



## ELEMENTARY K-6

# HANDBOOK

2021 – 2022

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***"Education is the most powerful weapon which you can use to change the world."***

*~Nelson Mandela*

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*This 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 this 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. Board Policies may be reviewed by parents on the district website, [www.gcsd9.net](http://www.gcsd9.net).*

*Professional judgment and administrative decisions will prevail in cases not specifically addressed. A student handbook cannot be all-inclusive of every situation that may occur. Teachers and Administrators have the discretion to make decisions on a case-by-case basis that they deem appropriate for the situation.*

### **DISTRICT MISSION STATEMENT**

Our district is committed to providing a safe learning environment which enables all students to develop intellectually, physically, morally, and emotionally to the very best of their abilities. This learning environment must offer students the opportunity to practice and adopt the principles, values, and ideals which will help them to become self-sufficient and effective citizens in today's democratic society. Our goal is to promote learning as a life-long process.

Goal 1: Members of the District #9 professional staff will continuously strive to maintain curriculum aligned with state learning standards, while working to improve personal instructional skills that will lead to acceptable student performance on NCLB indicators.

Goal 2: Members of the District #9 community will continuously review, improve and align educational and support programs/services to assist in each student's overall success.

Goal 3: Members of the District #9 staff will continuously improve student and employee performance in a variety of measurable outcomes.

Goal 4: Members of the District #9 community will continue to provide adequate facilities and improve the conditions of all existing facilities.

Goal 5: Members of the District #9 leadership team will manage financial resources to support the growth and development of the district's mission.

Goal 6: Members of the District #9 community will continuously work to improve the relationship between the schools and the home-community in order to strengthen the learning environment.

### **School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Click on the link for the Granite City School District #9 Return to Learn Plan for specific information on the District's layered COVID mitigation strategy.

[RETURN TO LEARN PLAN](#)

## ***ENROLLMENT/REGISTRATION***

### **DISTRICTWIDE ENROLLMENT AND ADMISSION – (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:

- The custodial adult or emancipated minor will be asked to produce current valid proof of residency 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.**
  - **Two Proofs of Residency Documents** – lease agreement, 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.
- **Certified Birth Certificate** (unless copy is already on file with school) Hospital certificate is not acceptable.
  - 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.
- **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
- **Proof of disease, immunization and current physical exam**, as required by State law and Board Policy 7:100.
- Parents are to supply their business/cell telephone numbers along with **three emergency contacts** and phone numbers in case of an emergency during the school day. If emergency information changes during the school year, please use your Skyward Access to make appropriate changes or notify the school office immediately. Only those individuals listed as emergency contacts or authorized by the parent will be allowed to pick up a student.

### **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.

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.**

### **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. An Illinois transfer form will be prepared for the child's new school, along with other pertinent records. If a student is leaving the school district, the records will be sent to the new school upon written request. Parents should sign a release at the new school or a release with the Granite City School before departing. If we receive a request for records that is not signed by the parents, we will need to notify the parent and ask for consent before releasing.

## ***ATTENDANCE/DISMISSAL***

### **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 6 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. Children should not arrive at school for any reason prior to school office hours.

### **ABSENCE CALL-IN**

If your child is absent from school, please notify the school up to one hour after the designated start time on the day of the absence. 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 numbers. If phone contact is not made, a note stating the reason for absence should be sent when your child returns to school.

### **EARLY DISMISSAL**

Students being dismissed prior to school dismissal 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 ensure that the child is not dismissed to someone who does not have custody or authorization.

### **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.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE - (POLICY 7:80)**

A student shall be released from school, as an excused absence to observe a religious holiday or for religious instruction. The student's parent/guardian must give notice to the Building Principal at least 5 calendar days before the student's anticipated absences. This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teacher's appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study or work requirement.

### **CROSSING GUARD SCHEDULE**

Elementary schools provide a crossing guard at the intersection/main crossing nearest each school.

### **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). 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.

### **HOME/HOSPITAL INSTRUCTION (HOMEBOUND)**

The school district shall provide home/hospital instruction for pupils in accordance with Board Policy 6:150. 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, obtain a visitor badge and permission from the principal prior to proceeding to the classroom area.

- Siblings from High School and Jr. High School who pick up students must do so after the bell.
- 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.

### **TARDY**

If your child arrives after the center's designated start time, 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. \*Note- when your child attends for less than 300 minutes in a day, they will be marked as absent for a ½ day.

### **TRUANCY (POLICY 7:70)**

Absence from school is not in the best interest of the child, the family, the school, or the community. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Excessive absences from school will be referred to the truant officer employed by the Madison County Regional Office of Education (ROE). The city ordinance on truancy will be enforced. **Chronic truancy is defined by the school district policy and Illinois School Code as students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.** Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Two or more days of absence per month or more than 5% of the possible school attendance days equates to a chronic truant. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- **Appropriate school discipline,**
- **Referral to the truancy officer,**
- **Reporting to officials under the Juvenile Court Act and/or City Ordinance,**
- **Referral to the State's Attorney.**

### **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.

## **ACADEMICS/EXTRA-CURRICULAR**

### **EQUAL EDUCATIONAL OPPORTUNITIES (POLICY 7:10 and 2:260)**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, 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 School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

#### **Sex Equity:**

No student shall, based on sex, sexual orientation, or gender identity 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 Board policy 2:260, 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.

**ELECTRONIC NETWORKS (POLICY 6:235)**

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.

**ENGLISH LANGUAGE LEARNERS – (POLICY 6:160)**

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are



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

### **ESSA 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).

### **GIFTED EDUCATION**

Elementary students are served in an after school 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 Education 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.

### **GRADING SCALE**

A Standard Based Report Card is Used for Grades K-4 and teachers will instruct the parents on how it works at Meet the Teacher Night. For Grade 5-12 a uniform grading scale is used. If you have questions about grading, please speak with your child's classroom teacher.

### **INDEPENDENT READING PROGRAM (IRP)**

This program is to encourage independent reading in the Granite City Elementary Schools at **Grades K - 6**. 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 an IRP award and are eligible to attend a building recognition program in the spring. 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 GCSD#9.
2. It will be the responsibility of each building principal and the teachers in 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.

4. For the first semester of Kindergarten, books can count for the program by being read to and with the student. After the first semester, books should be selected so that the student can read independently (or with minimal assistance) to the parent.
5. All students who receive a 100-book award will be recognized in a similar program and receive the same medallion.
6. Reading at the Kindergarten level does not meet the annual requirements for six consecutive years. Children begin this program in First Grade by reading independently for the entire year to reach the six consecutive year award.
7. 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
8. The first level will be recognized by awarding a certificate of achievement signed by the classroom teacher and the building principal.
9. Affixing a different colored seal in its proper place on the certificate will denote the second through the sixth levels.
10. He/she also will receive an award for that year. This award will be presented to the student by the principal of the respected school.
11. 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.
12. One credit will be given for each 50 pages read of books over 100 pages.
13. A book report form may be used for all books read during the school year.
14. NO GRADES will be given on these book reports.
15. Accelerated Reader Books will count.
16. Each building may recognize the efforts of their students in any way they consider as an encouragement to read.
17. It will be the responsibility of each teacher to keep an accurate accounting system to report each book read.
18. A visual record will be kept in each room showing the award level at which each student is currently reading.
19. The 100-book award will be awarded during the spring. Each school will arrange this event.
20. If the deadline for IRP (March 31<sup>st</sup>) falls on a weekend or during a school approved break, the deadline will be the first official school day following the weekend/approved school break.
21. Additional awards may be provided by outside organizations to recognize those students who achieve the award for all six years of their elementary school career, Grades 1-6.

**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.

## **REPORTING STUDENT PROGRESS (POLICY 6:110)**

### **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.

### **PROGRESS REPORTS**

Parents will be provided with this report by the fifth (5<sup>th</sup>) week of a quarter. Additional parent notification may take place at a later date when there is a sudden change in the child's performance or behavior. This notice will alert parents if their child is receiving a low or failing grade. Teachers are encouraged to make comments regarding student progress.

### **SKYWARD**

This 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.gcsd9.net](http://www.gcsd9.net).

## **PLACEMENT AND PROMOTION OF STUDENTS (POLICY 6:280)**

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. The policy is currently under review due to redistricting.

## **SCIENCE FAIR**

**All Fourth and Sixth Grade students are required to participate in the Science Fair and will be provided additional guidance from their classroom teachers. Other interested students and classes** may submit an entry to the science fair. Each building will coordinate an event to allow for the display of Science Fair projects.

## **SPECIAL EDUCATION (POLICY 6:120)**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in 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 this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

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.

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 impaired, 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 disabled 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, 3200 Maryville Rd., 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, 5, and 6 are selected through spelling bees conducted in each elementary/intermediate school. Additional information is available from your child's teacher and principal.

### **TESTING (POLICY 6:340)**

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Uses the State assessment system and any other appropriate assessment methods and instruments, including norm and criterion-reference achievement tests, aptitude tests, proficiency tests, and teacher developed tests.
2. Tests the grades and subjects according to the schedule required by the State assessment system. The District's assessment program may include testing students in grades not required by State law to be tested.
3. Tracks the achievement of all students.
4. Provides each student and his or her parents/custodians with an evaluation of the students learning on the basis of test and assessment results see Policy 6:280 Grading and Promotion.

Utilizes professional testing practices.

### **TEXTBOOKS (POLICY 4:140 or 6:210)**

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.

All District classrooms and learning centers should be equipped with an evenly proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. Anyone may inspect any textbook or instructional material coordinate with building principal.

### **TITLE I (POLICY 6:170)**

Congress established this program to improve education for all students. This program is part of the Every Student Succeeds Act (ESSA) Act of 2015. In those schools that qualify, students will be eligible for supplementary instruction aimed at high achievement.

### **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.

## **DISCIPLINE**

### **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 or

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.

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

### **(STUDENT TO STUDENT) BULLYING/HARASSMENT/ INTIMIDATION (POLICY 7.20, 7.180, 7.190)**

**Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.** No student should accept being harassed by other student(s). Students should report any type of harassment by other student(s) to a teacher, counselor, nurse or principal.

Harassment on the basis of actual or perceived race, color, national origin, military status, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: (1) During any school-sponsored education program or activity. (2) 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. (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. (4) Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) Causing a substantially detrimental effect on the student's or students' physical or mental health; (3) Substantially interfering with the student's or students' academic performance; or (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Each building principal will establish guidelines for his/her building on reporting, investigating and dispensing disciplinary action for students who harass other students.

### **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
- Hazing
- Student to Student Harassment
- 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.

## **EXPULSION POLICY (Policy 7:210)**

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.

This policy became effective and replaced the policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-22.6(a).

Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

Adopted: 8/10/2004

Revised: 12/8/2008, 11/10/2009, 4/12/2016

## **SEARCH AND SEIZURE INFORMATION (POLICY 4:170 and 7.140 and 8:30)**

In order 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 include school liaison police officers.

### **School Property and Equipment as well as Personal Effects left there by students**

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

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

### **Students**

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

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites (Policy 7.140)**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/: 1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. 2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **STUDENT CODE OF DRESS K-12**

STUDENT CODE OF DRESS K - 12 THE PURPOSE OF THE DRESS CODE IS TO PRESERVE THE LEARNING ENVIRONMENT IN ORDER TO CREATE THE CONDITIONS NECESSARY FOR TEACHING AND LEARNING TO SUCCESSFULLY OCCUR FOR ALL STUDENTS AND STAFF Granite City Community Unit School District #9 recognizes that dress and appearance are a matter of personal taste. Clothing must be worn and fit appropriately. At no time should bellies, bottoms, backs, bras, bandannas, boxers or bedroom attire (pajamas) be visible. Any attire which is unsafe, inappropriate, revealing, obscene, or which disrupts the educational process will not be permitted.

Guidelines for Student Attire:

1. Tops must touch the bottom attire all the way around when a student is sitting, standing, or walking.
2. Shirts must have sleeves. Tank tops/camisoles are not permitted as tops.
3. All undergarments must be covered by outer attire.
4. Bottom attire (skirts/shorts) must extend to the mid-thigh.
5. No holes are allowed in clothing above the mid-thigh.
6. Leggings must not be sheer and worn with a top garment that covers the hips



7. Pants must be worn at waist level.
8. Shoes must be worn, no slippers.

Unacceptable attire includes, but is not limited to:

1. Facial and other piercings which are a safety concern.
2. Clothing with ads, representations, or slogans about unlawful products, alcohol, weapons, tobacco, or with obscene language or images is not allowed.
3. Dress indicating affiliation with any group that advocates dangerous or unlawful activity.
4. Sagging pants
5. Chains/straps, collars with sharp or pointed protrusions
6. Slippers
7. Hats, hoods, visors, and bandanas
8. Costumes

Teachers and administrators will screen students for dress that may disrupt the learning environment. Parents will be contacted for any student who is in violation of the dress code. Repeated violations by a student may result in disciplinary action. This policy is subject to change given fads and fashion trends; 7 160 AP Page 2 of 2 the Superintendent and/or building administrators will make the final determination if a student is sent to the office for an offense.

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 CODE OF DRESS K12 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 a religious official, (such as minister, rabbi, imam, or other) who can verify the nature and good faith basis of the sincerely held religious belief. The Superintendent or the building administrator shall review all objections to the STUDENT CODE OF DRESS K-12 Policy. Students with legitimate religious objections shall not be required to comply with those portions of the STUDENT CODE OF DRESS K-12 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.

Adopted: 8/10/04

Revised: 5/26/09, 6/23/09, 6/29/2010, 7/11/2011, 4/12/2016, 05/11/2021

### **TOBACCO**

Smoking and chewing tobacco, electronic or e-cigarettes, or other/tobacco substances will not be permitted. Violators will be disciplined in accordance with school rules. The parent/guardian will be notified.

## **FOOD SERVICE/CAFETERIA**

### **BREAKFAST & LUNCH**

A nutritional **breakfast** is served each morning in the school cafeteria or other designated area as deemed necessary by administration. Breakfast service begins when the building opens, unless administration determines an adjustment is necessary due to extenuating circumstances. Time and space do not provide for children to bring breakfast from home or other commercial establishments to eat in the cafeteria.

A nutritional **lunch** is served each day in the school cafeteria or other designated area as deemed necessary by administration. The lunch period for most elementary K-6 children is a designated time, normally between 11:15 – 12:30 daily. Children may bring a sack lunch to eat in the Cafeteria. Fast food lunches cannot be delivered and served or eaten by the child in the Cafeteria or designated lunch space. If the parent desires to provide a fast food lunch, they may pick up the child from school during the time mentioned above and enjoy the lunch off site. Please see Campus Departure Waiver in the Attendance/Dismissal section of this document.

### **CAFETERIA RULES**

The following examples of cafeteria rules will apply to all children who eat in the school cafeteria or other designated space assigned for breakfast or lunch. This is not an all-inclusive list.

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

### **FOOD ALLERGIES (POLICY 7:285)**

In order for the Food Service Department to provide a safe alternative for those with identified food allergies, a form must be completed by the parent and physician giving the school authorization to provide substitute food items. This is only for students with a physician statement of diagnosis. See the principal or school nurse for the food substitution form.

### **FOOD/HEALTH NEEDS IN CAFETERIA (Policy 7:285)**

In recent years, there has been a notable increase in children with food related allergies. The school nurse and Cafeteria staff work together to ensure the safety of all children. Allergies must be diagnosed by a medical professional and guidance/instructions provided on the proper protocol. Certain tables may be designated for children in order to ensure they are free of peanut, nut, dairy or the applicable allergen. Other children will not be allowed to eat at these tables with lunches brought from home. Please talk to the School Nurse if your child has food allergies. The increase in food allergies is also one of the factors that eliminate treats being sent to classrooms for birthday celebrations.

### **FREE BREAKFAST AND LUNCH PROGRAM**

All K-12 students will receive free meals.

**\*All students must take a full breakfast/lunch to receive a milk. Additional milk is available for purchase for .60 cents each. If a student brings their breakfast/lunch, they can still purchase a milk for .60 cents.**

### **MENUS**

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

## **GENERAL INFORMATION**

### **AUDIO/VIDEO SURVEILLANCE**

All public areas, including the office area and school buses, are subject to audio and video surveillance and recording.

## **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 may not 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 and should not be ridden on school property.

## **BIRTHDAY CELEBRATIONS**

A child's birthday is a special time and we acknowledge birthdays in a variety of ways at school and in the classrooms. Due to many health and time constraints, no food or candy items of any type will 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 classroom or school library. Balloon bouquets, flowers and gifts can also not be delivered to the classroom.

Distribution by students of invitations to parties and celebrations outside of school is not permitted at school. The school has no way to monitor this type of event or the supervision that is provided. If a parent wants to invite their child's friends and classmates to events outside school, this must be done outside of the school day. Information on community events and services is provided as a public service but must be approved by the Board of Education. They do not endorse the events, but simply provide a means of information distribution. (POLICY7:310)

## **RETHINK ED**

The Granite City School District is a participant in Rethink Ed. Rethink Ed's evidence-based, technology-driven solutions are developed by leading experts in Social and Emotional Learning, Behavior Management and Special Education and are designed to:

- Increase student engagement and motivation
- Accelerate social and emotional learning
- Equip all staff and educators with powerful tools
- Instill a growth mindset in students
- Encourage positive behavior
- Achieve teaching excellence
- Personalize learning support
- Enhance collaboration among educators and parents
- Promote learning and development success

## **COMMUNITY RELATIONS (POLICY 8:70)**

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aides, benefits, or services that are separate or different from, but as effective as those provided to others.

The district will provide auxiliary aides and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school sponsored function, program, or meeting.

## **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. Any school item forgotten at home and delivered to school must be dropped off in the office.

## **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. Appropriate behavior is expected of all students. Inappropriate behavior at school in advance of the field trip could result in exclusion for this alternative type of learning experience. Teachers will provide the information in advance regarding grade/class expectations.

## **GRIEVANCE PROCEDURE (POLICY 2:260 and 7:10)**

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 Sec. 2-3.8 of The School Code. 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>Director of Secondary</u>	<u>Director of Elementary</u>
Address	<u>3200 Maryville Rd.</u>	<u>3200 Maryville Rd.</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>

### **INSTRUCTIONAL FEES (Book Fees)**

K-8 instructional fees are waived. Any prior unpaid fees will accrue as obligations and may restrict the student's participation in extracurricular activities. If a student or former student has outstanding obligations, his/her official transcript of scholastic records will not be released pursuant to Illinois Compiled Statutes (105 ILCS 5/2-3.13a) until all fees are paid. "Each public school and each private or nonpublic elementary or secondary school in this State shall within 10 days after the student has paid all of his or her outstanding fines and fees and at its own expense forward an official transcript of the scholastic records of each student transferring from that school in strict accordance with the provisions of this Section and the rules established by the State Board of Education as herein provided."

### **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. 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 and search lockers at any time especially in cases of student health, safety or reasonable suspicion of illegal or forbidden items.

### **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 (POLICY 6:140)**

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, school social worker, or the district homeless liaison, Donnie Harris 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. Unless we receive a message regarding a transportation change by 1:45 PM, we cannot ensure that the normal transportation plan can be changed.

### **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.

### **PERSONAL ITEMS**

Items to include, but not limited to, stuffed animals, radios, headphones, CD's, DVD's, iPods, iPads, 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 will be held for parent to pick up at school. Elementary students may not use personal electronic equipment in class.**

### **PEST CONTROL (POLICY 4:160)**

District buildings are treated monthly for pest control by a licensed professional exterminator. Buildings will be notified four (4) 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 (Policy 6:60 and 6:310)**

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 and intermediate 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.

### **PUBLICATIONS (POLICY 7:310)**

- School sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, i.e. inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

- Non School Sponsored Publications Accessed or Distributed On-Campus must be approved by the Board of Education and indicate that the distribution or the publication is not endorsed by the School District. Students are prohibited from creating, distributing, and/or accessing at school any publication that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.

### **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 impairment, 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).

### **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. For fall pictures students will be required to wear approved uniform dress. These pictures are used for identification cards, yearbook photos, and student records.

### **SEX OFFENDER INFORMATION (POLICY 8:30)**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion or
2. Has advance permission granted by Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

The Granite City School District continues to monitor registered 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 sex offender 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.

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.

### **STUDENT BIOMETRIC INFORMATION (POLICY 7:340)**

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

### **STUDENT RECORDS (POLICY 7:340)**

Illinois Student School Records Act and FERPA govern student records. School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District. State and federal law grants students and parent's/guardians certain rights, including the right to inspect copy and challenge school records. Notify the building principal for questions regarding this matter.

### **SURVEYS (POLICY 7:15)**

All surveys requesting personal information from students as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in school Board policy 6:10 or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **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. Any use of a cell phone or smartphone is prohibited. Cell and smartphones must be turned off and stored in backpacks during school hours. Students cannot use cell phones or smartphones for any purpose during school hours including photo taking, note taking, text messaging, or other programs offered via a cell or smartphone during school hours.

### **VISITORS (POLICY 8:30 or 8:95)**

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.

On those occasions when a large group of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. The School District expects respect, civility, and orderly conduct among all people on school property or at a school event.

The following definitions apply to this policy:



**School Property** – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event or other school-sponsored event.

**Visitor** – Any person other than an enrolled student or District employee.

## **YEARBOOKS**

Yearbooks may be provided for a fee.

## ***HEALTH/WELL BEING/SAFETY***

### **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.

### **COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (POLICY 7:280)**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns. **\*All students should remain "fever free" for 24 hours prior to returning to school.**

### **DENTAL EXAMINATIONS**

Illinois law, Public Act 093-0946, states that "...all children in kindergarten and the second and sixth grades, attending 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>.

### **DIABETIC CARE**

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

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

For further information, please contact the building principal and/or school nurse to sign the appropriate forms.

### **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.

### **FIRE EMERGENCY DRILLS (Policy 4:170)**

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.**

### **HEAD LICE (POLICY 7:250)**

For more information, please refer to the above stated policy # in your buildings main office or speak with the School Nurse. The district reflects the Illinois Department of Public Health and Center for Disease Control's updates to Evidence-Based Practices. [www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/head-lice](http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/head-lice)  
[www.cdc.gov/parasites/lice/head/prevent.html](http://www.cdc.gov/parasites/lice/head/prevent.html)  
[www.cdc.gov/parasites/lice/head/gen\\_info/faqs\\_treat.html](http://www.cdc.gov/parasites/lice/head/gen_info/faqs_treat.html)  
<http://pediatrics.aappublications.org/content/110/3/638.full>

### **MEDICATION**

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 the School Medication Authorization Form.** This form is available in the school office or online. 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 each school day. The nurse conducts a program of daily health services to the students. If a student injury occurs at home, it then 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.

### **SOCIAL WORKER SERVICES (POLICY 7:250)**

Our district employs five social workers to serve the seven elementary/intermediate 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.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES (POLICY 7:305)**

In accordance with Policy 7:305, the district shall develop and implement a program to manage concussions and head injuries suffered by students and athletes at school or school events. The School Nurse and Building Administrator will oversee this program.

### **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.

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

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

## **TORNADO WARNINGS/DRILLS**

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.

## **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.

## ***PARENT INVOLVEMENT***

### **PARENT INVOLVEMENT POLICY (POLICY 6:170)**

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.

### **ROOM PARTY GUIDELINES**

1. **Food items can 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. Many children suffer from a variety of food and environmental allergies. Therefore, suggestions on approved items will be provided. Any item served or distributed in class must be approved by the teacher and/or building principal.
4. 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. In order to be a PTA room parent, individuals must be a member of the building PTA organization.

5. 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.
6. No more than four room parents per classroom. PTA has the right to rotate parents between the two designated parties.
7. No pre-school children (this includes younger siblings) will be permitted at school during classroom parties.
8. Teachers should be contacted prior to the party to discuss arrangements and to give final approval on activities planned.
9. Game prizes should be eliminated unless small prizes are given to each student participating.
10. Student gift exchange will not be permitted.
11. 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.
12. All correspondence related to room parties must be approved in advance by the building principal.

## **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.

## ***TRANSPORTATION***

### **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.

**BUS CHANGE PROCEDURE** – If a bus route change is due to child care and will be for an extended period of time, the parent/guardian must request and complete the Special Transportation Request Due to Child Care form. A new request must be made annually. Should the bus become overcrowded due to the enrollment of new students residing on the bus route, special requests for transportation will be terminated. Parents will be notified prior to any change in transportation status.

**AUDIO/VIDEO SURVEILLANCE:** All public areas, including the office area and school buses, are subject to audio and video surveillance and recording.

**BUS CONDUCT RULES (POLICY 7:220 and 4:170)**

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 their seat. Bus drivers reserve the right to assign seating.
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.
9. Students should not open or eat candy or other food items on the bus.

**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-day suspension from riding the bus. The principal will talk to the student and notify the parent.  |
| 4th Notice  | Five-day 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-day 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.**

## **BUILDING TIMES**

### **Student Attendance**

**Prather Pre-K AM** session 9:15 a.m. – 11:45 a.m.

**Prather Pre-K PM** session 1:00 pm. – 3:30 p.m.

**Prather Kindergarten** - all day 9:05 a.m. – 3:20 p.m.

#### **1-2 Centers – Maryville & Wilson**

8:50 a.m. – 3:05 p.m.

#### **3-4 Centers – Frohardt & Mitchell**

8:00 a.m. – 2:15 p.m.

#### **5-6 Center - Grigsby**

9:15 a.m. – 3:30 p.m.

**Coolidge Junior High** - 7:45 a.m. – 2:00 p.m.

**Granite City High School** - 8:30 a.m. – 2:45 p.m.

**Lake ESSC** – 8:00 a.m. – 1:30 p.m.

### **Half Day (PLD) Dismissal**

**Prather Pre-K AM** session only 9:15 a.m. – 11:45 a.m.

**Prather Kindergarten** 9:05 a.m. – 1:05 a.m.

#### **1-2 Centers – Maryville & Wilson**

8:50 a.m. – 12:50 p.m.

#### **3-4 Centers – Frohardt & Mitchell**

8:00 a.m. – 12:00 p.m.

#### **5-6 Center - Grigsby**

9:15 a.m. – 1:15 p.m.

**Coolidge Junior High** - 7:45 a.m. – 11:45 p.m.

**Granite City High School** - 8:30 a.m. – 12:30 p.m.

**Lake ESSC** – 8:00 a.m. – 12:00 p.m.

## 2021-22 SCHOOL CALENDAR

August 16-18	Teacher Institute - Staff Reports
August 19	First Day of Student Attendance
<b>September 6</b>	<b>NO SCHOOL - Labor Day</b>
<b>October 8</b>	<b>NO SCHOOL - County Institute</b>
<b>October 11</b>	<b>NO SCHOOL - Columbus Day</b>
<b>October 28</b>	<b>NO SCHOOL - Conferences {PM schedule}</b>
<b>October 29</b>	<b>NO SCHOOL - Conferences {AM Schedule}</b>
<b>November 11</b>	<b>NO SCHOOL - Veterans Day</b>
November 12	Professional Learning Day - Early Dismissal
<b>November 24-28</b>	<b>NO SCHOOL - Thanksgiving Break</b>
December 22	Professional Learning Day - Early Dismissal
<b>December 23 -</b>	<b>NO SCHOOL - Winter Break</b>
<b>January 2</b>	
January 3	Students and Staff Return from Winter Break
January 14	Professional Learning Day - Early Dismissal
<b>January 17</b>	<b>NO SCHOOL - MLK Day</b>
February 18	Professional Learning Day - Early Dismissal
<b>February 21</b>	<b>NO SCHOOL - Presidents' Day</b>
<b>March 12-20</b>	<b>NO SCHOOL - Spring Break</b>
March 21	Students and Staff Return from Spring Break
March 25	Professional Learning Day - Early Dismissal (Conferences)
<b>April 14-18</b>	<b>NO SCHOOL - Easter Break</b>
May 25	Last Day of Student Attendance if <u>NO</u> Emergency Days Used Professional Learning Day - Early Dismissal
<b>May 30</b>	<b>NO SCHOOL - Memorial Day *If Necessary*</b>
June 2 Used	Last Day of Student Attendance If <u>ALL</u> Emergency Days are

**PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT FOR 2021-2022**

Dear Parent/Guardian:

Please complete the following form and return to the student's teacher.

Board policy 7:190, Student Behavior and the Student Conduct Code, was developed to help all students receive quality instruction in a safe and positive educational environment. This updated policy is contained in the Student Handbook. Please review and discuss the Board policy and guidelines on Student Behavior and the Student Conduct Code with your child, sign this sheet, and return it to your child's school. Should you have any questions, please contact your child's Building Principal. Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with School and School District rules, policies, and procedures.

From: The Parent/Guardian of:

\_\_\_\_\_

Print Student Full Name

\_\_\_\_\_

Grade

I acknowledge receiving the Student Handbook, which contains the Board Policy on Student Behavior and the Student Conduct Code, and I have reviewed such with my child in an effort to promote a better understanding of District #9 and of rules and expectations.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students and will be available on the district website. The administration will notify all parents and students in writing, where possible of any significant changes to the handbook.

\_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name of Parent or Guardian

**THIS IS AN OBLIGATION THAT MUST BE COMPLETED. PLEASE RETURN TO THE STUDENTS TEACHER.  
THIS FORM WILL BE ON FILE IN THE SCHOOL OFFICE**