

August 2018-2019

Students and Parents:

Welcome to another school year. We trust that you have had a great summer and are ready for a good year. This handbook has been put together in an effort to help our students and parents have a better understanding of what to expect, and what is expected of students of Gallatin County Elementary.

We have to consider federal, state, local and board (policies) when putting a handbook of this type together. We have also sought the input of current students, former students, directors, teachers, administrators, support staff, state legal representatives, and concerned patrons in the process of assembling this material. If you have any questions, please contact us at school. Thank You

On Behalf of the Gallatin County Elementary Staff

Chris Fromm, Principal

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## **PHILOSOPHY**

The board of education and the elementary staff recognize that instruction is the most important single activity of the school. The primary function of all other departments of the school is to support the instructional program and to maintain a quality program of education for the school system.

It is the desire of the board and the administration that the school have highly qualified personnel for all positions at the school. Employees are expected to devote themselves to the education and welfare of the students, to fulfill their job descriptions to the best of their abilities, and to implement within the scope of their positions, the district policies.

The board of education and the elementary staff accept the responsibility for generating an understanding of American freedom and for the preservation of these freedoms through the development of informed and responsible citizens.

Each teacher in the Gallatin County Elementary should strive to maintain: a classroom in which pupils are comfortable and in which each student is learning.

We believe that the most important teaching starts in the home and at a very early age. The home school must work together to provide the very best possible for the student as he/she grows. Students usually feel that education, the work ethic, responsibility, respect, following rules and guidelines, and being sensitive to the needs of others are important if their parents do.

Each student is regarded as being a unique individual and is important to the staff at Gallatin County Elementary School.

Educators as well as students should be made aware of and be respectful to each individual in his or her daily life and develop a sincere appreciation for the different ethnic, economic, religious and social backgrounds of groups and nations.

The dignity of individuals should be protected with proper consideration for their personal feelings which may be associated with race, color, creed, and intellectual characteristics. The recognition by the pupil and the teacher of their responsibilities to each other in this connection might well establish a mutual respect which should stimulate a sound basis for developing high morale and for carrying out school procedures.

Education cannot proceed effectively without good, consistent discipline. Good discipline is best thought of as being positive, not negative, of helping a student to adjust, rather than as a punishment. Discipline is training to act in accordance with rules to obtain certain goals.

Gallatin County Unit #7 feels it is the responsibility of the school to help the student maintain and further develop his or her self-discipline so that the exercise of individual rights does not infringe upon the rights of others to enjoy the benefits of school citizenship, rules and guidelines for student behavior in Gallatin County elementary School have

been established and adopted to insure standards of conduct which will promote knowledge and learning as mandated by the Gallatin County Unit #7 school board and the Illinois School Code.

We take pride in the fact that our policies were developed and have been modified periodically by committees of parents, community and staff members. It continues to be our goal for students to develop "self-discipline" so that the exercise of individual rights does not infringe upon rights of others. It is expected that the staff will apply the discipline policies evenhandedly and that they will modify the application of discipline (including special needs students) in accordance with federal and state laws as well as current court decisions.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### RIGHTS

1. Each student has the right to pursue an education
2. Each student has the right to express opinions verbally or in writing.
3. Each student has the right to dress in such a way as to express the student's personality.
4. Each student has the right to expect that the school will be a safe place for all students to gain education.
5. Each student has the right to expect to assist in making decisions concerning their own education goals.
6. In case of suspensions & expulsions, the student who is disciplined has the rights provided by the School Code, Constitutional due process, and the policies adopted by The Gallatin County Unit School Dist. #7.

### RESPONSIBILITIES

1. Each student must not hamper any other student from pursuing an education
2. Express opinions and ideas in a respectful manner so as not to offend or slander others.
3. Dress so as to meet recognized standards of health and safety and not to the detriment of the education process.
4. Be aware of all rules and expectations regulating student behavior and conduct and to follow the guidelines established in this code.
5. Participating positively in learning situations.
6. Be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such a case.

**FACULTY 2018-2019**

Chris Fromm	Principal
Tami Logsdon	Secretary
Dana Wargel	School Nurse
Angie Cox	Kindergarten
Megan Jackson	Kindergarten
Danielle Newton	Kindergarten
Amanda Austin	First Grade
Linda Thurston	First Grade
Rikki DeNeal	First Grade
Terri Cook	Second Grade
Caitlin Drone	Second Grade
Sarah Black	Second Grade
Amy Knott	Third Grade
Courtney Smothers	Third Grade
Heather Pritchett	
Cortney Legan	Fourth Grade
Mary Reeder	Fourth Grade
Cheryl Downen	Special Education (K & 1 <sup>st</sup> Grades)
Jana Bradshaw	Special Education (2 <sup>nd</sup> & 3 <sup>rd</sup> Grades)
Keith Weiche	Special Education (4 <sup>th</sup> Grade)
Mariah Dennison	PE
Brandi Rushing	Early Childhood
Lisa Montgomery	Art/Music
Linda Thompson	Speech
Tashina Wood	Speech
Pre-K	Jill Girot
Pre-K	Debbie Golden

## CALENDAR OF EVENTS

August 10	Teacher's Workshop (No School)
August 13	Half Day In-Service (11:15 a.m. dismissal)
August 14	First full day of student attendance
September 3	Labor Day (No School)
October 5	Teacher's Institute (No School)
October 8	Columbus Day (No School)
October 25	Parent-Teacher Conference 5:00-7:00 p.m.
October 26	Parent-Teacher Conferences (No School)
November 9	Half-Day School Improvement Program (11:15 Dismissal)
November 21-23	Thanksgiving Break (No School)
December 20-January 2	Christmas Break (No School)
January 3	Half Day School Improvement Program (11:15 Dismissal)
January 18	Half Day School Improvement Program (11:15 a.m. Dismissal)
January 21	Martin Luther King's Birthday (No School)
February 15	Half Day Parent-Teacher Conference - (11:15 a.m. Dismissal)
February 18	President's Day (No School)
March 15	Half Day School Improvement Program (11:15 a.m. Dismissal)
Apr 1-Apr 5	Spring Break
April 8	School Resumes
April 19 & 22	Easter Break
May 3	Half Day In-Service, Prom (11:15 a.m. Dismissal)
May 21	Teacher Institute (if no emergency days are used) (No School)
May 22	Half Day School Improvement Program (11:15 a.m. Dismissal) & Last Day of School (if no emergency days are used)
May 27	Memorial Day (No School)

1<sup>st</sup> 9 weeks ends Oct. 12<sup>th</sup> - Report cards Oct. 19<sup>th</sup>.

2<sup>nd</sup> 9 weeks ends Dec. 19<sup>th</sup> - Report cards Jan. 11<sup>th</sup>.

3<sup>rd</sup> 9 weeks ends Mar.8<sup>th</sup> - Report cards Mar. 15<sup>th</sup> .

4<sup>th</sup> 9 weeks ending date will be announced later. Report cards will be distributed on the last day of school.

## SCHOOL HOURS

7:45 a.m. Earliest Arrival Time. **Students are not supervised before this time.** In an Emergency situation, please contact the office for instructions. (272-7008)

Breakfast is served from 7:45 a.m. – 8:15 a.m.

8:15 a.m.

**SCHOOL BEGINS**

10:50 a.m.-12:15 p.m.

Lunch period for Kindergarten – Fourth Grades

3:00 p.m.

Dismissal

3:15 p.m.

End of supervision. All students should leave the school grounds Unless they are working with a teacher.

## **ELEMENTARY GRADE SCALE**

- A – 94-100
- B – 87-93
- C – 77-86
- D – 70-76
- F – 69-Below

## **ELEMENTARY HONOR ROLL**

The honor roll will be determined at the end of each grade period for grades 3 and 4. Students must have a 4.25 GPA for the grade period to be on the honor roll (Reading-Math-Language Arts-Social Studies-Science-Spelling). The honor roll will be published in the local newspaper.

## **ENROLLMENT PROCEDURE**

Before a student can enroll at Gallatin County, the following information must be received

1. PROOF OF BIRTHDATE: (any of the following forms of id's are acceptable)
  - a) Birth certificate
  - b) Driver's license
  - c) Student identification card
  - d) Other identification information considered acceptable by school officials
2. School Records from previous Illinois school on the official School Transfer Form (ISC.Sect. 2-3.13a) No Illinois School is required to admit a new student unless they can produce this Student Transfer Form from the student's previous Illinois public school district.
3. School Records from previous out of state school through appropriate transfer forms, or through direct contact with that school's officials. (A transfer student will not be allowed to enroll while serving suspension or expulsion from previous school district.)

## **PROMOTION POLICY FOR 1<sup>st</sup> THROUGH 4<sup>th</sup> GRADES**

A Student will be considered for retention if they do not meet the following criteria:

1. The student must pass math and reading
2. The student must pass at least two (2) of the following subjects: Science, Spelling, Social Studies or Language Arts.

A student is considered to have passed a subject if their combined average for the four (4) quarters is 70% or above. If the average is below 70 %, the student is deemed to have not passed the subject. Failure to meet both of the above criteria means the student has not passed for the year and will be retained.



## **STUDENT PROMOTION/RETENTION**

The promotion or retention of students is the sole responsibility and prerogative of the teacher, subject to appeal through the administration to the Board of Education. In making the decisions, the teacher will consider the student's readiness of ability to succeed in the next grade. Each decision will be made on an individual basis in consultation with the principal when necessary. It should be noted that reading and math will weigh more heavily than other "minor" subjects in making the decision.

The Board of Education adheres to the Illinois School Code's prohibition on promotion of a student to the next grade level based on social reasons, such as age. It is, therefore, the policy of the District that students shall be promoted to the next grade level based on successful completion of the curriculum. Students shall not be promoted for purely social reasons.

Legal Reference: 105 ILCS 5/10-20.9a 20 U.S.C Sec. 1412 (a)(17)(A)(I).

## **POLICY FOR CLASS ASSIGNMENT OF K-4 STUDENTS AND TEACHERS**

- A. Current teachers will work together to divide the students into sections for next year. Consideration shall be given for:
  - 1. Students who need to be separated
    - a. Siblings
    - b. Close Relatives
    - c. Discipline Problems
  - 2. Male/Female Balance
  - 3. Ability Heterogeneity
  - 4. Retainees will be assigned by the principal
- B. The principal will assign the divided groups to teachers.

## **TRUANCY POLICY**

Student's 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. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse by the school or the state) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district take further action, which may include the following:

- Referral to the truancy officer
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of the state law. The parent(s) or legal guardian should make every effort to make sure their child(ren) attend school regularly.

## **SCHOOL ATTENDANCE**

Good school work depends, to a large extent, on punctual attendance. Make-up work cannot completely take the place of regular classroom work. Parents must assume their share of the responsibility for the regular and punctual attendance of their children.

A parent excused absence is one where the parent calls the office to report a student ill or absent. Parent excused absences are limited to ten (10) days per year, and no more than (5) per semester. Any absences after (10) parent excused absences in the school year will be considered unexcused absences. The student and parent/guardian will be notified that a doctor's excuse will be required after the 5<sup>th</sup> absence each semester.

"Chronic or habitual truant" shall be defined as a child who is absent from school without valid cause from compulsory attendance for 5% or more of the 180 regular attendance school days; this calculates to nine (9) days per school year. The student and parent/guardian will be notified that a doctor's excuse will be required after the 9<sup>th</sup> absence.

School begins at 8:15 a.m. When a student is absent from school, PARENTS MUST CALL the main office before 10:00 a.m. on the day of their child's absence as per IL School Code, Section 122: 26-36.

In order to qualify for a perfect attendance award a student cannot be absent from school for more than 55 minutes of the school day. Whether absences are excused or unexcused has no bearing upon the attendance record. Attendance of school sponsored activities and trips will not be counted as an absence.

The Gallatin County Schools recognize three types of absences. The type, some examples, and the corresponding school action to be taken are indicated as follows:

### TYPE I – LEGAL:

Any absence allowed by the laws of the State of Illinois.

### TYPE II – SCHOOL ACCEPTED:

Any absence due to sickness, death in family, prearranged absences, school-sponsored trips, and family emergency situations. Emergency situations will be evaluated by school officials. Prearranged absences are those anticipated prior to the actual day or period of absence (i.e. doctor appointments, necessary family trips, and funerals). In order for the prearranged absences to be excused, the **parent must inform the office** as soon as possible **prior to the last day of attendance**. The student should obtain assignments or make-up work before the absences if at all possible and give it to the teacher.

Students who have had their parents prearrange for an absence will be excused. The arrangement must be a written request and signed by the parent, student, and principal.

Make-up work must be completed and given to the individual teachers. Students may be granted up to one day missed to complete make-up work. It is the student's responsibility to obtain the make-up assignment from the teachers.

It is the classroom teacher's responsibility to hold each student accountable for missed class time.

### TYPE III – UNACCEPTABLE:

#### A. UNEXCUSED ABSENCES

**Any absence that is not considered legal or reasonable**, but which is not typical of truancy; or reasons characterized by careless planning (i.e. oversleeping, running errands for parents or employers, taking off from school to work or shop, etc.). The principal or his/her representative will decide and issue unexcused absences. Parental permission to be absent from school does not necessarily mean an excused absence for the purpose of making up work or simply being an excused absence. The following actions or consideration may result from unexcused absence:

1. The student will be barred from any or all extracurricular activities scheduled for that date.
2. The student may be assigned detentions to be served before, during, or after school.
3. The student will not have the opportunity of doing make-up work for credit in the class missed.
4. The student will receive zero's for all graded work missed such as: tests, homework, participation grades, quizzes, etc.
5. After three unexcused absences in any one semester, a one-day in school suspension could result. Also, there may be a parent conference arranged.
6. Skip and related type absences may result in some type of detention or suspension.

#### B. TRUANCY:

Any absence without the consent of the parents and school. In cases of truancy, the parents will be notified, and unexcused absence given, and make-up work time may be required.

When a student is truant, he/she may be required to make up time at noon. To make up this time, students will sit in an assigned area away from their friends. Repeated truancy could require additional disciplinary action.

“Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 days.

“Truant minor” is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

#### TARDINESS

A student is tardy to class when he/she is not in their assigned station and ready for work when the class bell rings. The following procedures should be followed when you are late to class.

If you are late in arriving at school, report directly to the office for an admit slip to be marked present. Your admit slip will be marked excused or unexcused, depending upon the reason for your tardiness. There are few reasons for being tardy which are excusable; however, many are understandable and will result in little or no difficulty to the student or parent. Habitual tardiness is another matter and will not be tolerated. The parent and the student should make every effort necessary to correct habitual tardiness.

Teachers will also keep a record of all students who are tardy and will report habitually tardy students to the office where corrective measures will be taken.

The principal shall make the determination if tardiness is becoming a pattern and will assign appropriate corrective measures.

### **CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE**

- A. An adequate home which:
  - 1. Assumes the primary responsibility for the discipline of the child.
  - 2. Is aware of the child's responsibilities and obligations in the school as well as in the community and established home conditions which are favorable to his or her success in school.
  - 3. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
  - 4. Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
- B. A responsible student who:
  - 1. Respects constituted authority, which includes not only obedience to school rules and regulations, but also conforms to the laws of the community, state, and nation.
  - 2. Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.
- C. A responsible school in which the professional staff:
  - 1. Encourages the use of good guidance procedures.
  - 2. Maintains an atmosphere conducive to good behavior.
  - 3. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
  - 4. Plans a flexible curriculum to meet the needs of all students.
  - 5. Promotes effective training or discipline based upon fair and impartial treatment of all students.
  - 6. Develops a good rapport among the teaching staff and between the administration and the teaching staff.
  - 7. Endeavors to involve the entire community in order to improve the quality of life in that community.

### **ENFORCEMENT OF RULES AND REGULATIONS**

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperative, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of Unit #7 has this legal responsibility according to The Illinois School Code.

- 1. SCHOOL DETENTION: Students may be detained before school, during lunch, or after school as a disciplinary measure. This includes students transported by school bus. A reasonable attempt shall be made to contact the parent or guardian.
- 2. OTHER REMEDIES: The principal, and administrative personnel, or any teacher of the school shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:
  - A. Counseling with a student or group of students.

- B. Conferences with a parent or group of parents.
  - C. Assigning students alternative assignments.
  - D. Rearranging class schedules.
  - E. Requiring a student to remain after regular school hours.
  - F. Restriction of extracurricular activities.
3. REMOVAL FROM CLASS (CLASSROOM DISRUPTION): The principal may remove a student from class when the seriousness of the offense, when the persistence of the misbehavior, or when the disruptive conduct, consultation with the teacher, disrupts the educational process of the other students in the classroom, or when the student has been disrespectful, defiant, or insubordinate.
  4. PROBATION: Students on probation will not be allowed to participate in extra-curricular activities during the probation period. Extra-curricular activities shall include all school activities which are not directly related to a specific course in which the student is enrolled on a regular basis. Violation of probation may result in the extension of the probationary period or in the suspension of the student from school for a period of not more than three school days.

NOTE: Parents will be notified in writing or in person when a student is placed on probation. In all cases the Assignment of probation will be by the principal or superintendent.

5. ALTERNATIVE CLASSROOM: The term "Alternative Classroom" means the student attends school during regularly scheduled hours and is assigned to a classroom where he/she receives his/her assignments and studies under supervision. All work completed while in the in-school suspension will count toward the student's grades. "Alternative Classroom students"
  - a. May not eat at the same time as other students.
  - b. Must keep up with homework and other assignments
  - c. Parents will be notified by mail of the alternative classroom assignment.
6. SUSPENSION: The term "suspension" means disciplinary action whereby a student is separated from school and any extracurricular and related activities for a period of ten school days or less and which does not constitute an expulsion under number 6 of this section.
7. EXPULSION: The term "expulsion" means disciplinary action taken by the Board of Education whereby a student by Board of Education resolution:
  - A. Is separated from school attendance and extracurricular/related activities for a period in excess of the number of school days.
  - B. As a result of Public Act 89-371, the school board may extend student expulsions into the following school year. Effective January 1, 1996, the maximum expulsion period is extended from the end of the current year to the end of the next school year for a maximum expulsion period of two school years.
8. REFERRAL OF CHRONIC TRUANTS: Chronic truants and their parents will be referred to the Office of the State's Attorney for prosecution under Illinois statutes.

### **GUIDELINES FOR DETERMINING PENALTIES**

Any violation of state or local law will be promptly reported to the appropriate law enforcement authorities.

1. These examples are not the only acts or conditions for which suspension or expulsion is warranted nor do they limit this handbook.
2. Subsequent cases of the same offense may result in more severe disciplinary action.
3. Physical attack upon any person may be grounds for expulsion from school.
4. Expulsion may be levied on any student who is found to be carrying a weapon to, from, or within Gallatin County schools; or to, from, or in attendance at any school-sponsored activity.

5. Any student who has initiated, or taken part in an act of vandalism or arson as described in this handbook may be expelled. Further, it shall be the practice of the school district to seek to recover damages from the parents of any minor, or from any person, who has initiated, or taken part in any act of vandalism as described in handbook.

**STUDENT CONDUCT GUIDELINES**

Students are expected to conduct themselves in a manner which reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct which occurs on school buses, in school buildings, or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district, while being transported to and from school sponsored activities or events. Students may also be disciplined when the misconduct is directed against school employees, their families, or their property because of their status as employees.

The consequences stated are recommended as a guide in determining the disciplinary action for student violations. This in no way implies that these consequences must be followed sequentially, or that other or more severe actions cannot be taken. Each disciplinary case will be handled appropriately at the discretion of the administrator in charge.

**AGGRESSIVE BEHAVIOR REPORTING LETTER & FORM**

Dear Parent(s) Guardian(s):

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of behavior.

Student-----Incident Date \_\_\_\_\_  
 Incident Location \_\_\_\_\_ Incident Time \_\_\_\_\_  
 Reported by \_\_\_\_\_ Reporting Date \_\_\_\_\_

Aggressive behavior description: Reporters, be specific. List all pertinent information regarding the incident including: names of all parties present and involved, weapons or objects used as weapons, pertinent and/or precipitating acts or statements, description of injuries sustained and names of injured parties, etc.

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

The following consequences is/are recommended:

- \_\_\_\_\_ I will telephone you to schedule an in-person meeting or telephone conference to discuss the next steps.
- \_\_\_\_\_ Counseling service \_\_\_\_\_
- \_\_\_\_\_ Non-District Affiliate psychological service \_\_\_\_\_
- \_\_\_\_\_ Alternative school assignment \_\_\_\_\_

Community agency service \_\_\_\_\_

Together, I am confident we can help your child understand that aggressive behavior is not allowed at school.

Building Principal \_\_\_\_\_ Date \_\_\_\_\_  
EXPULSION or Alternative Placement, SUSPENSION, ALTERNATIVE CLASSROOM (ACR), DETENTION

### **PUPIL POLICIES**

1. Children entering Kindergarten shall attain the age of five on or before September 1, following the opening of school in August. A birth certificate and social security number are required before entering school for the first time.
2. Children entering the first grade shall attain the age of six on or before September 1, following the opening of school in August. A birth certificate is required as proof of birth date.
3. Physical education is a required subject. All students will be enrolled in a P.E. class unless they have a doctor's excuse.
4. Children who ride the bus to a school activity shall return by bus. Any pupil who does not ride the bus home from a school activity must have obtained prior approval from the principal. Each pupil must in all cases notify the bus driver.
5. No knives or weapons of any kind, matches, cigarettes, and tobacco products/tobacco look alike, pornographic materials or sound devices are to be brought to school. Such items will be confiscated if brought in the building and appropriate disciplinary action taken.
6. The privilege of riding a bus may be withdrawn when any pupil persists in violating rules and regulations.
7. Each student shall pay for all damage he or she may do to school property or the property of others within one week after demand thereof unless by arrangement with the principal. With arrangement, payment can be deferred until a later date. Failure to make such a payment may result in suspension.
8. Pupils are expected to restrain themselves from any show of affection toward others while on school property or while attending school activities off the school premises.
9. Pupils are permitted to use the school telephone only for emergencies.
10. Students who lose or damage a book while it is checked out to them will be expected to pay for it. A teacher may require a student to purchase necessary items for class work.
11. Student accident insurance is provided for a nominal fee.
12. Any student who desires to participate in athletics is required to have the student insurance which the school handles. The insurance requirement will be waived upon presentation of evidence signed by a parent or guardian that the student is adequately insured.
13. Good manners, courtesy and personal pride shall be exhibited by all students during school hours and during school sponsored activities. (I.e. not running in the halls; wearing hats in the building; loud, boisterous, or profane speech.)
14. It is the responsibility of each student to leave the area of a disruption involving students. The student's mere presence as an onlooker tends to lend support and encouragement to those students causing disruptions. Failure to cooperate may subject onlookers to disciplinary action.
15. A teacher may require students to purchase small items for class work.
16. Participation in extracurricular activities may be denied to pupils who fail to conform to school rules.
17. Any student who wishes to ride a bus, other than their regular bus, must bring a note from home and get permission from the superintendent or principal before being allowed to do so.
18. Lunches will be furnished free according to state and federal guidelines when it is determined that a child is eligible.

19. All equipment purchased by the school for individuals (uniform, shoes, etc.) must be paid for within 30 days and before issued.
20. The school will not issue acetaminophen (Tylenol), antacid tablets, cough drops or any internal medicine without a written physician order and signed parent consent. First aid supplies are available and first aid will be provided.
21. Students who do not ride the bus should not arrive on school grounds before 7:45a.m. We have no supervision of students before this time. In an emergency situation, please contact the office for arrangements.
22. Students will not loiter in the halls. They will proceed to areas as directed by teachers.
23. Students may wear any clothing which is generally considered morally decent and safe in the school situation. Extreme dress is inappropriate. (For example: wrestling shirts, bare feet, halter-tops, bare midriffs, very short shorts, hats, sunglasses, studded bracelets, belt chains, spaghetti strap shirts). Clothing which promotes tobacco or alcoholic products shall not be worn. Students should also refrain from wearing clothing with profane comments or gestures. Garments that contain suggestive, violent, or obscene statements or symbols or endorsements of unlawful products are unacceptable. Students should not wear clothing that is detrimental to the learning environment.
24. Students who wish to make a schedule change may do so no later than one week after the beginning of the class.
25. Discrimination Policy: The Board of Education of Gallatin County Unit District #7 shall not condone discrimination practices on the basis of sex, color, race, or creed. The superintendent will be the coordinator. His/her duties shall be to investigate complaints and supervise the district's efforts to comply with Title IX. All complaints shall be routed by way of the building principal to the coordinator and then to the Board of Education.
26. Cheating: In the event that a student is caught cheating either on a test or on some other assignment, the student will be given a grade of "zero" for the assignment. Moreover, the teacher may require make-up or additional work and may administer other disciplinary actions such as detentions, parent conferences, etc.
27. No gang logos, colors, signs, paraphernalia, or gang activities are allowed at school. Further, anti-gang uniforms and vulgarities are prohibited. Gang-like activities are defined as any conduct engaged in by a student for the furtherance of a disruptive purpose.
28. Chewing gum will not be permitted on school grounds because of the problems it creates with carpets and floors. If brought to school, it will be confiscated. All edibles will likewise be confined to the commons.
29. Parents and students must sign a usage clause or statement which guarantees usage of the Internet will be used ethically and correctly. Parents must agree to pay if student causes damage to Internet access or destroys records or data.
30. Media Center: Books may be checked out of the media center for 2 weeks with the exception of reference books. They are to be checked out overnight. A fine of 5 cents per day will be assessed on overdue books and 30 cents per day will be charged for overdue reference books. Magazines and vertical files may be checked out for 7 days.
31. As of the 2009-2010 school year, elementary students will not be allowed to wear flip flops or sandals **during recess or P.E. class**. If your child wears flip flops or sandals to school, please make sure they have **other shoes** to wear during recess and P.E.

All books are bar coded and every student has a library number. If the bar code is damaged, an assessment of \$1.00 will be charged. Material taken without checking out will be assessed a fine. Students are responsible for returning books on time according to the date stamped in the book.



## **BOOK RENTAL**

Textbooks are provided to students on a rental basis. A rental fee of \$35.00 (maximum of \$70.00 per family) included all textbooks and are payable when books are received. Students who qualify for free-reduced lunches may have this fee waived. The waiver must be signed by a parent or guardian and on file in the office within ten days of the first semester. Individuals who are issued books must pay for books that are lost, stolen or damaged: therefore, every student should care for his/her books. When available students will be given used book prices for the replacement of their lost or damaged books.

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

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present::

- An illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Unemployment
- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied

## **STUDENT MESSAGES/ARRANGEMENTS**

Phone messages from parents will be given to students by the office staff in emergencies. Parents should make every attempt to instruct students about where to go or what to do after school before the students leave home each morning. Please do not expect the office staff to deliver unnecessary messages that should have or could have been given to the student before he/she left home. Parents and guardians are reminded that they must send a note in the morning on the day their child will be riding a different bus. Unless it is an emergency, please do not call the school with a bus pass request. Emergency arrangements should be made before 1:00 p.m. The elementary office will be serving approximately 360 students, so your cooperation is both needed and sincerely appreciated.

## **PARENT/TEACHER CONFERENCES**

Parents are encouraged to keep in contact with their child's teacher, especially if a problem exists. Teachers will be available before school, during planning time and after school for conferences. Parents should call 272-7008

to arrange for a convenient conference time. Teachers will not be available for conferences during teaching time except in extreme emergency situations.

### **HIGHLY QUALIFIED TEACHER**

Parents may request the educational status of their child(ren)'s teacher(s) by filling out and submitting a "Teacher Status Request Form." Forms may be obtained from the superintendent's office.

### **LIMITED ENGLISH PROFICIENCY**

Students with a limited proficiency in English will be identified. Their level of proficiency will be assessed and methods of instructions will be provided to meet the educational strengths and needs of the student. A program will be developed with a goal to move to a proficiency in English with exit goals established. The student's parents or guardian will be notified and the program shall be established within 30 days after the beginning of the school year or within 2 weeks after the student's enrollment.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

### **PARENTS RIGHT TO KNOW**

In accordance with Section 1111(h)(6) RIGHT TO KNOW, the Gallatin County School District is notifying every parent of a student in a Title 1 school that you have the right and may request information regarding the professional qualifications of your child's teacher.

### **MISSION STATEMENT**

Gallatin County Unit District #7 is committed to providing an environment which fosters those elements necessary to maximize the potential of all our children. The focus is the acquisition of the essential skills needed to function in a society that will require our students to compete academically, to interact successfully on an interpersonal level and to remain self-directed, problem solving, lifelong learners who will positively impact their world.

### **CLOSED CAMPUS**

This means that after students arrive at school, they are not to leave the campus unless permission is obtained from the principal. The campus is also closed to anyone except registered students in good standing, employees, and those parents and visitors who have specific and approved business at the school. All visitors are to report to the office immediately upon entering the campus. Anyone entering the campus who does not fit in one of the above categories may be considered a trespasser.

### **PERFECT ATTENDANCE**

A student may not miss more than 55 minutes in any school day or he/she will be counted absent in the Official Illinois Attendance Register. Students signing out and back in must not be gone more than 55 minutes or he/she will be counted absent. The Illinois Attendance Register will be the official and final record for Perfect Attendance

determination. Whether absences are excused or unexcused has no bearing upon the attendance record. Attendance sponsored activities and trips will not be counted as an absence.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is unable to attend school or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, please call 272-7008.

### **HOMEWORK**

Homework may be assigned each day at the discretion of the teacher. In general, homework should not take more than 1 hour for the average student to complete. Parents are encouraged to oversee the homework to ensure that it is done to the best of the student's ability.

### **SCHOOL PRAYER**

The Gallatin County CUSD #7 has no policy that prevents constitutionally protected prayer.

### **PARTIES**

Parties will be held in grades K-4 for Halloween, Christmas, and Valentine's Day. Valentine's Day parties will be held the last 30 minutes of the day. Drinks and foods that might stain the carpets will not be allowed in the classrooms.

### **P.E. SHOES**

Gym shoes are required for P.E., but may be worn all day. Each student is encouraged to have a clean pair of gym shoes that can be left at school at all times. The shoes need not be new, but should be freshly laundered before being sent to school.

### **PESTICIDE APPLICATION**

During the first week of each month the Gallatin County School District will have an outside agency come into the building to spray for insects. Parents may turn in a written request to the superintendent's office if they would like to be notified in advance of the day the building is sprayed.

### **TOBACCO PRODUCTS**

NO tobacco products, electronic cigarettes or e-cigarettes will be permitted on school grounds. If brought to school, they will be confiscated and appropriate disciplinary procedures will result.

## **SCHOOL LOCKERS**

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. If school officials have a reasonable suspicion the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find. All lockers are to be kept clean and orderly. Lockers should be cleaned out at least once every 9 weeks.

## **WEAPONS**

Any student who brings a weapon to school or any school sponsored activity or event, or any event that "bears a reasonable relationship" to school shall be expelled. The term weapon refers to the possession, use, control or transfer of any object that may be used to cause bodily harm. Any student caught with a weapon will be referred to the criminal justice system.

## **SCHOOL SEARCHES & SEIZURE**

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School Property and Equipment as well as Personal Effects Left There by Students School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Students School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student

to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. **Seizure of Property** If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **DRUG ABUSE**

The Board of Education has adopted a Drug Abuse Policy. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession. If a student is found to be illicitly using, possessing or distributing drugs or look-alike drugs or drug paraphernalia, they may be suspended for a period of up to 10 days and/or expelled. In addition, parents and juvenile authorities shall be notified promptly. When a substance is suspected to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

### **ALCOHOL ABUSE**

The consumption, possession or distribution of alcoholic beverages is not permitted on school buses, in school buildings or on any other school property. This policy extends to all school sponsored and related activities. Students shall not be permitted to attend school when they are under the influence of alcohol. Students who are under such influence shall be treated in the same manner as though they had alcohol in their possession. If a student is found to be under the influence of, using, possessing, or distributing alcoholic beverages in violation of this policy, the student may be suspended and/or expelled according to the District's discipline policy.

### **BULLYING**

No student should be subject in school to bullying, aggression, and violence. Accordingly, aggressive behavior including student bullying in all forms is prohibited. Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke, or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

**Physical Bullying**: may include punching, shoving, poking, hair-pulling, or other similar behaviors.

**Verbal Bullying**: may include name calling, teasing, gossip, humiliation, intimidation, or similar behaviors.

The administration is directed to provide to District school and parents educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, and change of placement and/or out of school suspension,

expulsion, or involvement of local law enforcement at the admiration's discretion. Parental notification will be made in accordance with the Board's student discipline policy.

Students who are victims of bullying may also be referred to the building level student support team for assistance including counseling or other supportive services from school or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. School personnel who identify such students should refer the student to the support team. The student's parent/guardians shall be advised in writing of the referral to the student support team and any action taken.

Upon receipt of the referral, the student support team shall monitor the student, review any non-school, community based interventions for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the building's student support team.

## **HARASSMENT**

No person shall harass, intimidate, or bully a student on the basis of actual or perceived: race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, 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.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates and intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include: name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

## **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register in the office and receive a visitor's badge. Parents are always welcome, but students are not permitted to bring guests. Visitors are expected to leave promptly when their business is completed. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **SECURITY CAMERAS**

For the safety and security of our students, security cameras have been installed inside the school as well as around the exterior of the building. Security cameras will be in operation 24 hours per day.

## **LEAVING SCHOOL**

No student is to leave school without having permission from the office. They must also sign out, and sign back in upon their return. Failure to follow outlined procedures could be considered truant.

## **WEATHER NOTE**

When students and parents are in doubt about school closing due to the weather, they should listen to radio stations WEBQ-Harrisburg, WROY AM/WRUL FM-Carmi, or TV stations WSIL-Marion, WTVW-Evansville, and WPSD-Paducah. If no report is heard, it can be assumed that school will be in session. **PLEASE DO NOT CALL THE ADMINISTRATORS.** Telephone lines must be kept open for emergencies.

## **LUNCH AND BREAKFAST**

Lunch prices are \$2.00 for full price lunches, .50 cents for reduced lunches. Breakfast prices are \$1.25 for full price breakfast and .40 cents for reduced price breakfasts. Breakfast will be served between 7:45 a.m. and 8:15 a.m. Extra milk will be .25 cents each. Money will be collected only on the first day of the school week. In the interest of promoting good nutritional habits in the elementary grades, students will not be allowed to buy carbonated beverages during lunch or to bring them with their lunch. If needed, students will be able to charge breakfast and lunch meals up to a limit of \$5.00 if free, \$10.00 if reduced, and \$25.00 if paid. Charge limits are per household and **not per child**. If students are over their limit, they will not be allowed to charge any extras (i.e.milk, cup of ice, al-la-cart items). If you would like to be free or reduced, you MUST fill out and return paperwork for Free and Reduced Lunches.

## **INSTRUCTIONS TO SCHOOL BUS RIDERS**

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders. Audio and video recordings may be used randomly on school buses.

To ensure the safety of students, unauthorized persons will not be allowed to ride a bus. This includes, but is not limited to, unregistered students, visiting students, and adults, unless authorized by the school administration in the form of a permission slip or through direct contact with the bus driver. Upon enrollment, a new student must get a bus pass from the office.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders. This may be accomplished by giving each student a mimeographed copy of "Instruction to School Bus Riders."

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the bus has been brought to a complete stop.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the bus.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.

10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus without permission of the school transportation director and the superintendent and/or the principal.
13. Keep books, packages, coats, and all other objects out the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 ft. in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. No food, drinks, or chewing gum allowed on the school bus.

Students who do not conform to these rules and are in frequent violation of them will be dealt with in the following manner:

- A. School officials will confer with the student and the driver.
  - B. School officials will confer with parents.
  - C. School officials will assign students to specific seats on the bus if necessary.
  - D. If the above steps do not solve the problem, the student may lose his/her riding privileges for one week.
  - E. If problem continues to exist, the student may lose his/her riding privileges for the remainder of the current school year.
- 
1. Safety is the most important issue concerning transportation of students
  2. If a student has discipline problems on the bus, the student and the driver will have a conference and try to resolve the problem. The driver will keep a record of said conferences,
  3. If a minor problem is reported to the principal, he/she will have a conferences with the student and send a copy of the conference results to the driver. The parents will be notifies.
  4. If a student is disrespectful and refuses to follow directions of the driver, the student may be suspended and/or lose bus riding privileges. Parents will be notified.

### **SCHOOL BUS PASSES**

Parents or legal guardians are reminded that they must send a note in the morning on the day their child will be riding a different bus or if different arrangements must be made from those previously established. Unless it is an emergency, please **do not call the school with a bus pass request**. Emergency arrangements should be made before 1:00 p.m.

### **CAMERA ON BUS**

Cameras will be used randomly on school buses.



## **DISPENSING MEDICINE POLICY**

Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. Medication may be administered by school personnel if the following regulations are met:

- A. The medication is to be given by the principal's designee and is to be kept in a secure place.
- B. Written instructions (\*) signed by both parent and physician are required and shall include:
  1. Child's name
  2. Name and purpose of medications
  3. Time to administer and the dosage
  4. Possible side effects
  5. Termination date for administering medication
  6. All permission for long-term medication shall be renewed at least annually by the licensed prescriber.
- C. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- D. The parents of the child must assume responsibility for notifying the school of any change in medication and for providing the school with written instruction from the physician.
- E. The school district retains the discretion to reject requests for the administration of medication.
- F. The advisory committee shall meet annually to review and/or revise the medication dispensing policy.

## **PHYSICAL EXAMINATIONS/PROOF OF IMMUNITY**

It shall be the policy of Gallatin County Community Unit #7 School to enforce the requirements of Section 27-8 of the School code regarding physical and dental exams. As per current regulations (5-1980) fulfillment of the requirements for immunizations and providing the school with dates of each shall be part of this policy as well. Failure to obtain proof of immunization with dates and/or physical exams will lead to the exclusion of the student from school until the recommended requirement is met. The procedure leading to exclusion will be:

- A. Parents or the guardian will be notified that the child is not in compliance.
- B. Parents will also be notified that such failure to comply will lead to exclusion from school.
- C. Mumps immunizations will be required by the State of Illinois for all students, entering and presently attending school.
- D. As per Illinois State Law, students not in compliance on October 15 will be excluded from school.
- E. Any student who does not show proof of measles immunity will be excluded from school for a 21 day period after the onset of the last reported measles case, or until acceptable proof of immunity is presented to school officials.
- F. Transfer students must have a physical exam and immunization dates on file within 30 school days or he/she will be excluded from school pursuant of the School Code.

NOTE: Physical examination and proof of immunity are required of all children entering kindergarten and first, fifth, and ninth grades and all new students transferring from outside of the State of Illinois and before participation in Driver Education, and athletic activities.

## **SCHOOL VISITATION RIGHTS ACT**

Sec. 5 POLICY The general assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. A complete explanation of

the above Act is on File in the office along with the form that should be filled out and presented to the employer if time is needed from work for a conference with school personnel concerning your child.

## **STANDARDS OF CONDUCT**

In general, the conduct of the student body is governed in two ways, (1) by the rules and regulation which have been established for the entire school, individual classroom or laboratory, playground or school bus, and (2) by the use of good judgement by each individual in situation not covered by a specific rule.

Students who fail to abide by the rules or who fail to use good judgment in governing themselves will be disciplined by school personnel. In general, disciplinary measures will fall into on the following categories; however, others may be used at the discretion of the principal.

1. DETENTION: Students may be required to serve detention at noon, before school, or after school. General detention rules are as follows.
  - A. BE ON TIME – Being late or failure to report will result in the assignment of an additional detention period.
  - B. Bring something to read or study. Students found not working during detention will be given copy work.
  - C. No talking in the detention room.
  - D. Detention must be served at the first available noon hour period.
  - E. Noon detention – one half of lunch period.
  - F. Detention will be served for the teacher issuing the detention.
  - G. Before or after school – by arrangement of the principal.
  - H. Failure to serve detentions will result in additional disciplinary action.

Detention will be given by school personnel for offenses which, by nature, do not require an immediate and direct disciplinary measure. Such offenses would include tardiness, classroom disruption, loud or boisterous actions in the hall or classrooms, breaking individual classroom rules failure to use good judgment in governing one's actions.

2. PROBATION: Students on probation will not be allowed to participate in extra-curricular activities during the probation period. Extra-curricular activities shall include all high school activities which are not directly related to a specific course in which the student is enrolled on a regular basis. Violation of probation may result in the extension of the probationary period or in the suspension of the student from school for a period of not more than three school days.
3. ALTERNATIVE ASSIGNMENT: This assignment is a disciplinary option that may be used at the discretion of the school administration. It is to provide a student disciplinary and educational alternative to the regular classroom and schedule in an attempt to improve the behavior of truant or misbehaving students.
4. See Suspension-Expulsion Policy. Students may be placed on probation by the principal for serious misconduct. Examples of serious misconduct are:
  - a. Smoking on school premises during the school day.
  - b. Unexcused absences from school or from any class.
  - c. Insubordination to school personnel.
  - d. Defacing school property.

NOTE: Parents will be notified in writing or in person when a student is placed on probation. In all cases the assignment of probation will be by the principal or superintendent.

## **SUSPENSION AND EXPULSION**

### **I. GENERAL**

- A. Students committing acts of gross disobedience or misconduct may be suspended or expelled from school. Any student suspended or expelled will be denied the right of make-up work missed as a result of such suspension or expulsion.
- B. Authority to suspend a student is delegated to the superintendent and principals.
- C. Suspension is defined to mean an exclusion of a student from school or from riding the bus for a period of time not to exceed the (ten) school days by summary action of the superintendent or principals.
- D. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period of time, up to a maximum period of two school years by the Board of Education. Expulsion may be preceded by suspension.
- E. School personnel includes employees, teachers, administrators, school board members, school bus drivers, and other school district employees and students where the term is appropriate.

### **II. DEFINITION OF GROSS DISOBEDIENCE OR MISCONDUCT.**

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school grounds provided there is a direct relationship between the conduct and the school's education function. Gross disobedience or misconduct shall include any conduct, behavior or activity which causes or may reasonable lead school authorities to forecast substantial disruptions or material interference with school activities or the rights of others. It shall be further defined to include but is not limited to the following types of conduct, behavior, or activity or any other activity or behavior which may be prescribed by the school board from time to time.

- A. Possession of, use of, or distribution of any dangerous substance or weapon or look-alike.
  - 1. The Gun-Free Act of 1994 (20 U.S.C 8001) This Act requires all public schools to expel for a period of not less than one year any student who brings a weapon to school. This is mandatory expulsion.
- B. Unexcused absences from school or from any class.
- C. Insubordination to any school personnel which includes failure to follow directions or produce student identification, passes, etc.
- D. Intimidating or attempting to intimidate school personnel.
- E. Fighting with or assaulting school personnel or students.
- F. Intentional damage to or destruction of school or property of school personnel.
- G. Verbal abuse or use of profanity or obscenity to school personnel.
- H. Endangering the physical well-being of the school population by acts such as:
  - 1. Improper release of a school fire alarm or tampering with fire extinguishers.
  - 2. Starting a fire in or to school property or attempting to do so.
- I. Repeated incidents of misbehavior including the repeated refusal to comply with school rules.
- J. Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel.
- K. Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.
- L. Creating or attempting to create a classroom disturbance.
- M. Smoking or use of tobacco in or on school or look-a-like property.
- N. Possessing or consuming any alcoholic beverage or controlled substance or look-alike.

- O. Any form of harassment will not be tolerated.

### **DUE PROCESS PROCEDURE**

Due Process will be accorded to all students. This means that students:

1. Must have had the opportunity to become informed of the school regulations and procedures.
2. Must be informed of the provisions allegedly violated.
3. Must be given an opportunity to give their version of the alleged violation.

Levels of authority:

1. Teacher or other school personnel
2. Principal
3. Superintendent
4. Board of Education

### III. PROCEDURE FOR SUSPENSION

#### A. Pre-suspension Procedure

1. The superintendent or principal shall confer with the student who is under consideration for suspension. The student shall be adequately advised of the reasons for the proposed suspension and ask for his/her version of the incident that gave the proposed suspension.
2. If the student denies his/her guilt, he/she shall be advised as to the evidence upon which the suspension may be predicated.
3. The student shall be given an opportunity to respond to the evidence.
4. If the conference does not cause the charges to be dropped, the suspension procedure set forth below shall be followed.
5. The person conferring with the student shall make an anecdotal record of the conference.
6. When, in the opinion of the persons empowered to suspend, the student poses an immediate threat to school personnel or property or an ongoing threat for disruption of the educational process, the student may be summarily removed from the school without following the pre-suspension conference within that time if at all possible.

#### B. NOTIFICATION

1. Immediately following the pre-suspension conference, if it results in a decision to suspend, the parents or guardian of the student, and the student shall be advised of the decision to suspend by certified mail, return receipt requested:
  - A. The notice shall state the reasons for the suspension and the duration of the suspension.
  - B. The notice shall inform the parents or guardian of the student that they may request a review of such suspension and that their failure to request such review within five days after receipt of the notice shall constitute a waiver of the right to such review.
  - C. The request for review must be in writing directed to the superintendent's office.
  - D. The school board shall be notified of each suspension by a notice sent to each member of the school board.
  - E. Where the suspension is ordered by a principal, a copy of the notice of suspension shall immediately be furnished to the superintendent.

#### C. SUSPENSION REVIEW

1. If a request for review of the suspension is made by the student, parents, or guardian, written notification of the time and place of such review shall be given at least one week prior to the review. The letter shall also set forth the review hearing procedure.
2. The review hearing shall be conducted by the school board.

#### D. SCHOOL BOARD REVIEW OF CONTESTED SUSPENSION

1. The review of a contested suspension shall be conducted by the school board in executive session within thirty (30) days of the notice of suspension or the review hearing whichever is later.
2. The school board shall take such action as it deems appropriate including affirming or overruling the suspension.
3. The decision of the school board shall be final and shall be made in public session except that the name of the student shall not be announced.
4. If the Board shall determine that the suspension was not justified, the student's records shall be marked "excused." The student will be allowed to make up missed work.
5. Written notification of the Board's decision on the suspension review shall be mailed to the parents or guardian within 48 hours after the school board meeting.

#### IV. EXPULSION PROCEDURE

- A. If a student is to be recommended for expulsion, the superintendent shall send a letter by certified mail (return receipt requested) to the parents or guardian of the student notifying them of the proposed expulsion. If the expulsion is preceded by a removal from school the pre-suspension procedure must be followed.
- B. The superintendent may elect after a suspension is initiated, to move to expel, in which event the suspension review shall be combined with the expulsion hearing.
- C. The notification of expulsion letter shall include:
  1. The reasons for the proposed expulsion.
  2. The time and place of the expulsion hearing which shall be at least one week after the notification is sent.
  3. The hearing procedure.
- D. Expulsion hearings will be conducted by the school board.
- E. The penalty imposed by the board may be expulsion for a period up to a maximum of two school years.

#### IV. PROCEDURE FOR SUSPENSION AND EXPULSION HEARINGS

- A. The hearing shall be held in executive session.
- B. The student may attend the hearing and be represented by a representative of his/her choice.
- C. Presentation of evidence.
  1. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witness' testimony must be presented to the student at the hearing.
  2. The student may present evidence to refute the charges either orally or in writing. He shall be afforded an opportunity for cross-examination of any written evidence presented.

3. Pertinent and relevant evidence shall be reviewed without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
  4. The hearing may be recorded steno graphically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript of the tape.
  5. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
  6. There may be a short closing arguments by the parties at the conclusion of the hearing.
  7. A motion to exclude witnesses may be made by either party.
- D. The Department of Mental Health shall be invited to send a representative to the hearing to consult with the board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

### **STUDENT GRIEVANCE PROCEDURE**

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievance(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The following grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation. More detailed information is available in the offices of the superintendent and building principal. Time limits refer to days when school is in session.

STEP 1: The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP 2: If the grievance is not resolved, it should be submitted in writing within five (5) days to the building principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra investigation of the issue will be held between the grievant and the district representative within ten (10) days and a written response made within five (5) days.

Step 3: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within five (5) days from the receipt of the response in Step 2. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 4. If the issue is not satisfactorily resolved on Step 3, the grievant may appeal the grievance in writing the the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be five within five (5) days.

## **NO-DISCRIMINATION POLICY**

It shall be the policy of the Gallatin County Unit #7 Board of Education to prohibit discrimination against any employee, student, or individual on account of race, color, creed, religion, national origin, age, sex or disability.

Furthermore it shall be the policy to make reasonable accommodations for qualified applicants, employees, students and individuals with disabilities, such as each of the following, unless it demonstrably would impose an "undue hardship" on the operation of the program:

1. Making facilities used by employees readily accessible to and usable by disabled persons.
2. Making modifications or adjustments to the job applications process that enable a qualified applicant with a disability to be considered.
3. Making modification or adjustments in the work environment that enables a qualified individual with a disability to perform the essential function of that position.
4. Making appropriate adjustments or modification of examinations, training materials, or policies.
5. Job restructuring and part-time or modified work schedules.
6. Reassignment to a vacant position.
7. Acquisition or modification of equipment or devises.
8. The provision of readers or interpreters or other similar action.

## **DISCRIMINATION GRIEVANCE PROCEDURE**

Any employee, citizen or student who believes he/she has been discriminated against by any administrator, supervisor, or employee of the district may seek redress of the grievance as follows:

1. Whenever possible the aggrieved should attempt to resolve the matter through an informal conference with the administrator, supervisor, or employee charged with the discrimination.
2. If step 1 fails, the grievant should lodge an official, written complaint with the district coordinator of Section 504, ADA or IDEA. Following consultation with grievant (the individual accused of discrimination and/or other knowledgeable individuals) the District Coordinator will issue written findings regarding the matter. Such written findings shall be issued within 15 calendar days of the filing of the grievance.
3. Appeal of the step 2 finding may be made by the aggrieved or the individual accused of the discrimination. The written appeal must be filed with the District Superintendent within seven calendar days of the issuance of the step 2 findings. Following appropriate consultation the superintendent shall issue his written findings within 15 calendar days of his receipt of the appeal.
4. Appeal of the step 3 finding may be made by the aggrieved or the individual charged with the discrimination. The written appeal must be to the Board of Education through the board president within seven calendar days of the issuance of the step 3 finding. The Board of Education shall conduct a hearing on the issue within 15 calendar days of the receipt of the written appeal. Finding shall be by a majority vote of members present at the hearing.

Nothing shall prevent either party or the Board of Education from being represented in step 1-4 by an attorney or other spokesperson. Furthermore, this grievance procedure shall not prevent a party from seeking redress in a court of law.

## **FIRE DRILL**

WARNING SIGNAL: Siren Alarm

### ELEMENTARY SCHOOL SECTION

Room's 100-107            Use exit by Elementary Office  
Room's 108-119           Use west Elementary exit  
Room's 201 & 606        Use west exit by art room  
Room's 303-311           Use exit by Junior High Office

### JUNIOR HIGH SCHOOL SECTION:

Room's 400-407           Use exit by Jr. High Office  
Room's 408-419           Use east Jr. High exit

### HIGH SCHOOL SECTION:

Room's 500-507           Use exit by Junior High gym  
Room's 508-519           Use east High School exit  
Room's 601-606           Use west exit by art room

### GYM AND VOCATIONAL SECTION:

Rooms 700                Use northeast exit by Junior High gym  
Rooms 705 & 712        Use ag exit  
Rooms 708 & 710        Use auto exit  
Rooms 714 & 716        Use west exit by drafting room  
Room 800                Use west gym exit  
Room 900                Use north gym exit

Individual classes should assemble outside the building for roll call.

## **TORNADO DRILL**

WARNING SIGNAL: Pulsating Bell

ALL CLEAR SIGNAL: Announcement over intercom

Rooms 100-119, 201, 300-322, 400-419, 501-519, 601-604: Stay in room and go to wall next to hallway.

Room 606                (art) Go to Art storage room  
Room 600                (library) Go to high school hallway  
Room 700                (junior high gym) Go to dressing room  
Room 702                Stay in room  
Room 708-716        Go to north/south vocational hallway  
Room 800                (multi-purpose) Go to storage room #804  
Room 900                (high school gym) Go to dressing room



NOTE: During a tornado drill or emergency, students are to sit on the floor with their faces to the wall. All fire doors should be closed. All windows and classroom doors should be closed.

### **SAFE ENVIRONMENT DRILL**

When the announcement is made over the intercom system that includes a code word, teachers are to lock their classroom doors, turn out the lights, and make sure all students are away from any windows or doors. They are to stay in this position until the "ALL CLEAR" has been announced over the intercom system.

### **EARTHQUAKE DRILL**

WARNING SIGNAL: No Warning

In the event of an earthquake or other such emergencies, sit under your desk until the all clear announcement has been made.

### **SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT**

The building principal or his designee is the official records custodian of each building.

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) halter 122, Par.50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated hereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, PAR.50-2 (e); 50-4(e))
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence Est scores aptitude test scores, psychological and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2 (f); Rules, Section 375.10).
3. Parents of any person specifically designated as a representative by a parent have the right to:
  - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. The school charges \$.35 per page for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISRRRA, Par. 50-5).
  - b. Have present at the option of either the parent or the school a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires

that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, Par. 50-0 (b))

c. Challenge the accuracy, relevancy or propriety of any entry in the school student record, exclusive of grades, by requesting a hearing with the school board.

(I) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

(II) An informal conference will be held within 15 school days of receipt of the request for a hearing.

(III) If the challenge is not resolved by the informal conference, a formal hearing shall be innate.

(IV) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

(V) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings, and issue a decision to the parents and the school district within 20 school days of the receipt of the documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in a special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA Par.50-7; Rules, Section 375.90)4. No school records or information contained therein may be released, transferred disclosed, or otherwise disseminate, except as follows:

a. To a parent or student or person specifically designated as a representative by a parent; (ISSRA,Par.50-6 (a)(1))

b. To an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest; (ISSRA, Par.50-6 (a)(1))

c. To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the

address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive; and then school days after such service, if the parents make no objection, the records may be transferred to the requesting school; (ISSRA, Par.50-6(a)(3); Rules, Section 375.70(a))

- d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records. (ISSRA, Par.50-6 (a)(4); Rules, Section 357.70(d)(2))
  - e. Pursuant to a court order-provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records; (ISSRA, Par.50-6 (a)(5); Rules, Section 375.70 (c)(3))
  - f. To any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents; (ISSRA, Par.50-6 (a)(6); Rules, Section 375.70 (b))
  - g. Subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par. 40-6(a)(7); Rules Section 375.60
  - h. To any person with the prior specific, dated, and written consent of the parent designating the person to whom the records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records or designated portions of the information contained within the records or designated portions of the information contained within the records. (ISSRA, Par.50-6(a)(8) Rules, Section 375.70 (d))
4. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, Par.50-7 (d))
  5. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par. 50-4(h))
  6. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit and other person to have access to such information without prior consent of parent obtained in accordance with ISSRA, Par. 50-6 (a)(8). (ISSRA Section 50-6(d))
  7. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such a request, the date of the release, the name and signature of the official records custodian releasing such information, and a copy of any consent to such release. (ISSRA (Par.50-6(c))
  8. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18<sup>th</sup> birthday, graduation from secondary school, marriage, or entry into military service, whichever

occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA Par. 50-2(g))

9. The following is designed as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. (ISSRA, Par. 50-2(g); Rules, Section 375.80)
10. No person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act. (ISSRA, Par. 50-8)
11. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files, and other information contained in the temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. (Rules, Section 375.40 (d))
12. (Any policies of the school relating to school student records which are not included in the Act or Rules.)
13. Copies of the Illinois Student Records Act, Chapter 23, Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.
14. The Wabash and Ohio Valley Special Education District at Norris City, Illinois is the official and legal custodian of all special education records for Gallatin County Community Unit District #7.

## **STUDENT BEHAVIOR**

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  1. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical

cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

5. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

6. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.

7. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

6. Using or possessing an electronic paging device.

7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on

the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### **When and Where Conduct Rules Apply**

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

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

#### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

#### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years: A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

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



### **Gang & Gang Activity Prohibited**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

- (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
- (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- (3) request any person to pay protection or otherwise intimidate, harass or threaten any person;
- (4) commit any other illegal act or other violation of district policies,
- (5) or incite other students to act with physical violence upon any other person

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **STUDENT BIOMETRIC INFORMATION**

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

### **Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/cmvo/>.

**Photo Release Form**

Gallatin County Elementary  
5175 Hwy 13  
Junction, IL 62954

Permission to use photograph

I grant to Gallatin County Elementary, its representatives and employees the right to take photographs of my child in connection with the school. I authorize Gallatin County Elementary, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Gallatin County Elementary may use such photographs of my child with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Students Signature \_\_\_\_\_

Students Printed Name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_  
(If under age 18)

This is a sample form for you to keep. Please do not remove this from your handbook. Students will receive this form in their student packet.

**SAMPLE ONLY**

This page must be signed by parents/guardians and students and returned to the respective office before the end of the first full week of school (August 17, 2018).

This handbook is not intended to create a contractual relationship with the student. We agree to enforce these rules and procedures, and you, parents/guardians and students, agree to follow the same rules and procedures. If you have a concern about something in this handbook, we would appreciate your input. However, your concern or disagreement with a rule or procedure cannot be used as a reason for not adhering to it. Also, ignorance of a rule or procedure cannot be used as an excuse for not following our handbook.

Not every situation that will arise can be covered in this handbook, nor can the consequences be detailed exactly for every violation. The Administration reserves the right to interpret the rules and the right to make changes in this handbook, as deemed necessary, with the approval of the board of education.

I have read and understand the rules and regulations of the Gallatin County School.

Student's Printed Name

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Signature of Student

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Parent/Guardian Printed Name

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Signature of Parent

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Date

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This is a sample form for you to keep. Please do not remove this from your handbook. Students will receive this form in their student packet.

**SAMPLE ONLY**

# Gallatin County School District #7 School Compact

**As a Student, I \_\_\_\_\_ will:**

- Always try to do my best in my work and in my behavior
- Work cooperatively with my classmates
- Show respect for myself, my school and other people
- Obey all school and bus rules
- Take pride in my school and my work
- Prepare myself for school with adequate sleep, diet and activities
- Come to school prepared with my homework and supplies
- Believe in myself that I CAN learn and WILL learn.

**As a Parent/Guardian, I \_\_\_\_\_ will**

- See that my child attends school regularly and on time
- Provide a home environment that encourages my child to learn
- Insist that all homework assignments and preparation for tests are completed
- Communicate regularly with my child's teacher
- Support the school in developing positive behaviors, and respect for others
- Talk with my child about his/her school activities every day
- Encourage my child to read at home and to monitor his/her TV viewing
- Volunteer time at my child's school
- Show respect and support for my child, the teacher, and the school

**As a Teacher, I \_\_\_\_\_ will**

- Believe that each student can learn
- Show respect for each child and his/her family
- Come to class prepared to teach
- Provide an environment conducive to learning

- Help each child grow to his/her fullest potential
- Provide meaningful and appropriate homework activities
- Demonstrate professional behavior and a positive attitude
- Enforce school and classroom rules fairly and consistently
- Maintain open lines of communication with the student and his/her parents through
  - Opportunities to discuss my students' progress on a regular basis
  - Annual Parent-Teacher Conferences
  - Seek ways to involve parent in the school program

**Please sign below and return to school. See the District Policy Manual for complete Policy.**

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

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This is a sample form for you to keep. Please do not remove this from your handbook. Students will receive this form in their student packet.

**SAMPLE ONLY**

