal guardians who wish to discuss a child’s progress should make an appointment to talk with the teacher. A teacher will not be called away from class during instructional time.
- Visitor parking on the playground is prohibited when school is in session.

**PROOF OF RESIDENCY – (Policy 7:50)** The custodial adult or emancipated minor will be asked to produce a current valid proof of residency, such as lease agreement, tax bill, utility bill, occupancy permit, etc. and if applicable, evidence of prior school attendance and/or last grade level attended. **Public Act 89-480 sets criminal penalties for attempting fraudulent enrollment and knowingly presenting false residency information to secure tuition – free attendance.**

**SCHOOL HOURS - ELEMENTARY**

- 8:00..... Building open for breakfast
- 8:30..... Tardy Bell
- 11:30..... Lunch
- 12:25..... Warning Bell
- 12:30..... Tardy Bell
- 2:40..... Dismissal for Kindergarten and Bus Riders
- 2:45..... Dismissal

**TARDY** - If your child arrives after 8:30 a.m. he/she must report directly to the office to be admitted to school. Habitual or chronic tardiness will result in reports to the truant officer and/or disciplinary action being taken which may include noon detention.

1. Students should be at school and in their assigned locations before 8:30
2. Student arrives 8:30 – 8:45 a.m. (Tardy)
3. Student arrives 8:46 a.m. – 12:20 p.m. ( Half day absence)
4. Student dismissed prior to 11:20 a.m. and not returning (Full day absence)
5. Student dismissed 11:21 a.m. or after and not returning (Half day absence)
6. Student dismissed prior to 2:30 p.m. (Half day absence)

**TRANSFERS – POLICY 7:50** - The Board of Education establishes boundaries for attendance centers within the school district. Students living within such boundaries are required to attend the school located within these boundaries.

Should it be necessary for a student to attend a school other than the school in his/her attendance area, parents of the student must request permission to transfer to a school outside the attendance area but within the school district.

“Pupil Transfer Request” (Form #220) must be completed by the parent and submitted to the **Board of Education Office by July 1st.** The parent will be notified after district-wide registration if the transfer is approved. Pupil transfer requests are approved for one (1) year only. The application must be renewed each year.

Requests for transfer will be considered on an individual basis with consideration given to availability of space at the grade level and shall be made only in instances where hardship is the dominant factor. **Transportation has to be provided by the parent.**

**Transfers may be denied or rescinded on the basis of poor attendance or inappropriate behavior. The school district retains the right to transfer or to deny a pupil for the benefit of the pupil or the school district. Decisions of the administration are final.**

If a child's parents move from one school area into another within the Granite City School District or within the State of Illinois, the child may continue attendance at the former school until the end of the school year, if the parent desires. However, the parent must provide transportation and new emergency information. **The child must maintain proper behavior and attendance.**

**TRUANCY** – Absences from school is not in the best interest of the child, the family, the school, or the community. Excessive absences from school will be referred to the truant officers employed by Granite City School District #9. The city ordinance on truancy will be enforced. Chronic truancy is defined by the school district policy and Illinois School Code as two or more days of absence per month or more than 10% of the possible school attendance days.

**VACATION** – You are encouraged to plan your vacation when school is not in session. If you must take your family vacation during the school year, please notify the school secretary or principal of your intent as well as contact your child's teacher in advance so that assignments can be prepared for your child to take with him/her.

**WITHDRAWING FROM SCHOOL** – *If a student should move from the school or school district, the school should be notified as soon as possible so that records for transfer may be readied. These records are a withdrawal card and a good standing transfer form (IL only) prepared for the child's new school. If a student is leaving the school district the records will be sent to the new school upon written request.*

## **ACADEMICS**

### **ACCESS TO ELECTRONIC NETWORKS**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator. The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum**

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members 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. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### **Internet Safety**

Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,

2. Student's safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

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

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s) guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**"NO CHILD LEFT BEHIND" ACT COMPLIANCE** – As a parent of a student in the Granite City School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the state of Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the state of Illinois has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degree.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- If you would like to receive any of this information, please call the Personnel Department (451-5800).

#### **Public School Choice/Supplemental Education Services**

For the 2010-2011 school year, there are three elementary schools in the district that are required to offer Public School Choice. This is a component of the federal No Child Left Behind Act. The following explains the program per the Illinois State Board of Education. This year students at Maryville, Prather, and Wilson were notified of the option to transfer to one of the remaining four elementary buildings.

*Under the Federal No Child Left Behind Act of 2001 (NCLB), if a Title I school does not make adequate yearly progress (AYP) for two years in a row, it is said to be "in need of improvement," and it must offer parents public school choice. Such schools must continue to offer school choice each year until they make AYP for two years in a row. Implementing this NCLB requirement depends on the availability of other schools in the district that are making AYP and their capacity to add students to their enrollment.*

*If there are no qualifying schools in the district that can accept students, the district must try to make cooperating agreements with nearby districts that do have eligible schools. While a neighboring district is under no obligation to enter into a cooperative agreement, it may choose to, depending on a number of factors, including its enrollment capacity.*

Prather Elementary School will also be offering Supplemental Education Services this year in accordance with No Child Left Behind Requirements. "Under the No Child Left Behind Act of 2001, Section 1116 (e), students from **low-income families attending schools that do not make adequate yearly progress for three or more years** are eligible to receive Supplemental Educational Services (SES). ISBE's Data Analysis Division determines school status for each school year and publishes this information. School districts are responsible for funding these services, which must be provided outside the normal school day, through their Title I, Part A funds. The ISBE must develop and apply objective criteria to create a list of approved SES providers. As required by the United States Department Education, ISBE provides assistance to districts with the implementation of the SES requirements and regulates the SES provider services. The goals of SES are to ensure that students increase their academic achievement, provide options to parents to help them ensure that their children receive a quality education, and to provide incentives to districts to improve schools in need of improvement." This information was provided by the Illinois State Board of Education.

## REPORTING STUDENT PROGRESS – POLICY 6:28

**CONFERENCE/REPORT CARDS** – Days are set aside in the school year for parent/teacher conferences. These days are listed in the school calendar. Your child’s teacher will send home information to arrange a time for your conference. Report cards are issued four (4) times a year.

**LOW/FAILING NOTICES** – Parents will be notified by the fifth (5<sup>th</sup>) week of a quarter, in writing when a D or F grade is imminent. Parent notification may take place at a later date when there is a sudden change in the child’s performance or behavior.

**SKYWARD** – Skyward is the computer database system that parents may access to find information on their child’s grades, attendance and other relevant school information. Parent(s) may request access to this system by completing the necessary form and forwarding to our Technology Department. A form may be obtained from the school office or can be found on the district website, [www.qcsd9.net](http://www.qcsd9.net).

**PLACEMENT AND PROMOTION OF STUDENTS** – Students will be assigned to classrooms based on their achievement level, sound educational policies and judgment/evaluation by professional staff.

Promotion of a child is a matter for the school to determine after the evaluation of the child’s work and consideration of all phases of the child’s development. Under the school code of the State of Illinois, parents have the right to deny retention of a child only at the kindergarten level. If your child is being considered for retention, you may obtain a copy of the District Promotion Policy upon request in writing.

**TITLE I** – Congress established this program to improve education for all students. This program is part of the No Child Left Behind Act. of 2001. In those schools that qualify, students will be eligible for supplementary instruction aimed at high achievement.

## DISCIPLINE

**CONTROLLED SUBSTANCES** – The consumption, being under the influence, possession, or distribution of alcoholic beverages or the illicit use, possession, distribution or sales of legal or illegal drugs/substances or possession of drug paraphernalia or “Look-A-Like Drugs 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 is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored functions and related activities whether held before or after school, evenings, or weekends. Given reasonable grounds for suspicion, school officials may search for and seize all illicit substances brought onto the school buses, school property, and/or school sponsored trips away from school, and submit such substances to the proper authorities.

**DANGEROUS MATERIALS** – Dangerous items having the potential to cause harm or injury are not to be brought to school. Items could include, but are **not limited to:**

- Guns
- Knives
- Chemicals
- Lighters
- Martial Arts Accessories
- Fireworks
- Matches

Any normal “day to day” item (such as pencils, ball bats, etc.) that are used in a threatening or violent manner may be considered a weapon for purposes of this section.

**DISRUPTIVE ACTION/BEHAVIOR** – Disruptive action is any conduct, which interferes with or impedes the routine and orderly operation of the educational, administrative or operational activities of the School District. This shall include, but is not limited to the following:

- A. Displaying inappropriate behavior of a threatening, hurtful, harassing, or insubordinate nature.
- B. Destroying, defacing, or theft of any school or individual property, whether destroyed, defaced, or stolen by an individual independently or acting collectively with others in the course of any conduct designed to disrupt the functions of the school district.

- C. Disrupting, impeding or interfering with entrance into or exit from any school, classroom, building, or property in which a function of this school district is being held.
- D. Leading or participating in any type of authorized mass demonstration which interferes with or disrupts any function of the School District.
- E. Disrupting the educational process.

Violation of the discipline policies will result in disciplinary action as follows. For severe offenses, administrators may move immediately through the progressive discipline steps.

- A. **Warning** – When appropriate teacher and or administrator may issue individual or group warning. This may be accomplished by addressing a specific instance in a school assembly or by individual conference with student.
- B. **Individual School Disciplinary Action**, which may include noon detention. Noon Detention is assigned to students who do not follow school rules. It is held in an isolated area of the building during lunch recess and is supervised by Certified Personnel. Students in noon detention receive lunch.
- C. **In-School Detention/Supervision** – A student is assigned to in-school detention/supervision for severe discipline problems for a varying amount of time and is supervised by certified personnel. Daily class work is provided to the student. Parents will be notified when their child is assigned this consequence.
- D. **Suspension from School** – Repeated violation of any rule of conduct and/or first time severe behavior may result in suspension from school. Parents/legal guardians will be notified in accordance with the Board of Education Policy. A student who is suspended from school is not allowed to attend school or to be on school grounds. A student suspended from school will be allowed to complete assigned work.
- E. **Expulsion from School** – Used when extremely severe action is required, expulsion is acted on by the Board of Education, according to policy.
- F. **Criminal Prosecution** – Local authorities will be called to the school to handle cases requiring prosecution.
- G. **Payment for Damages** – The Building and Grounds Department will assess damages and set repair costs. Payment will be made to the School District and collected by the building Principal.

**DISTRICT #9 STUDENT DISCIPLINE POLICY – POLICY 7:190** - The Board of Education of Community Unit School District #9 recognizes that students do not surrender any rights of citizenship when they attend school. The Board further recognizes that students within a school setting are not entitled to any special rights, privileges, or immunities not enjoyed by citizens in the larger community. The Board insists that the educational welfare of the individual pupil and of the larger school community be determinate. The school is a community with rules and regulations, and those who would enjoy the rights and privileges it provides must also accept the responsibilities and membership demands, including respect for and compliance with school rules.

As parents/guardians, you must be aware that: (1) teachers may remove students from classrooms for disruptive behavior; and (2) your child will be afforded due process in the event he/she violates a school rule.

To insure due process, every classroom teacher will post a set of rules and consequences in his/her classroom and make his/her students aware of the contents. The list of consequences will be arranged in a manner that provides the student with opportunities for remediation before being referred to the office or possibly receiving discipline. This procedure will ensure that order is maintained and will cover all of the discipline problems except those that are so flagrant as to require immediate removal from the class.

Within 15 days from start of school every incoming student will receive a copy of the handbook. It will be the responsibility of the certificated educational employees to review the contents of the handbook with the students and to help enforce all rules. The handbook will state expected behavior of students and examples of possible disciplinary actions for violations. It is further understood that it is the responsibility of the parent and student to understand the contents of this handbook.

Student behavior will be expected to:

- a) conform to socially acceptable standards of speech and conduct
- b) refrain from violating or impairing the rights, safety, and peace of mind of others
- c) demonstrate respect toward authority and compliance with school rules
- d) maximize the student's opportunity to learn at an optimum level

**EXPULSION POLICY** - Pursuant to the Board of Education policy, severe infractions of the student disciplinary code may warrant a one-year expulsion from school by the Board of Education. For offenses listed below in

Category B, students may be offered the option for a remedial action plan in lieu of completing the full term of the expulsion.

CATEGORY A - Expellable offenses for a full one-year period:

- Possession of a firearm, brandishing a weapon or a weapon-like object in a threatening manner,
- Distribution or sale of a controlled substance,
- Physical assault on a staff member, or
- Intent to do serious bodily harm (i.e. firearms, bomb, weapon, chemicals, etc).

CATEGORY B - Expellable with possible consideration for remediation:

- In possession or under the influence of alcohol or drugs (including look-alikes),
- Hazing, initiation rituals or harassment,
- Fighting, mob action or inciting a riot,
- Gambling or other illegal activities, or
- Illegal and/or inappropriate sexual activity.

The school district reserves the right to consider expellable action for “gross disobedience and misconduct.” Any of the above offenses are reportable to local law enforcement.

Remedial options that may be offered are:

- Counseling,
- Drug testing, and/or
- Community service

Consideration for early return includes:

- Parent request,
- Documentation to support satisfactory completion of the remedial agreement,
- Review by team of three (3) professionals, and
- Recommendation to and approval by the Board of Education.

Category A offenses will result in a mandatory one year expulsion. Repeat offenders will not be given the option to receive an alternative to expulsion. Parents of students who have committed a Category B expellable offense may petition the Superintendent for consideration of a remedial action plan in lieu of completion of the full expulsion. Any agreement on behalf of the student in lieu of the full year expulsion must be in writing, signed by the student, his/her parents, the Administrative Assistant for Secondary/Elementary Education, and the Superintendent of Schools;

If the student fulfills his/her part of the agreement, as well as the parents completing their portion, the student/parents may petition the school district to return to full, active status as a student at the next available “break point” in the school year (break point being defined as beginning of first semester, second semester, or beginning of summer school). It is at the sole discretion of the Board of Education as to the exact date the student may be allowed back in school.

## **HEALTH AND WELL BEING**

**ADMINISTERING MEDICINES TO STUDENTS - POLICY 7:270** – Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District’s procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or the medication’s storage by school personnel. Parent(s)/guardians(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of medication or the storage of the medication by school personnel. Nothing in this policy shall

prohibit any school employee from providing emergency assistance to students, including administering medication.

**DENTAL EXAMINATIONS** – Illinois law, Public Act 093-0946, states that “...all children in kindergarten and the second and sixth grades, any public, private, or parochial school shall have a dental examination. Each of these children shall present proof of having been examined by a dentist in accordance with this Section and rules adopted under this Section before May 15<sup>th</sup> of the school year. If a child in the second or sixth grade fails to present proof by May 15<sup>th</sup>, the school may hold the child’s report card until one of the following occurs: (i) the child presents proof of a completed dental examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>.

**EMERGENCY MEDICAL CARE** – *It shall be the policy of District #9 to ensure that any student in need of emergency medical care will be taken to the nearest emergency room by the closest available ambulance service. If a parent/legal guardian prefers their child be treated at a different medical center, it will be the parent’s responsibility to make such arrangements with the receiving nearest emergency room to which the child is sent.*

**MEDICATION – Policy 7:100** – Illinois State law mandates that the school nurse is the only person licensed and authorized to administer medication to school children. The parent and physician must complete school district form N-21. This includes prescription and over the counter drugs. Medication must be in the original bottle with the label clearly marked. We ask that you request the school nurse to administer medication only in those cases where it is imperative for your child to receive medication during school hours.

**SCHOOL NURSE** – A nurse is present in each elementary school at least one-half day each school day. The nurse conducts a program of daily health services to the students. Since the availability of the nurse is limited, injuries that occur at home must be taken care of at home. If your child has a fever or other symptoms of illness, do not send him/her to school. The school does not have means to transport sick or injured students home. Parents must have a working telephone number and emergency number on file at the school in case of accident or illness.

**TOBACCO** – Smoking and chewing tobacco or other/tobacco substances will not be permitted. Violators will be disciplined in accordance with school rules. The parent/guardian will be notified.

**VISION SCREENING** – Illinois Law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15 of the year the child is first enrolled or as required by the school for other children. The examination must be completed within one year prior to October 15 of the year the child enters an Illinois school. For new Kindergarten children, the deadline is October 15 of the year they start school. Vision screenings will be done at mandated levels during each school year by school personnel. 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 and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is **NOT** an option. If a vision examination report is not on file at the school for your child, and the child is in the mandated age/grade/group, they will be screened.

**Exhibit – School Medication Authorization Form**

To be completed by the child’s parent(s)/guardian(s) and kept in the school nurse’s office or, in the absence of a school nurse, the Building Principal’s office:

Student’s Name		Birth Date:	
Address:			
Home Phone:		Emergency Phone:	
School:	Grade:	Teacher:	

*To be completed by the student’s physician:*

Physician’s Printed Name:		
Office Address:		
Office Phone:		Emergency Phone:
Medication:		
Dosage:		Frequency:
Time medication is to be administered or under what circumstances:		
Prescription Date:	Order Date:	Discontinuation Date:
Diagnosis requiring medication:		
Intended effect of this medication:		
Must this medication be administered during the school day in order to allow the child to attend school or to address the student’s medical condition?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected side effects, if any:		
Time interval for re-evaluation:		
Other medications student is receiving:		

## **FOOD SERVICE/CAFETERIA**

**BREAKFAST** – A nutritional breakfast is served each morning at a reasonable price in the school cafeteria. Children entitled to free or reduced lunch may also receive free or reduced breakfast. Breakfast is served at 8:00 a.m. Children should not arrive prior to 8:00 a.m. Cafeteria space at breakfast is only available for those utilizing the school breakfast program. Time and space do not provide for children to bring breakfast from home or other commercial establishments to eat in the cafeteria.

**CAFETERIA RULES** – The following examples of cafeteria rules will apply to all children who eat in the school cafeteria. This is not an all-inclusive list.

- 1) Move through the lunch line in a quiet and orderly manner
- 2) Remain seated at the table chosen until finished eating (no moving from table to table).
- 3) All food is to be eaten in the cafeteria.
- 4) Keep hands, feet, objects and food to yourself.
- 5) Use quiet voices.
- 6) Walk – do not run.
- 7) All other building rules apply while in the cafeteria.

## **ELEMENTARY SCHOOL CAFETERIA - MEAL PRICES & CHARGE POLICIES**

Breakfast:

Students: Daily Special with Milk - Full Price - \$1.00  
Daily Special with Milk - Reduced Price - \$.30

Lunch:

Students: Daily Special with Milk - Full Price - \$2.00  
Daily Special with Milk - Reduced Price - \$.40

## **FREE AND REDUCED PRICE APPLICATIONS AND MEALS**

All students are eligible to apply for free or reduced price meals. Applications are mailed to all families prior to the school year. In addition, applications are available at the District Office, all school offices and cafeterias. These applications need to be filled out and returned at registration or to the school as soon as possible each year. All sections on the application need to be completed as required to prevent delays in approval for your child. Be sure to list all children and adults in the household. All income from adults in the household is required to be listed and if the amount is weekly, bi-weekly or monthly.

Students are still required to pay for meals received before the lunch application for meal benefits is approved.

## **MENUS**

Menus are available on the website at [www.gcsd9.net](http://www.gcsd9.net).

## **STUDENT MEAL PAYMENTS AND CHARGES**

All cafeterias have computer programs to provide accountability of each student's meals. Parents are **encouraged** to prepay their child's meals for the week, month or even yearly. When writing a check for your student meals, be sure to include your child's name on each check.

We realize there may be times that your child may need to charge a lunch. When accumulated charges exceed the \$10.00 limit, students will need to bring a packed lunch or money to purchase a meal. If they do not bring a packed lunch or money, he/she will receive the following alternate meal.

**Alternate Lunch Meal: Cold cheese sandwich, fruit cup and one carton of milk**  
**Alternate Breakfast Meal: Toast, Fruit and Milk**

We never want a child to go hungry, which is why we are offering an alternate meal. However, we also cannot continue to serve meals without getting paid; we have to cover our costs.

Notices of overdue account balances are sent home on a regular basis and can be viewed on Skyward Family Access. In addition, you can sign up to have e-mails forwarded to you when balances are low.

## **GENERAL INFORMATION**

**ASBESTOS** – Our district buildings have been inspected for asbestos containing materials as mandated by the USEPA, 40 CFR 763, Asbestos-Containing Materials in Schools. A management plan has been prepared by an accredited management planner, Asbestos Consultants of America, Inc., to offer direction and guidance in the management of the asbestos in our buildings. These reports have been officially accepted by the State of Illinois and are available for inspection. Copies of these reports may be supplied upon request at cost of duplication.

**BICYCLES** – Many children use their bicycles as transportation to and from school. A bicycle rider must observe the rules of the road. Students should dismount at the entrance to the school grounds and walk their bicycles to the bicycle rack. All bicycles should be parked in the bicycle rack. When leaving school, students should walk their bicycles to the street before mounting. Bicycles are not to be ridden in the parking lot or on the sidewalks. Students who disobey safety rules will not be permitted to ride their bicycles to school. Each student should use a bicycle lock. The school cannot assume responsibility for bicycles damaged or stolen while parked on school property. **Skates, Scooters or Skate Boards are not allowed on school property.**

**W. RICHARD BRINKHOFF ACADEMIC AWARD** – The W. Richard Brinkhoff Academic Award is presented to top academic students in the fifth (5<sup>th</sup>) grade. Children presented this prestigious award must meet rigid requirements established by District #9 and must be recommended by their teachers and principal. A special evening program is held in the spring to recognize these students.

**CHARACTER EDUCATION** – The Granite City School District is a participant in a federal grant awarded to Madison County for the implementation of a powerful character education initiative known as **CHARACTER<sup>plus</sup>®**. The purpose of the grant is to implement the **CHARACTER<sup>plus</sup>** process and study its effectiveness in all elementary middle, and high schools in Madison County. Watch for more information from your child's school this year.

<u>Month</u>	<u>Trait</u>
August	Attitude
September	Respect
October	Responsibility
November	Citizenship
December	Caring
January	Perseverance
February	Honesty
March	Self-Control
April	Loyalty
May	Cooperation

**COMPLAINTS/CONCERNS** involving a particular school, brought to the attention of the Central Administration office, will be referred back to the principal if the previous steps have not been taken.

**DELIVERIES** – Balloons and flowers will not be delivered to students while at school. Please make other arrangements.

### **DRESS CODE/GENERAL APPEARANCE – POLICY 7:160**

Granite City CUSD #9 encourages a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. Student dress should not disrupt the educational process or be a safety or health hazard. The purpose of this standardized dress policy is to improve the safety of the schools by discouraging gang affiliations, improve the learning environment by reducing distractions to the learning process, bridge socio-economic differences among students, increase student's self-respect and self-esteem, enhance student security, and enable a cost savings for families. This standardized dress policy allows students to focus on their academics rather than on peer pressure related to fads and/or costly attire. The Superintendent can amend this policy at anytime if circumstances deem it necessary.

#### **I. General Rules - Color Scheme:**

Pants/Capri Pants, Skirts, Dresses: khaki, black, or navy blue  
Shirts: collared shirts -white, red, black, or navy blue

#### **A. Pants/Capri Pants/Slack style, relaxed fit, "Dockers" style shorts, skirts and dresses:**

a. Must be a solid color (khaki, black, or navy blue)

- b. Must be worn at waist level
- c. No sweatpants/athletic pants/athletic shorts, pajamas, denim, leather, or stretch/spandex pants
- d. Pants with stripes down the side of the pants are not permitted, they must be a solid color
- e. Cargo pants and shorts are permitted
- f. Knee length shorts “Dockers” style of the designated color scheme will be allowed at the Middle Schools and High School
- g. Elementary students may wear shorts in one of the available solid colors. The shorts must follow the finger tip rule – belts not mandatory

**B. Skirts, Skorts, Dresses, Jumpers, female attire (relaxed fit):**

- a. Must be a solid color (khaki, black, or navy blue)
- b. Must be worn at waist level
- c. Length must be at or below the knee
- d. No denim, leather, stretch/spandex
- e. Slits cannot rise above the knee

**C. Shirts/Sweatshirts (collared shirt, sweater, turtleneck, non-hooded sweatshirt):**

- a. Must be a solid color (black, red, navy blue, or white)
- b. Layered shirts must both be one of the solid color choices
- c. If shirt length is longer than bottom back pocket, shirt must be tucked in
- d. Logos on shirts may be no larger than a half dollar with exception of GCSD Spirit Wear logos on shirts, sweatshirts, and sweaters
- e. Students will be allowed to wear school issued athletic uniforms
- f. School sponsored clubs/activities must adhere to the standardized dress policy
- g. Ties (for boys or girls) are optional
- h. Shirts must have sleeves
- i. Collared shirt must be worn at all times

**D. Belts/Suspenders**

- a. Must be a solid color (black, brown, navy blue)
- b. Must be properly buckled and may not dangle
- c. No wallet or belt chains allowed
- d. Belt buckles must be free of advertisement and ornamentation

**E. Shoes**

- a. All students will wear shoes or approved footwear
- b. Shoes with laces must be tied
- c. Shoes with a back or back strap must be worn at all times by elementary school students
- d. If boots are worn, the pants may not be tucked inside the boots
- e. Socks are optional but if worn must be of one of the color options and free of decoration.
- f. Roller skates, roller shoes, roller blades, or cleated footwear are prohibited
- g. Heels should be appropriate height for various school activities and should not be potentially unsafe for the wearer

**II. Additional Requirements:**

- A. See-through apparel will not be worn, the appropriate and necessary undergarments must be worn and not shown
- B. Clothing must cover the upper cleavage and the lower midriff torso at all times
- C. Students may not wear or carry bandanas
- D. No hats, headgear, or sweatbands in the building at any time. Exception will be announced by the Administration due to inclement weather.
- E. Clothing that overhangs the heel or that is overly baggy is not permitted.
- F. Clothing must be worn right-side out
- G. In classes where certain machinery and equipment is operated, individual teachers will cover guidelines on proper dress for students, including hair length and proper protection
- H. Hair must be clean, of natural color, without curlers and not distracting or disruptive to the educational process. No grooming items may be stored in the hair
- I. Gang-related apparel (as defined by area police agencies) is not allowed at any time in school or at school events. Tattoos related to hate groups or which are sexual or violent in nature must be kept covered
- J. Excessive or unnecessary makeup is not allowed. Makeup, perfume, and hairspray should not be applied in the classroom or cafeteria, it should be applied in restrooms or locker rooms only (Some people are allergic to these items; please respect their limitations.)

K. Medical and religious-related needs must be properly documented in the school office before administrative permission will be considered to alter this policy

L. Coats cannot be WORN in the classroom

M. Body jewelry other than items worn in the hair, on the hand, wrist, ankle or ear lobe, are not permitted. Body piercing is limited to the ear or ear lobe. No plugs are allowed.

N. Contact lenses must be clear or of a natural eye color/shape. Eye wear and sunglasses that may become a distraction to the educational process are prohibited.

O. Jewelry and other ornamentation are permissible except those espousing violence, obscenities, harassment, or that may be a possible hazard to the wearer or other students are not permitted. Large hoop pierced earrings are prohibited for the safety of the wearer

P. No ripped or torn clothing may be worn.

Principals and District administrators have the final authority to determine what is acceptable and not acceptable under this dress code and may alter the policy to accommodate school spirit events. District Goal – by fall semester 2012, District #9 will have District-wide school colors of black, red and white.

### **III. Consequences**

#### **A. Elementary**

Warning for all students in agenda book, at opening day assembly or day of enrollment

- 1st – Parent called to bring change of clothes
- 2nd – Parent called to bring clothes, noon detention
- 3rd – Parent called to bring clothes and schedule conference with principal, and three (3) day noon detention
- 4th – Parent called to bring clothes; principal conference and 1/2 day ISS
- 5th – Parent called to bring clothes; principal conference and 1 day ISS
- All subsequent violations – will result in a progressive schedule of out of school suspensions.

Truancy personnel may be contacted

#### **B. Secondary**

Warning for all students in agenda book, at opening day assembly or day of enrollment

- 1st - Parent contact, student placed in ISS until parents bring change
- 2nd – Parent contact, student placed in ISS for full day
- 3rd – Parent contact, students will be placed in 2 days ISS
- 4th – Parent contact, students will be placed in 3 days ISS
- All subsequent violations – will result in a progressive schedule of out of school suspensions.

Truancy personnel may be contacted

**All consequences are subject to the discretion of the Building Principal.**

#### **Religious Exemptions**

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object to the student's compliance with any portion of this Student Dress Code Policy based upon a sincerely held religious belief. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions:

- What is the basis for the request for religious exemption?
- What religious teaching, religious belief or religious practice prohibits compliance with this student dress code policy?

In addition, all written objections must be accompanied by a signed statement of either a religious official, (such as minister, rabbi, imam, or other) or another person who can verify the nature and good faith basis of the sincerely held religious belief. The Superintendent or his designee shall review all objections to the Student Dress Code Policy. Students with legitimate religious objections shall not be required to comply with those portions of the Student Dress Code Policy which conflict with such good faith, religious requirements.

If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the Board of Education who will review the application and make a determination within 30 days of the appeal.

#### **Financial Assistance**

Students who cannot comply with the Student Dress Code Policy due to economic hardship may apply for assistance.

Economic hardship will be determined by administration. The Indigent Application is Student Dress Code Policy Form 1.

#### **EQUAL EDUCATIONAL OPPORTUNITIES:**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, 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, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity:

No student shall, based on 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. Student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation:

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

**FIELD TRIPS** – During the school year a teacher may initiate a field trip for his/her class. As a field trip is part of the curriculum, each student is encouraged to take part. Prior to the scheduled trip, a permission slip will be sent home with each student. The permission slip (signed by parent/guardian), along with any necessary fees, must be returned to school before a student may participate in the field trip. If a parent chooses for their child not to participate in the field trip, the child will be assigned to another classroom and provided an alternative experience.

**FIRE EMERGENCY DRILLS** – Fire emergency drills are conducted regularly for the children's safety. Teachers will instruct the children about the procedures for **exiting the building orderly, quickly, quietly, and safely**. **Please reinforce with your child that these drills are important for his/her safety should a fire occur.**

**GIFTED EDUCATION** – Elementary students are served in a partial pullout format called "Idea Lab". All certified teachers and administrators are encouraged to refer students believed to be gifted in his/her general intellectual ability or specific academic aptitude to the Gifted Resource Team as a candidate to be included in the Gifted program. The referring educator completes the form "Referral for Identification of Gifted Students" and gives it to his/her Gifted Education teacher. This referral may be prompted by:

1. Teacher observation
2. Scores achieved on standardized achievement or intelligence test
3. Past performance and record
4. Student or parent request

One or more of the following tests may be given.

1. Cognitive Abilities Test, written, group test – 120 or above
2. In the event the case is complex and warrants a more elaborate and sophisticated intelligence test, then a District Psychologist should administer a Stanford-Binet intelligence Scale for Children-R. If the District Psychologist is to be involved, this person must be consulted and included in the decision.

**GRIEVANCE PROCEDURE POLICY 2:260**

Students, parents/guardians, employees, or community members should notify the 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:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.;
- Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.;
- Equal Employment opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000et. Seq
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972
- The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- Curriculum, instructional materials, programs;

- Victims' Economic Security and Safety Act, P.A. 93-591;1
- Illinois Equal Pay Act of 2003, P.A. 93-0006;
- Provisions of services to homeless students.
- 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.

1. Filing a Complaint

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

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf if the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except; (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. Within 10 school days of the date the complaint 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 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 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

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The 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 name, addresses, and telephone numbers of current Complaint Managers.

Name	<u>Mr. Ron Stern</u>	<u>Mrs. Nancy LeVault</u>
Address	<u>1947 Adams Street</u>	<u>1947 Adams Street</u>
	<u>Granite City, IL 62040</u>	<u>Granite City, IL 62040</u>
Telephone No.	<u>(618) 451-5800</u>	<u>(618) 451-5800</u>

**INDEPENDENT READING PROGRAM** – This program is to encourage independent reading in the Granite City Elementary Schools at **Grades 1 - 5**. It is called the GRANITE CITY INDEPENDENT READING PROGRAM and runs from April 1<sup>st</sup> to March 31<sup>st</sup>. The Independent Reading Program is designed to stimulate reading apart from the required academic program. Students who read (100) books independently during the school year qualify for the Superintendent’s Award and are eligible to attend a recognition program in April. Contact the classroom teacher for specific information regarding reading and record keeping. The following are rules and regulations for this program.

1. All credit for IRP must be earned while a student is enrolled in an elementary school in Granite City School District #9.
2. It will be the responsibility of each building principal and the teachers of that building to encourage reading of these rules.
3. For a book to count for credit, the book read should be at least at the Independent reading level of the student or Independent reading level which includes one level below the accelerated reader.
4. Buildings will share information about reading programs that are available for Kindergarten children.
5. Recognition will be given for the following levels of achievement.
 

FIRST LEVEL	10 BOOKS
SECOND LEVEL	20 BOOKS
THIRD LEVEL	30 BOOKS
FOURTH LEVEL	50 BOOKS
FIFTH LEVEL	75 BOOKS
SIXTH LEVEL	100 BOOKS
6. The first level will be recognized by awarding a certificate of achievement signed by the classroom teacher and the building principal.
7. Affixing a different colored seal in its proper place on the certificate will denote the second through the sixth levels.
8. He/she also will be receive an award for that year. This award will be presented to the student by the principal of the respected school.
9. Children may read up to 50 book credits during the summer months (April 1 through September 1). This book list must be signed by a parent and/or guardian or library staff member and submitted by September 30<sup>th</sup> to count. (Form #1 may be used.) No teacher may require book reports on summer reading.
10. One credit will be given for each 50 pages read of books over 100 pages.
11. A book report form may be used for all books read during the school year.
12. NO GRADES will be given on these book reports.
13. Accelerated Reader Books will count.
14. Each building may recognize the efforts of their students in any way they consider as an encouragement to read.
15. It will be the responsibility of each teacher to keep an accurate accounting system to report each book read.
16. A visual record will be kept in each room showing the award level at which each student is currently reading.
17. The 100 book award will be awarded during the spring. Each school will arrange this event.
18. Additional awards may be provided by outside organizations to recognize those students who achieve the award for all five years of their elementary school career.

**SUGGESTED SUPPLEMENTAL SPECIAL EDUCATION POLICY –**

The performance for many exceptional children often makes it necessary that an adjustment be made in their academic requirements. Therefore, an alternative set of criteria is provided. This alternative is limited to those children who currently have an active IEP. However, the policy does not prohibit participation according to the standard guidelines.

The alternative set of criteria is given below:

FIRST LEVEL	5 BOOKS
SECOND LEVEL	10 BOOKS
THIRD LEVEL	20 BOOKS
FOURTH LEVEL	30 BOOKS
FIFTH LEVEL	40 BOOKS

The first level will be recognized with a certificate. The second through the fifth level will be a different colored seal in its proper place on the certificate.

**INSTRUCTIONAL FEES (Book Fees)** – A nominal fee is charged each year to subsidize the purchase of consumable classroom materials such as workbooks and hardcover textbooks. Each student is assessed a fee of \$25 per year. The fee may be paid at any time during the year. Unpaid fees will accrue as obligations and may restrict the student's participation in extracurricular activities. Individuals who qualify for the free lunch program should consult the building principal for waiver of instructional fees.

**INSTRUMENTAL MUSIC (BAND)** – Lessons are offered to all 4<sup>th</sup> and 5<sup>th</sup> grade students interested in learning to play an instrument. An aptitude test is given at the end of the third grade. Small group lessons are given once per week for twenty-five minutes. Students provide their own instrument (unless they are using the large school-owned instruments like the baritone, tuba, french horn, etc.) The large instruments are provided by the school district in limited quantities to qualified students.

The elementary band offers rehearsals on Tuesday and Thursday afternoons for the fourth and fifth grade students enrolled in the band program at their school. Rehearsals are from 3:45 to 4:45 p.m. at an assigned school. The band performs two concerts and conducts a spring tour each year.

**LOCKERS** – If lockers are available, one will be assigned to each student. In some cases, students will share a locker. Students should use only their assigned locker and should keep it clean. Locks may not be placed on lockers. Personal combinations should never be shared with other students. The locker is the property of the school district and is loaned to the student. The locker is not to be used to store harmful substances or stolen property. The school reserves the right to open lockers at any time.

**LOST and FOUND** – Numerous items are lost and found each year. Many go unclaimed. Articles found should be turned in to the office so that owners can claim them. Parents should mark the student's personal items so they can be identified.

**MCKINNEY VENTO HOMELESS ACT** – Keeping children and youth in homeless situations connected to school provides them with a source of stability and normalcy in otherwise chaotic and frightening circumstances. School stability supports academic achievement and mental and emotional security. If your family is suffering from lack of adequate housing, living in a shelter, or have been displaced by a natural disaster, assistance may be available to you and your family. Contact the school administration or the district homeless liaison, Nancy LeVault at 618-451-5800.

**MEDIA EXCLUSION** - Parents who do not want their child photographed, filmed or interviewed for public exposure (newspaper, television, etc.) may fill out a media exclusion form in the principal's office.

**MESSAGES** – It is not possible to deliver messages to pupils except in the case of an extreme emergency. Families should make arrangements in advance regarding what their children should do in bad weather.

**QUESTIONS/ANSWERS** – Should questions/problems related to school arise, please contact the child's teacher first. If a satisfactory resolution cannot be reached at this level, the teacher or the parent may wish to refer the matter to the attention of the principal.

**PARENT INVOLVEMENT POLICY** – Schools receiving Title I funds must involve parents in planning, reviewing, and improving parental involvement programs. Each school receiving Title I funds will have a Parent Involvement Committee with at least two parents serving on that committee. The Parent Involvement Committee will meet at least once a quarter to plan, conduct, and review parental involvement programs. The Parent Involvement Committee may use a variety of ways to seek input from parents such as surveys, questionnaires, or evaluation sheets. The Parent Involvement Committee will keep records of meetings; any information distributed to parents and sign-in sheets at parental involvement activities.

**PARENT TEACHER ASSOCIATION** - The Parent Teacher Association (PTA) is the largest volunteer organization in the world. Objectives of the PTA include – promoting the welfare of children and youth in home, community, school, and place of worship; raising the standards of home life; securing adequate laws for the care and protection of children and youth; bringing into closer relationship the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth; and developing between education and the general public, such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education. Every parent/guardian is encouraged to join and participate in the PTA.

**PATROLS** – To be a member of the school safety patrol is an honor and responsibility. Patrols are leaders selected because of their outstanding qualities of leadership, citizenship and self-discipline. Patrols may serve in

many capacities – assisting teachers with building and playground supervision, assisting students moving to and from the cafeteria and may aid crossing areas for students who walk. All students are expected to follow the directions of the patrols. There are no student patrols on school buses.

**PERSONAL ITEMS** – Items to include, but not limited to, stuffed animals, radios, headphones, CDS, DVDS, iPods, toys (including electronic), sports equipment, yo-yos, trading cards, fast food give-away(s), etc. are not to be brought from home. **Students are not to bring personal belongings to school. If such items are brought they will be confiscated and returned at the end of the school year unless other arrangements are made.**

**PEST CONTROL** – District buildings are treated monthly for pest control by a licensed professional exterminator. Buildings will be notified three (3) days in advance of this treatment. All spraying is done after hours or on weekends.

**PETS** - Frequently there are problems with pets on the school grounds. No choice is given but to report any incident to the humane officer. Please keep pets chained, penned, or in the house when children leave for school. **Board Policy 6:100** – Animals kept in or brought to schools should be for instructional purposes only and shall be approved by the building principal. For safety reasons, other animals and pets may not be brought onto the school grounds unless they are assisting persons with impairments or accompanying law enforcement personnel. **PETS ARE NOT TO BE BROUGHT TO SCHOOL.**

**PHYSICAL EDUCATION** – Elementary Physical Education is a program that contributes to the student's health, vigor and vitality that must last a lifetime. The curriculum is designed to develop basic motor/sport skills that have increased complexity and refinement for each grade level. In addition to the acquisition of physical skills, children are expected to work and play cooperatively with other children, developing a respect for hard work, rules, and authority.

Illinois law requires that all children enrolled in Illinois public schools participate in physical education. Tennis shoes are required for participation in gym. Shoes are a must for outdoors. Students should wear clothing that is suitable for vigorous activity. A doctor's statement is required for a long-term excuse from physical education activity. For a short-term excuse (one or two days) a note from the parent/guardian is required.

**PHYSICAL FITNESS TESTING** – The Presidential Youth Fitness Testing program is conducted each year at each elementary school. The test items include – pull-ups or arm hang, curl-ups, sit and reach, mile run, and shuttle-run. Raw scores are converted to percentile scores. To qualify for the Presidential Citation, students must score in the 85<sup>th</sup> percentile or better in each of the test items. The citation includes a patch and a certificate signed by the President of the United States.

**POLICY FOR BEHAVIORAL INTERVENTION** – The Region I Special Education Cooperative is committed to providing a learning environment for all students, which will enhance their academic, social and personal growth. When a student cannot follow the district's discipline standards due to his or her disability, a behavior management plan will be developed. Behavioral intervention policies and procedures have been developed using the Illinois State Board of Education guidelines with the advice of parents, students, staff, advocates for persons with a disability and individuals with expertise in the development and implementation of behavioral interventions. A complete copy of the policy and procedures is available upon request.

**RESOURCE SERVICES** – Resource services are available to special education students who require additional support due to the existence of an identified mild to moderate learning problem, behavior problem, mental retardation, or other handicapping condition that significantly interferes with learning. Resource services are provided by a special education teacher through individual or small group instruction. The amount of time the child participates in a Resource team is determined by the Multidisciplinary team on an individual basis and is specified on his/her Individualized Education Plan (IEP).

#### **ROOM PARTY GUIDELINES**

1. Food items will no longer be accepted and/or distributed in honor of student birthdays. If you must send a treat to the class, you may send pencils, stickers, no toys...or donate a book for the school/classroom or library.
2. Food items brought in for approved classroom parties must be wrapped, pre-packaged and commercially prepared. This includes bakery and fast food items. They must be sealed and opened on site. NO homemade items will be distributed in the classroom, as there is no way to monitor sanitation of such items. An adult will distribute all food items. Disposable gloves should be worn when handling food.

3. PTA room parents will be allowed to sponsor two (2) parties each school year, the first to be held at Halloween (**No Costumes and No Parades**) and the other at Christmas with the approval of the principal. There may be one additional party which will be teacher-sponsored. All PTA room parents must have an approved background check.
4. Room parties should be no longer than one hour in length and should be held the last hour of the school day. PTA volunteers can enter the room 15 minutes before the party to set up.
5. No pre-school children (this includes younger siblings) will be permitted at school during classroom parties.
6. Teachers should be contacted prior to the party to discuss arrangements and to give final approval on activities planned.
7. Game prizes should be eliminated unless small prizes are given to each student participating.
8. Student gift exchange will not be permitted.
9. Upon completion of the party, room parents should remove all extra refreshments, supplies and game/activity materials. Trash accumulated from the party should be bagged and ready for disposal.
10. All notices sent home must be approved by the principals.

**SCHOOL PICTURES** – Each year the school district hires a photographer to take pictures of all students. Information regarding the date and cost will be sent home in advance. Pictures are normally taken once each semester.

**SCIENCE FAIR** – Students in 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade interested in furthering their knowledge in science may submit an entry to the science fair. Contact the classroom teacher for details. Each building will coordinate an event to allow for the display of Science Fair projects.

#### **SEX OFFENDER INFORMATION**

The Granite City School District continues to monitor reregistered sex offenders reported via the Illinois State Police and the Granite City Police Department. Local updates are provided as needed by the Granite City Police Department. Our school district also reviews the distance of the offenders' residence from area schools and report concerns to local police authorities.

Citizens now have access to information regarding registered sex offenders living in their community. As you may already be aware, Granite City has many individuals listed on the Illinois State Police Sex Offender Registry. Based on the information on this list, children may play, go to school, or walk to bus stops in neighborhoods where sex offenders live. In order to better inform all parents, we are providing information on how individuals can access this information. The Sex Offender Registry can be accessed via the following:

**Granite City Police Department:** Individuals may request their own copy of the list by providing identification and the posted copy cost. The list can be reviewed at the department for free with identification.

**Internet access** – [www.gcsd9.net](http://www.gcsd9.net) (A link to Illinois State police site may be found on our website.)

**Internet access** – [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

**Public Library** – computer access available. Local newspapers publish the list periodically – in our area, the News Democrat and Granite City Journal have published the list in the past.

Concerned individuals should review the list periodically since changes are made frequently when individuals are added to the list or move to a different location. Parents should also discuss safety concerns with their children periodically.

**SOCIAL WORKER SERVICES** – Our district employs two social workers to serve the seven elementary buildings. Their primary responsibilities include crisis intervention and special education evaluations. On occasion, they may also conduct various groups throughout the buildings as an extension of the material that your child/children are learning in class. These topics may include, but are not limited to, bullying, peer relations and emotional health. The social workers complete social history and adaptive behavior assessment on all students who are referred for special education services. In addition, the social workers assist the school in; child abuse referrals; consultation with teachers; referrals for assistance from outside agencies; providing direct services to students; serving as liaison between the home, school, and community; and by participating in multi-disciplinary conferences.

**SPECIAL EDUCATION** – Special education services are available for children between ages of three and twenty-one. Programs are designed to serve children who are learning disabled, mentally retarded, physically handicapped, behaviorally disordered, hearing impaired, visually impaired, health impaired, or speech impaired.

The district provides special classes, resource rooms, and itinerant services to the handicapped population. In addition, support services such as physical occupations, and speech therapy are provided. To receive these services, a child must be referred for screening or testing by parents, teachers, or other staff members. Once parent permission is received, and a case study is completed, the child will be evaluated by a school psychologist. If it is determined that the child meets guidelines established by the state and federal government, a staffing is held with all individuals involved, including the parents, to determine the appropriate placement for the child. The student's program is reviewed each year and re-evaluated every three (3) years.

Any questions relevant to the disabling condition should be directed to Director of Special Education, 1947 Adams Street, 451-5800.

**SPEECH THERAPY** – Communication allows the basic human process of receiving information, organizing thoughts, and expressing ideas and emotions. A communicatively-impaired child exhibits speech and language, which are considered outside acceptable levels and present problems in social emotional and/or educational growth. These impairments include language, fluency, voice auditory disorders, and articulation. Services provided by speech and language pathologists may range from individual to small group instruction to assist the child with speech development.

**SPELLING BEE** – The Elementary Spelling Bee is held every year at Coolidge Middle School. Representatives in grades 3, 4, and 5 are selected through spelling bees conducted in each elementary school. Additional information is available from your child's teacher and principal.

**STUDENT INSURANCE** – The school district offers a low cost accident insurance plan. The forms are sent home at the beginning of the school term. In case of an accident, parents should obtain a claim form from the school office. The school district acts only as an agency for distribution of the enrollment forms and to assist in filing the initial accident report. The insurance policy is a discreet contract between the insurance company and the insured.

**STUDENT SAFETY** – For the safety of all students, all doors into the building except those nearest the office remain locked from the outside. Video cameras have been installed to monitor doorways.

**TELEPHONE** – Use of the telephone by children is discouraged except in the case of an emergency. Children should make arrangements for after- school activities or visits to friends prior to coming to school. Cell phones must be turned off and stored in backpacks during school hours. Students can not use cell phones for text messaging during school hours.

**TEXTBOOKS** – Textbooks are loaned to students by the school. Each student is responsible for the care of his/her textbook. Students/parents will be required to pay for lost, stolen, or damaged textbooks and/or library books.

**TORNADO WARNINGS** – In the event of a tornado warning during school hours, classes will not be dismissed early. Children will remain in the school building until the all-clear is given. Children will only be dismissed during a warning if a parent/guardian comes to the school office and requests dismissal. Parents/guardians will not be allowed to take any child, except their own, without permission from the other child's parent/guardian. Telephone requests for dismissal will not be honored. Tornado drills will be conducted for the children's safety.

**VISITORS (Policy 8:50)** – Visitors are welcome at any School District building, provided their presence will not be disruptive. All visitors shall initially report to the Building Principal's office. Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board Policy 8:30, *Conduct on School Property*.

**VOLUNTEERS** – Parent volunteers donate time each week to help make the children's day happier and to assist the teacher with non-teaching duties. If you are interested in becoming a volunteer in your child's school, contact the principal for details. All volunteers must be approved by the Board of Education. **Volunteers must report to the office upon arrival in the building and wear a badge while working. (Please read the following policy if you are interested in being a volunteer in your child/children's building).**

### Community Resource Persons and Volunteers

The School Board encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and Skills, (4) give more individual attention to students, and (5) promote greater community involvement. Volunteers will be required to complete a "Volunteer Packet" each year before serving in the building.

#### Volunteers may be used:

- For non-teaching duties not requiring instructional judgment or evaluation of students:
- For supervising school-sponsored extracurricular activities under immediate supervision of the paid sponsor of the activity;
- To assist with academic programs under a certificated teacher's immediate supervision;
- As a guest lecturer or resource person under a certified teacher's direction and with the administration's approval.
- As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "child sex offender," as defined by the Child Sex Offender and Murderer Community Notification Law, shall be used.

**YEARBOOKS** – Yearbooks may be provided for a fee.

**YOUNG AUTHORS** - Students in grades K-8 are invited to participate at the building level by submitting an original story. Stories are judged by a committee with building and district winners selected. Outstanding participants may be invited to attend the state and county conferences.

### TRANSPORTATION

**BUS CONDUCT RULES – (Policy 7:220)** The following rules apply to all children who ride a bus.

1. Each student shall be seated immediately upon entering the bus.
2. No student shall move from place to place during the trip. They are to remain in seat.
3. Loudness or profane language or indecent conduct shall not be tolerated.
4. No windows or doors will be opened or closed except by permission of the bus driver.
5. No student shall attempt to enter the bus or leave his or her seat until the bus comes to a full stop and the driver has opened the door.
6. Possession of drugs, alcohol or tobacco products on the bus shall not be permitted.
7. No fighting, throwing of objects or similar misconduct shall be permitted. Conduct considered unacceptable in a classroom, such as taunting, teasing, harassment, disrespect, lack of courtesy or other inappropriate behavior will not be tolerated.
8. Bus riders ALWAYS ride the bus unless written notification has been given to the teacher prior to dismissal.

#### **THIS IS NOT AN ALL- INCLUSIVE LIST**

**BUS CONDUCT NOTICE** – The bus driver may write a Bus Conduct Notice. The principal may take the following steps to promote safety and appropriate behavior on the school bus.

- 1st Notice: Warning. The principal will talk to the student and notify the parent.
- 2nd Notice: Up to three days of noon detention is assigned. The principal will talk to the student and notify the parent.
- 3rd Notice: Three days suspension from riding the bus. The principal will talk to the student and notify the parent.
- 4th Notice: Five days suspension from riding the bus. The principal will talk to the student and notify the parent. Parents are to sign the bus notice before transportation resumes.
- 5th Notice: Ten days suspension from riding the bus. The principal will talk to the student and notify the parent. Parents are to sign the bus notice before transportation resumes.

**Severe:** *Detention or suspension will be issued at the principal's discretion (even a first offense.) During bus suspension, it is the parent's responsibility to provide transportation to and from school. Bus suspension is not an excuse for absence and could result in a truancy referral. Please take a few moments to reinforce with your child the need for following the*

***rules on the bus and at the bus stop. Please discuss the consequences should they choose not to follow the rules in the future.***

**After the sixth bus conduct warning, students can be removed from the bus for the remainder of the year by the Board of Education, per policy 7:190.**

**BUS TRANSPORTATION** - Bus transportation is provided for those children who live beyond certain boundaries set by the State of Illinois and the Board of Education. Each student is assigned to ride a certain bus and must have written permission from the parent and principal to ride another bus. Students who do not reside within these specified boundaries are not permitted to ride a bus.

At this time, the Granite City School District provides student transportation under a contract with Illinois Central Transportation. Information on routes and schedules can be obtained by contacting your child's school, the district web site, or Illinois Central Transportation at 797-0700.

**RIDING A SCHOOL BUS** – Riding a school bus is a privilege extended to students that **can be taken away** for disruptive or unsatisfactory conduct. All students being transported are under the authority of the school bus driver and must obey his/her requests. Specific regulations are posted in the buses. The school bus is an extension of the school and is thought of as a classroom.