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## CHAPTER 1: GENERAL SCHOOL INFORMATION

### General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.gcs130.org](http://www.gcs130.org) or at the school office, located at:

1062 Boskydell Road  
Carbondale, IL 62902  
Phone: 618-457-5391  
Fax: 618-549-5060

### Notice for Parents

All students will be provided with access to the school handbook for which they and their parents/guardians will be required to sign a receipt. During open house, all teachers will take sufficient time to explain policies and answer questions from students and parents. This handbook, in the latest version, is applicable to all students upon implementation of any change. The administration will notify all parents/guardians and students in writing, where possible, of any changes to the handbook as soon as it is practicable.

### Giant City Elementary School

We are pleased to have your child as a student at Giant City School. The preceding sections of this handbook are designed to provide information about the general policies for the school. The final section of the handbook contains specific policies, services, rules, and regulations. This overview does not include all the rules and policies your child may meet during the school year, but it will give you information of the school operation. If you have questions, feel free to contact the office.

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

Evan Buffington, President  
Kate Fakhoury, Vice-President  
Kass Gregory, Secretary  
Deb Gurley, Member  
Chris Germann, Member  
Melissa Judge, Member  
Darrell Hutson, Member

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

Dr. Kris Mason, Superintendent/Principal  
Ms. Rebecca Apgar, Assistant Principal  
Ms. Lauren Hannick, Chief Fiscal Officer  
Mrs. Barb Naugle, Secretary  
Mrs. Ashley Booth, Social Worker

### FACULTY AND STAFF

<b>Kindergarten</b>	Taylor Hoffman	<b>Resource K-4</b>	Meryn Gross	<b>Custodian</b>	Dan Meggs & Anthony Rupp
<b>First Grade</b>	Kelly Futrell	<b>Resource 5-8</b>	Holly Popov	<b>Cook</b>	David Wright
<b>Second Grade</b>	Jacob McCaughan	<b>Music</b>	Justin Laux	<b>Driver</b>	Suetta Stipati
	Bailey Hudgens				
<b>Third Grade</b>	Catherine Johnson	<b>PE</b>	Sarah Honza	<b>Aides</b>	Tammy Thompson
<b>Fourth Grade</b>	Amy Herman	<b>Art</b>			Melissa Mott
	Paige Meyer				
<b>Fifth Grade</b>	Connor Hartline	<b>RTI</b>	Kelsie Grant		Teresa Armit
<b>6<sup>th</sup> Grade ELA/Reading</b>	Maranda Goodman	<b>Speech</b>	Kelsie Grant		
<b>7<sup>th</sup> Grade SS/Tech</b>	Chris Robison	<b>Media</b>	Jessica Carsrud		
<b>8<sup>th</sup> Grade Math</b>	Kim Dillow	<b>Pre K</b>	Bridget Buffington	<b>Kids Klub</b>	Caitlin Greer
<b>6-8 Grade Science</b>	Connor Hartline		Diana Murphy		

### Mission Statement

Giant City School, in partnership with families and the community, encourages students' confidence to explore new ideas, supporting the social, emotional and academic success of every student.

### **Statement of School Philosophy**

The Board of Education believes that it is the goal of Giant City School to provide educational opportunities and experiences which will enable all students to develop their talents and capabilities so that they may be able to assume their responsible roles in a democratic society and to apply their knowledge to a lifetime of continuous learning.

This philosophy places emphasis upon the total development of the student, recognizing the dignity and worth of each individual and serving to enhance within each student a sense of responsibility, tolerance, and freedom.

We, the Board of Education, believe that to translate this philosophy into reality requires cooperation, communication, and continuous effort from the students, parents, faculty, and administration.

### **Admission Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Based upon the school's assessment of his/her readiness, a child who will be 6 years old on or before December 31<sup>st</sup> may begin first grade in the fall under certain conditions. He or She must have attended a non-public preschool, continued their education at that school through kindergarten, and been taught by an appropriately certified kindergarten teacher. However, the school district does have the right to determine a student's readiness to ensure that students have acquired skills sufficient to begin first grade. Giant City School will be happy to arrange an assessment time for potential students before entry into first grade is determined.

### **Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District must provide the following BEFORE a student may attend.

1. Proof of residency, as required by Board policy 7:60, *Residence*
2. Proof of disease immunization or detection and the required physical examinations, as required by State law and Board policy 7:100. *Health Examinations, Immunizations, and Exclusion of Students*

### **Residence**

Any individual under the age of eighteen (18) years, except as otherwise provided by any law, rule or regulation, is considered a resident of District 130 if such individual meets one (1) or more of the following criteria:

- Resides with one (1) or more natural or adoptive parents within the District unless otherwise ordered by court of competent jurisdiction
- Resides with a court appointed guardian within the District
- Resides in a foster home within the District
- Resides in the District with a resident who has assumed legal responsibility for the student
- Resides in the District as an emancipated minor
- Resides with a resident adult who exercises legal responsibility for the child

### **Verification of Residency**

It is the responsibility of the building administrator, or his/her designee, to verify the residence of a student. Post office boxes are not acceptable as proof of residency. In a case where administrators have reason to believe that a student is registered under a false address, the following documents may serve as verification of address:

- Rent Receipt
- Tax Bill
- Utility Bill
- Affidavit of Residency if one of the items listed cannot be provided

Anyone who knowingly enrolls under a false address is subject to prosecution under the law as a Class C Misdemeanor. Any administrator who knowingly enrolls a student under false pretenses is also subject to this prosecution under the same Class C Misdemeanor.

### **McKinney-Vento Homeless Assistance Act**

Illinois and federal law define "homeless" as persons lacking a "fixed, regular, and adequate nighttime" abode. It includes "the hidden homeless" doubled-up in housing and people living in a shelter, transitional housing, temporary shelters or hotels, or places not ordinarily used by humans for sleeping. The parents/guardians of homeless children may choose which school their child will attend, either the school they attended before becoming homeless (the school of origin), or any school that non homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend.

Any child experiencing homelessness shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

### **Change of Address**

If at any time during the school year a move is made to a different address, this change needs to be reported to the school office. Likewise, a change in telephone numbers, guardianship, etc. should be reported.

### **Visitors to and Conduct on School Property**

Visitors are welcome at Giant City School and are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

All visitors on school property are required to report to the front office to receive permission to remain on school property. Before visiting the classroom area, all visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge and sign out. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Requests to access the school building should be made at the front office. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he/she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

### **School Volunteers**

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

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

### **Student Assignment**

When students enroll at Giant City School they will be assigned a grade level and classroom teacher. These assignments are tentative and are subject to change due to enrollment numbers at grade levels, classroom dynamics, records from previous school indicating a placement change, and other pertinent information that may require a change. The principal reserves the right to make these changes to better serve our students and support the educational program.

### **Student Transfers**

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or in any other state, before being admitted to the School District.

A student who transfers from an accredited or recognized school will be admitted at grade level without an entrance examination. Students who transfer from a non-recognized school will have their transcript evaluated and preliminary tests may be required. The Superintendent will determine appropriate grade placement.

Any student transferring into the District will be subject to the admissions procedures described above. Concerning extracurricular activities, a transferring student shall not be allowed to participate in extracurricular activities of the district if that student has been suspended or expelled from participating in the student's previous school's extracurricular activities.

Any student withdrawing from Giant City School to attend another school system is required to have a withdrawal record. The following information will be included:

1. Reason for withdrawal
2. Clearance list (texts and library books turned in)
3. All outstanding bills paid in full
4. Estimated grades to date
5. Administrative comments
6. Academic Good Standing Form

\*Please notify the school a few days in advance of the last day the student will be in attendance.

### **Equal Educational Opportunities and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, **military status, unfavorable military discharge, reproductive health decisions**, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

**Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.**

**Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.**

### **Accommodating Individuals with Disabilities**

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

### **Students with Food Allergies**

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

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

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

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

### **Care of Students with Diabetes**

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

- a. Inform the school in a timely manner of any change that needs to be made to the Diabetes Care Plan on file with the school for their child.

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
  - c. Sign the Diabetes Care Plan.
  - d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- For further information, please contact the building principal.

### **GCSPA and Booster Club**

GCSPA (Giant City School Progress Association) and Booster Club are invaluable resources to Giant City School. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

### **Kids Klub**

Giant City School provides after school care for students in grades K-5. Students must be in attendance 1/2 day (PM) with excused absence to participate. There is a daily fee and registration requirements for the program. Contact the office for further information on registration and fees.

### **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gains or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe



#### Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

#### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information

- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

### **Faith's Law Notifications**

#### **Employee Conduct Standards**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

#### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

#### **Communication Policy**

Communication is a key to successful school and community relations. Concerns or complaints by a parent of a student should be referred to the employee. A parent-employee conference may be scheduled at that time. If a parent or employee is not satisfied with the result of this conference, the following process will be followed:

Parent      ➡      Employee/Teacher      ➡      Dr. Mason/Ms. Apgar      ➡      Board of Education

## **CHAPTER 2: ATTENDANCE/PICK UP & DROP OFF**

### **Attendance**

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

### **Arrival and Dismissal Times**

Start of Morning Meeting: 8:00 AM

Dismiss to Bus and Parent Pick Up: 2:55 PM

In the morning starting at 7:30 AM, all students are to be dropped off at the cafeteria entrance to school. This includes students that are bused to school as well as parent/guardian drop off. If later than 8:05 AM a parent/guardian must sign the student into the front office before the student goes to their classroom.

At dismissal, buses will load at the front entrance. Students will be dismissed to load their buses and may have assigned seats. Students that are picked up by parents/guardians will be dismissed from the cafeteria entrance.

For children being picked up during the regular school day, please call the front office to let them know prior to arrival. Students will be called to the front office area and parents may pick up their child there.

### **Leaving the School Campus During the School Day**

Students in grades K-8 cannot leave school at any time during the school day unless they are picked up at the school by a parent or guardian (or by a responsible person designated in writing by the parent/guardian). Furthermore, no student will be allowed to leave the school campus at lunchtime unless they are picked up at school by a parent or guardian (or designated person). Students must be picked up and signed out at the school office. Additionally, each time a parent or guardian (or designated person) expects to pick up a child for lunch or other purposes, the parent or guardian should send a note to school to let the child's homeroom teacher and building Superintendent know that their child is going to be picked up and indicate their arrival time. Any time a child is picked up early is a disruption to the educational process and should only be done on rare occasions. The teachers and office will appreciate parental help with this.

### **Early Dismissal and School Closing**

Early dismissals, as with school closings, will be determined at the discretion of the Superintendent. In the event school is closed due to inclement weather before the start of or during the school day, announcements can be heard on KFVS and WSIL TV stations, and parents will be notified by text messages on their mobile device (if the parent filled out a form for notification at registration). We may, at one time or

another, have to dismiss school early due to severe weather conditions. The school will follow instructions on the forms completed by parents regarding emergency arrangements.

### **Tardiness**

All students not in their classrooms by 8:05 AM will be marked tardy. Unexcused tardiness counts against a student's perfect attendance record. When a student has received three tardies, this will result in an office discipline referral to the parent. Another tardy following the referral may result in a detention for the student (Principal's discretion). Tardies during the school day to class will count as an unexcused tardy. Patterns of excessive tardiness will result in a conference with the Superintendent and possible outside agencies. Students who are chronically tardy (5 or more days) will have an Individual Student Support Plan created and may result in suspension of extracurricular participation.

### **Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS1, attend a civic event, 2 or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. If a student takes two mental health days, school staff will follow up to check if additional resources or support are needed. Mental health days are treated as excused absences, and students are responsible for making up any missed work.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

In the event of absence, the student's parent/guardian are to notify the school by phone, 618-457-5391, by 8:15 AM. If you request homework, the homework will be available for pick up after 3:00 PM. Homework will be placed in the homework shed at the cafeteria entrance. The State of Illinois mandates that all absent students be accounted for by 10:00 AM the day they are absent. In the absence of a phone call or note the student will be given an unexcused absence for the day missed.

### **Medical Documentation Requirements**

Giant City School requires medical documentation (1) when a student is absent 3 or more consecutive days; OR (2) when a student has exceeded five (5) absences within a quarter. If medical documentation is **not** provided, student absence(s) will be considered unexcused.

### **Prearranged Absences**

It is the student's responsibility to obtain and turn in any assignments missed during his/her absence. A sponsor who takes students on a school event is responsible for notifying the classroom teacher. The principal, or his/her designee, may grant excused absences for the following types of preplanned requests:

- Family vacations;
- Participation in regional and/or national contests or special awards; or
- Special religious events/holidays.

Administration has the authority to deny a student's request for a prearranged absence in instances where the student has developed an irregular attendance pattern, has failing grades, and/or exhibited improper behavior as documented by referrals.

### **Prearranged Absence Application Procedure**

Research shows that student absenteeism has a profound effect upon student academic achievement. With that in mind, Giant City School highly discourages vacations/family trips during the school year outside of normal school breaks. However, we understand that a trip may be a necessity and will use the following procedures:

1. Request prearranged absence application from the office **at least 10 school days** prior to the planned absence.
2. Upon the receipt of the request, Giant City School administration will screen student grades (must be passing all classes) and student attendance (in attendance 90% or greater for the school year).
3. Parent(s)/guardian(s)/student will submit the completed prearranged application **at least five school days** prior to the pre-arranged absence to the office.
4. The principal or his/her designee shall notify the parent/guardian/student after having reviewed the completed application if the request is approved.
5. The form will be given to teachers and then to student with work to complete during absence.

6. Parent/guardian/student is responsible for completing all work assigned and turning it in upon the student's return to school. Failure to follow the application procedure will result in the days absent being recorded as unexcused for attendance purposes. Student work will be provided to complete upon return from Prearranged Absence.

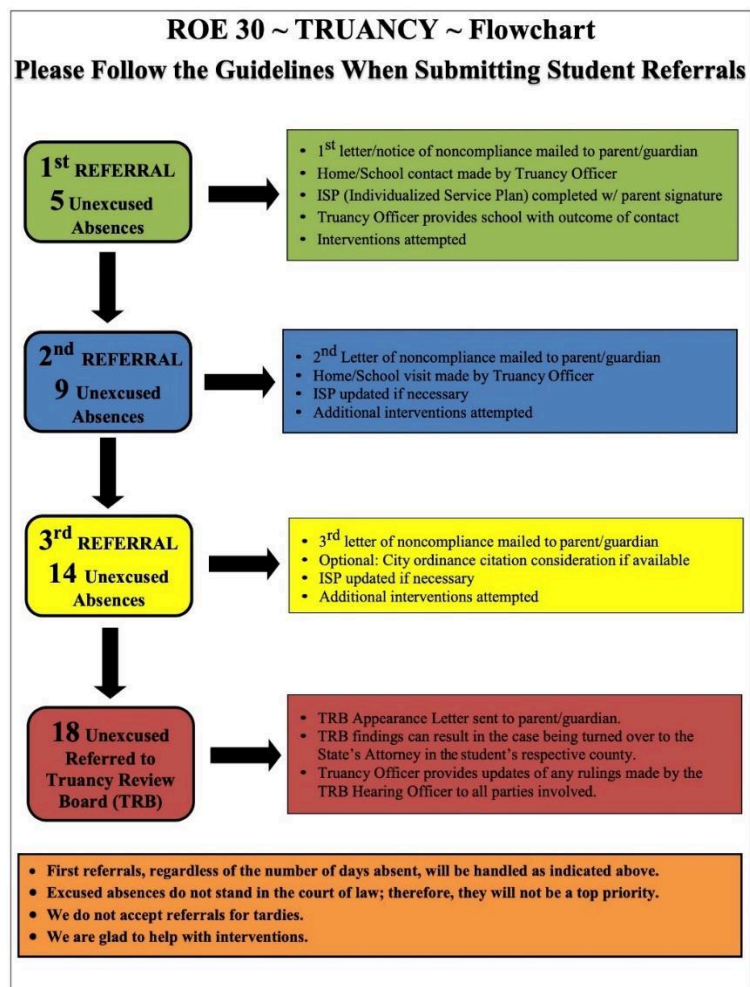
### Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are 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 will take further action, including:

- Creating an Individualized Student Attendance Improvement Plan
- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline



The ROE Truancy Flowchart will be followed for student referrals to the Truancy Officer.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Student Pick Up & Drop Off**

During the school day, if parents need to pick up their child during the day, they should first come to the office to sign the student out. We will call for the student to come to the office. We will not allow any unauthorized people, including parents, to enter the building without a visible pass, which will be handed out upon entry to those who have a need to be in those areas. This will be enforced for the safety of our students. Both faculty and staff are very conscious of the fact that we have responsibility to protect the children while they are in our care. We do not do this to be unfriendly to parents, we do this to protect our students. For that reason, we ask that all visitors to the school comply with this request.

After school – If parents plan on picking up their child after school, they should enter the parent pick up line at the front of the school and follow the traffic around the “loop” and tell the monitor who you are picking up. The monitor in the parking lot will call into the monitor in the gym to get your child ready. Parents who need to assist their child in latching their seat buckle are asked to park and do so.

Students are not to be picked up in the front office of the building once buses are present. Students who are picked up in the front of the school must have an adult walk him/her across the parking lot. Students will not be allowed to cross the parking lot to get to a car alone. We encourage you to drive slowly, but please keep the pickup line moving safely.

## **CHAPTER 3: TRANSPORTATION**

### **Safety by Bus or Car**

The Board of Education wants to promote safety for all students who travel to and from Giant City School. Therefore, we encourage students to ride the school bus transportation whenever possible. If this is not possible, parents are encouraged to transport their children to school by car. Notification in writing or by phone call is needed before 2:30 PM if the normal mode of transportation is changed.

### **Bus Procedures & Rules**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

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

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

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

Additional resources follow:

National Highway Traffic Safety Administration - **School Bus Safety**

[https://one.nhtsa.gov/people/injury/buses/getting\\_to\\_school/schoolbus2.html](https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html)

U.S. Department of Transportation - **School Bus Safety Campaign Material**

[www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material](http://www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material)

National Safety Council - **Tips for a Safe Ride**

[www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus](http://www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus)

Ill. State Police - **School Bus Safety**

<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - **School Bus Safety What Parents Should Know**

[www.isbe.net/Documents/bus\\_safety\\_parents.pdf](http://www.isbe.net/Documents/bus_safety_parents.pdf)

Ill. State Board of Education - **Instructions To School Bus Riders**

[www.isbe.net/Documents/bus\\_ride\\_instruct.pdf](http://www.isbe.net/Documents/bus_ride_instruct.pdf)

A parent or guardian must be present at the bus drop-off location for any student in Kindergarten or First Grade. Student(s) whose parent/guardian is(are) not present will be returned to Giant City School for their wellbeing. The parent/guardian will need to make arrangements to pick up the student(s) at the school.

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

For questions regarding school transportation issues, contact: Kris Mason 618-457-5391

## **CHAPTER 4: DISCIPLINE**

### **Discipline Philosophy**

Giant City School, committed to excellence in its educational and extra-curricular programs, considers good and consistent student discipline essential to the educational process. We believe that all students can behave at school. They have a responsibility to behave in a manner that allows teachers to teach and students to learn, and in a manner that does not violate the best interest of any person in the school community. The following discipline plan is a method of classroom and school management determined for all students. This plan assists the school in establishing a consistent discipline code throughout the building.

### **Student Behavior Goals and Objectives**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **Teacher Rights**

1. To have a classroom that provides the optimal learning environment
2. To determine and request appropriate behavior from students
3. To ask for help from parents, the principal, and other school personnel when assistance is needed for a student

### **Student Rights**

1. To be provided with a classroom atmosphere most conducive to learning
2. To have a teacher who will provide positive support of a student's appropriate behavior
3. To be provided with a teacher who will help the student limit his/her inappropriate behavior

### **Playground and Building Rules**

1. Students are not to be on school grounds before 7:30 AM as there is no one to supervise them before that time.
2. All children are to go outside- Children will remain indoors during inclement weather.
3. During recesses, students are to get coats, if needed, get a drink, use the restroom and go outside to stay. Running in and out of the building will not be allowed.
4. Students are not allowed to bring toys, radios, or any other electronic equipment to school, unless requested by a teacher.
5. Students who bring their lunch to school will take it to the cafeteria to eat with the rest of the class.
6. The only students permitted in the rooms during recess are those given permission by the teacher. They are to stay in their seats and keep busy and quiet at all times. They are not to be in the hallways or visiting other classrooms.

7. At the end of each recess students should go to their designated line- up area near the doors. After lining up, each class will be directed to go directly to their classroom where their teacher will be waiting. Students are not to get drinks or stop at the restrooms while on the way to their classrooms.
8. Students should not run inside the building, except in the gym, during PE class.
9. Students should always be careful when running in areas where others are playing and should stay in the area assigned to them.
10. Students may not throw objects (snow, woodchips, rocks, etc.) other than regulation playground equipment.
11. Violent behavior and the use of vulgar language are absolutely forbidden on the playground or anywhere on school premises.
12. Injured students are to report immediately to the playground supervisor.
13. Chewing gum will not be allowed at school.
14. Hats or sunglasses are not to be worn inside the building.

Violations of these rules will result in consequences deemed necessary by administration to maintain a safe and age appropriate learning environment. Consequences may range from a loss of privileges to one or more days of suspension from school.

### **PRIDE Program**

PRIDE is a school-wide program built around an acronym setting forth expected behaviors, which outline a peaceable school. The behaviors are as follows: "Polite, Respect, Independent, Dependable, and Encourage Others." The purpose of PRIDE is to teach and encourage everyone in our school community (students, teachers, staff, volunteers and parents) to model the PRIDE behaviors.

The PRIDE program encompasses the following: daily announcements, school assemblies, community service projects, peer mediation, classroom lessons and activities, and program evaluation. The students are expected to exhibit PRIDE-full behavior and are rewarded with incentives. In order to create a safer environment everyone who is a part of Giant City School (students, teachers, staff, volunteers and parents) are expected to show PRIDE.

### **Positive Reinforcement of Good Behavior**

Giant City School focuses on specific behaviors throughout the school year called a "PRIDE Pledge". The PRIDE Pledge are a variety of lessons ranging from manners to work ethics that encourage and assist students with the skills needed to be successful both educationally and socially. Students caught using the PRIDE Behaviors or other positive character traits will be awarded "PRIDE Tokens." These tokens will be used for the school vending machine to award prizes for good behavior.

### **PRIDE Good Behavior Activities**

There are monthly PRIDE Good Behavior activities throughout the school year through our PBIS program.

Requirements for Monthly Good Behavior activities:

- Students must have fewer than 3 Disciplinary Reports and no office referrals/suspensions.

Requirements for Semester Good Behavior activities: Behavior:

- Must meet behavior requirements for each month in the current semester.

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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 and/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.
5. During periods of remote learning.

**Giant City PRIDE Minor Behavior Definitions**

<b>Teacher Managed Behaviors Minor</b>	<b>Definitions</b>
Inappropriate language	Student engages in low intensity instance of inappropriate
Dishonesty	Student delivers message that is untrue and/or deliberately violates rules
Tardiness	Student is late (as defined by the school) to the start of the school day
Insubordination/defiance/ disrespect	Student engages in refusal to follow directions, talks back and/or delivers socially rude Interaction
Physical contact	Student engages in non-violent but inappropriate contact
Dress code violations	Student wears clothing not within the guidelines defined by the

Inappropriate use of Electronic device	Student engages in non-serious, but inappropriate (as defined by the school) use of cell phone, e-Reader, music/video player, camera, iPad, watch, or computer.
Minor classroom infraction	Student engages in behavior causing an interruption in a class or activity Disruption includes sustained loud talk, yelling or screaming: noise with materials, and/or sustained out of seat behavior
Hallway infraction	Student engages in behavior causing an interruption in the hallway Disruption includes sustained loud talk, yelling or screaming: noise with materials, and/or running
Restroom infraction	Student engages in behavior causing an interruption in the restroom. Disruption includes sustained loud talk, yelling or screaming: noise with materials, and/or running
Cafeteria infraction	Student engages in behavior causing an interruption in the cafeteria Disruption includes yelling or screaming horseplay or rough housing: food related offenses
Playground infraction	Student engages in behavior causing an interruption on the playground Disruption includes safety violation, inappropriate physical contact and/or disrespectful to others

#### **Giant City School PRIDE Major Behavior Definitions**

<b>Office Managed Behaviors Major</b>	<b>Definition</b>
Profanity	Student delivers verbal message that includes swearing
Walkout	Student leaves designated area without permission
Travel refusal	Student refuses to travel with the class
Theft/Forgery	Student engages in theft of school or personal property Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission
Truancy	Student stays out of school without permission
Verbal threat	Student threatens to physically harm self or others
Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin, disabilities or other personal matters
Fighting	Student engages in actions involving violent physical contact where injury may occur (example hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Vandalism	Student participates in an activity that results in destruction or disfigurement of property
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm
Cafeteria infraction	Student engages in behavior whereby taunting a student with food who has a specific food allergy

#### **Breakfast & Lunch Procedures**

1. Students may eat breakfast at a table of their choice. Students will sit at an assigned table with their class during lunch.
2. Students should clean up their area after eating by picking up their trash, tray, and eating utensils.
3. Students should socialize with friends in a quiet manner, using quiet voices.

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by



a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. 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 tablet or powdered form.
- g. 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.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. 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) or 504 plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives may include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, direct use of AI produced material unless annotated as such, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. 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.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. 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.
- 16. Being absent without a recognized excuse.
- 17. Being involved with any public school fraternity, sorority, or secret society.
- 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 20. 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.
- 21. Making an explicit threat on any web content or social media against a school employee, a student, or any school-related personnel if the web content or social media 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.

22. 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.

23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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;
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; or
5. During periods of remote learning.

#### **Disciplinary Measures**

In all circumstances in which an employee acts to help a student conduct himself/herself properly, emphasis shall be placed upon the growth of the student relative to his/her ability to control or discipline himself/herself. Discipline at Giant City School is progressive in nature in that continued repeated infractions will result in the punitive actions being increased until appropriate behavior is attained.

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension - administration or designee shall ensure that the student is properly supervised.
- After-school study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the teacher, administration or designee.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
- Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

- Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
- Referral to appropriate Substance Abuse Counseling Services/Mental Health Services.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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.

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

~~Corporal punishment is prohibited. 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. School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.~~

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

### **Weapons**

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 at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
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 under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **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 Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, in-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, or Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed.

The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

The faculty and staff are confident that this plan will teach students to become responsible for their actions. We ask that parents provide their complete support in our efforts to maintain a positive, well-disciplined environment.

### **Student Searches**

Students must keep in mind that student lockers are School District property and treat them as such. Officials of the School District have the right to conduct searches of students' lockers at any time. Additionally, a student's personal property may be searched if the administration has a reasonable suspicion that the safety or well-being of that student or other students may be endangered by any item or substance suspected of being in that student's possession.

### **Unauthorized Items**

The following items are not permitted in classrooms, on school property, on school buses or at bus stops, and are subject to confiscation when found:

- Knives
- Firearms
- Firecrackers, ammunition or other explosives
- Slingshots or other projectiles
- Clubs, blackjacks, pipes, etc.
- Ordinary items that have been altered in such a way as to become weapons
- Obscene literature or items
- Unauthorized drugs or medication
- Drug paraphernalia
- Alcoholic substances
- Cigarettes, tobacco products (including matches or lighters), and e-cigarettes
- Drawings of gang symbols
- Anything that could cause injury or disrupt the educational process

Where warranted, persons found with forbidden items on school property will receive school consequences as deemed appropriate by the building administration.

### **Cell Phones**

1. If a student brings a cell phone to school, upon entering the school grounds, the student must immediately turn the power off.
2. Prior to a student entering homeroom, the student will put the phone (with the power off) in their locker. If a phone rings or indicates use in a locker, or is seen during the school day, the phone or will be confiscated. A lunch detention will be given and the phone device will only be given back at the end of the day.
3. Repeated violations of the cell phone policy will result in additional consequences.

### **Harassment**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school transportation, through a phone, computer, VR device, IOT, or other electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, immigration status, or disability. The school and 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 an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's academic performance; or (4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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, or bullying through the transmission of information from a phone, computer, VR device, IOT, or electronic equipment.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the school counselor or building administrator. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and District's discipline policy. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Harassment, intimidation, bullying and cyber-bullying are considered forms of severe behavior and will be treated as such.

### **Cyber-Bullying**

Cyber-bullying is the offense of harassment through electronic communications (ex. Social media, text, chat, or other web-based communications) or creating web content that is accessible to one or more third parties for a period of at least 24 hours, which contains harassing statements made for the purpose of alarming, humiliating, embarrassing, tormenting, causing discomfort or terrorizing a specific person.

### **Sexual Harassment & Teen Dating Violence Prohibited**

#### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance, socioeconomic status, academic status, 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, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited (Title IX)**

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

#### **Teen Dating Violence Prohibited**

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

For more information about this issue, please see the Centers for Disease Control and Prevention's education materials at: [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html).

## **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, **Title IX Coordinator**, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

## **Investigation Process**

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

## **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

## **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic

means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

**Nondiscrimination Coordinator:**

Lauren Hannick  
1062 Boskydell Road  
Carbondale, IL 62902  
618-457-5391  
lhannick@gcs130.org

**Complaint Managers:**

Kris Mason and/or Rebecca Apgar  
1062 Boskydell Road  
Carbondale, IL 62902  
618-457-5391  
kmason@gcs130.org and/or rapgar@gcs130.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

**Access to Student Social Networking Passwords & Websites**

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

## **CHAPTER 5: HEALTH AND SAFETY**

**Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an

age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Vision and Hearing Screening**

Vision and Hearing screenings will be done each year, as mandated by the State of Illinois. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an exam has been administered within the previous 12 months and that evaluation is on file at the school.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Medication should be limited to that required during school hours and necessary to provide the student access to the educational program. Whenever possible, parents should make arrangements so that it is NOT necessary for medication to be administered during school. Temporary medications, such as Tylenol cough syrup, cold tablets, etc., which ease the symptoms of illness are RARELY necessary at school. If your child is unable to function at school without these medicines, he/she should be at home recovering from the illness. To comply with the safe administration of medication in the school setting, the following procedures are required:

- The school medication authorization form must accompany any medication and must be completed and signed by the parent/guardian or physician annually.
- Only medication in its original container, labeled with the date, student's name, and exact dosage will be administered. The pharmacy will provide a labeled container for prescription medication for school use. No medication will be dispensed unless in the original container or package by the administration.
- The school must be notified of any change in medication (dosage, frequency, discontinuation must be in writing from the doctor.
- If the medication is discontinued (or at the end of the school year), it is the parent's/guardian's responsibility to pick up the medication otherwise it will be destroyed.



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

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **When to Keep Your Child Home**

- If he/she has a fever of 100.4 degrees or higher. Student must be fever free 24 hours before returning to school.
- Stomach ache – most common childhood complaint, this can be due to several things, including anxiety. Constipation is a common cause of stomach aches. Make sure your child drinks plenty of fluids and eats fiber rich foods. Recurring stomach aches need to be evaluated by your doctor.
- Diarrhea – if diarrhea and fever accompany the stomach ache. Diarrhea is considered more than 3 loose stools in a day.
- Vomiting – keep your child home until 24 hours after vomiting episode.
- Sore throat – keep child home if sore throat is associated with painful or difficulty swallowing, or accompanied with temperature over 100.4 degrees. Strep throat should be ruled out by your doctor. It is okay to be at school with minor sore throat without an elevated temperature.
- Earache – moderate to severe pain (with or without drainage) should be evaluated by a doctor. It is okay to be at school if there is no fever.
- Eyes – redness, itching, or draining eyes. Consult a doctor if you suspect pink eye or if eye crusted over upon waking. If pink eye, student may return to school 24 hours after first dose of ointment.
- Rash – it is important to determine the source. Consult your doctor for any unexplained rash.
- Headache – keep home if severe, especially if associated with fever and or neck pain.
- Coughing – if coughing is the only symptoms, child can attend school. A productive cough or a constant, severe cough would be a reason to keep your child home and consult your doctor.
- Common cold – pediatricians agree that children can attend school with common cold symptoms, congestion, sneezing, and dry cough, as long as they do not have a fever.

According to the guidelines from the Illinois Department of Public Health, students who have a fever, vomiting, diarrhea, or contagious disease must stay home from school until the symptoms have been gone for 24 hours. Students must be fever free for 24 hours WITHOUT the use of medications before returning to school. Students may return to school if a doctor provides a written statement indicating it is safe to do so. These guidelines are necessary to protect the health of the students and to control the spread of colds and illness. Due to the numerous amount of rash like illnesses, excluding the student from school will be at the administration's discretion. Please refer to the Communicable Disease Guide distributed by the Illinois Department of Public Health or the administration for further information.

### **Emergency Aid to Students**

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

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. Parents will be provided possible treatment plans to overcome this inconvenience.
5. The principal and office staff will work together with families to determine situations that require special circumstances.

### **Allergies**

Parents should report student allergies to the administration. This includes environmental, food and other allergies that may cause any reaction.

For students who may have a food allergy (i.e. milk, strawberries), a Physician's Statement for Food Substitution form must be obtained from the administration, completed by the physician, and returned to school.

Although we are not a "nut free" school, we do make accommodations for students with food allergies. These accommodations include designated "nut-free" lunch tables and classrooms. Students with a "nut-free" classroom are not allowed to bring food or snacks that contain any nut or nut by-product into the classroom. This also includes items that are manufactured on the same equipment or in the same facility as peanuts/tree nuts.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including copies of the school district's policy, is posted on the school district website. Information can also be obtained from the school social worker and in the school office. Contact information for the National Suicide Prevention Lifeline (988), the Crisis Text Line (HOME to 741741), and the Safe2Help Illinois helpline (SAFE2 to 72332).

### **Targeted School Violence Prevention Program**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

### **Social Work/Counseling**

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

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

### **School Safety Drill Plan**

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/).

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel.

### **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

### **Requesting Support Services**

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

### **Filing a Complaint**

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

### **Retaliation Prohibited**

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **Chapter 6: STUDENT INFORMATION**

### **Grading**

Grade cards are used to inform parents/guardians and students of the student's achievement. Daily grades, homework, tests, class participation, and effort all go into the evaluation process. Grading should reflect the student's mastery of the material covered during the grade period. Parents/Guardians and students may access grades online at TeacherEase.com. Report Cards will be issued at nine-week intervals, for a total of four times during the school year. Progress Reports will be sent home during each of the four midterms and at other times as deemed necessary by the teachers.

All teachers in Grades K-8 are expected to hold parent conferences. Realizing the importance of communication between home and school, the district allows for conferences in the evenings in the fall and spring. Teachers should also be available for additional conferences as needed.

Kindergarten:	Kindergarten Individual Development Survey ( <a href="#">KIDS Assessment</a> ) for grading as required by ISBE.		
Grades 1-2:	E	Excellent	
	S	Satisfactory	
	N	Needs Improvement	
	I	Improving	
	U	Unsatisfactory	
Grades 3-8 SY23	A	92	Exceptional work and progress

	A-	90	
	B+	88	Above average work and progress
	B	82	
	B-	80	
	C+	78	Average work and progress
	C	72	
	C-	70	
	D	62	Below average work with little progress
	D-	60	
	F	0	Failure to master work and no progress
	Inc.	0	Work not completed and/or not turned in

### **Grade Promotion**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores
- A technical error in assigning a particular grade or score
- The teacher agrees to allow the student to do extra work that may impact the grade
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system

Should a grade change be made, the administrator making the change must sign the changed student's report card.

Students will be promoted to the next grade upon successful completion of the requirements for that grade. In some cases, students may have difficulty in mastering the academic requirements at a given grade level. Retention may occur under one or more of the following circumstances:

1. When the student fails two or more subjects.
2. When the student is reading below grade level – in the bottom quartile of standardized tests and does not have an (IEP).
3. When the student is performing below grade level in math – in the bottom quartile of standardized tests and does not have an (IEP).
4. When the student demonstrates immature, dependent behaviors that interfere with the normal learning process.
5. When a student misses more than 10% of school, excused or unexcused absences, will be considered for retention based on chronic absenteeism.

Parents/guardians will be informed throughout the year about their child's progress. After consideration of a child's age, physical size, class performance, achievement test scores, social and emotional maturity, the decision to promote or retain will be made by the teacher and the Superintendent.

Whenever retention is being considered, the child's parents will be invited to participate in a conference prior to the end of the school year to review the student's progress and other factors prior to any final decisions. At the conference the parent(s), teacher(s) and the Superintendent shall convey their opinions and perspective regarding the potential retention. The final decisions shall rest with the Superintendent after giving every consideration to the input from both parent(s) and teacher(s). The primary factor for consideration however, will be the child's demonstrated achievement level. There will be no social promotion.

Students in 8<sup>th</sup> grade will not be allowed to participate in graduation ceremonies if they have not successfully completed the requirements. Parents will be notified prior to the ceremony events if a student is at risk of participation. Students may then be referred to alternative programs to make up requirements over the summer.

## **Homework**

Homework is part of the Giant City School's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication tool between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

## **Grades 6-8 Late Work Policy**

Late work is any work that is not turned in to the classroom teacher by the due date and time

- Work turned in by time of collection will be worth a maximum of 100%
- Work not turned in on time will be worth a maximum of 92% until the next day's class period
- Work not turned in by the beginning of the second day's class period will be worth a maximum of 84% until the end of that school day, 3:00 PM
- Work not received by the end of the second day will receive a 0%

A student who is absent the day an assignment is due may turn in that assignment the following day. Students who are absent for an extended period of time have one day per absence to turn in homework assignments. If major assignments and projects are not turned in within two weeks of the due dates, they are recorded as 0%. Students who are absent the day a major project or assignment is due must turn it in the first day they return to school. Exceptions to this policy are at the discretion of the principal and/or his/her designee.

## **Junior High Honor Roll**

It is the policy of Giant City School to honor students who succeed academically at their grade level. Junior high students who have a grade average of 3.75 to 4.0 for each quarter, with no Cs are considered high honor students.

Students who have an average of 3.60 to 3.74 for each quarter, with no Ds are considered honor students. The following courses are used for computing honors: reading, language arts, math, science, and social studies.

Valedictorian and Salutatorian for graduation will be determined by the grade point average from all report card grades from sixth through eighth grades. Eighth grade (GPA) will be determined by using the first three quarters and the projected (GPA) of the fourth quarter (near the end of the year). If a tie exists, a co-award will be granted.

## **Health and Physical Education**

In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course.

Students in grades fifth through eighth will not be excused from participation in physical education class without a physician's note. Those students with a parent hand written note will have an alternate activity. The physical education grading policy for grades fifth through eighth is divided up into the following categories: a) proper dress, b) participation effort, c) mastery of basic PE skills, d) game units, and e) possible written exams. Tardiness will be deducted from the total points. Students who choose not to dress will receive one (1) discipline point for each incident of non-dress.

Students in Kindergarten through fourth grade may be excused for up to one day with a parental note. Kindergarten through fourth graders that are going to be out of P.E. for more than one school day must have a note from the doctor stating how long the injury or condition will take to heal. Recurring illness, such as asthma will be accommodated as needed with a doctor's note. Walking can be an alternate activity for any student with an illness.

Giant City School and the Board of Education are very proud of the gym and guidelines need to be established to preserve the very costly wood floor. All students must wear athletic shoes on the gym floor. Leather soles or non-athletic shoes (i.e. sandals, boots, and some black soles) will not be permitted on the floor during school hours. Students are to keep one pair of gym or tennis shoes in their locker or homeroom for gym class only. The guideline pertains to all students in Kindergarten through 8<sup>th</sup> grade. Shoes with Velcro closings are

extremely helpful for the students in Kindergarten through 3<sup>rd</sup> grade. Students in grades fifth through eighth grades will dress into their PE uniform each day that it is required.

Students with a physical disability will be required to participate in adaptive or limited PE.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For information on home or hospital instruction, contact the building principal.

### **RTI (Response to Intervention)**

The Response to Intervention Program is composed of a team of teachers who assist students who are having academic, attendance, behavioral, or health problems. Students can be referred to RtI by administrators, teachers, staff, or parents. All information gathered by the RtI team is confidential and used to develop a plan of action to help the student improve his/her quality of education. The goal of RtI is to ensure students are provided with support services to be educationally successful. Students may be placed in reading or math interventions for those who are behind grade level as shown through progress monitoring, course grades, and/or standardized test scores.

### **Education of Children with Disabilities**

Giant City School shall provide a free appropriate public education and the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the individuals with disabilities Education Act (IDEA) and implementing the provisions of the School Code, Section 504 of The Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term children with disabilities, as used in this policy, means children between ages three and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules that special education services are needed.

It is the intent of Giant City School District to ensure that students who are disabled within the definition of Section 504 of The Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate Educational Services. Students may be disabled within the meaning of Section 504 of The Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, Giant City School District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of The Rehabilitation Act of 1973, need or are believed to need special instruction or related Services, the district shall establish and Implement a system of procedural safeguards. The safeguards shall cover a students' identification, evaluation, and education placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardians, representation by counsel, and a review procedure.

Giant City School may maintain membership in one or more cooperative associations of school districts that shall assist the district in fulfilling its obligation to disabled students. If necessary, students may also be placed in non-public special education programs or education facilities. Giant City School currently participates in the Tri-County Special Education Cooperative. This Special Education District is operated to provide educational services for all special needs children in the Tri-County area.

When local resources are exhausted and for those students who continue to exhibit social, emotional, or educational problems that individualized instruction has failed to remediate, a referral is made for special education evaluation. This referral can be initiated at the request of the parents or staff member by contacting the superintendent. The resource teacher and superintendent assist parents and understanding of special education services.

Following the parent's permission to proceed, Background information is gathered from the parents and a psychologist, with the Tri County Special Education Cooperative, conducts a battery of tests.

Invitations are then sent to the parents, members of the multidisciplinary team, which generally consists of the psychologist, speech and language therapist, classroom teacher, special education teacher, and any other diagnostician that is needed as well as interested parties the parent may invite, ten days prior to a conference.

At the conference, all participants are invited to present information and test data. A group decision is reached as to the educational needs of the student. A multidisciplinary staff conference declares the student's eligibility for services to be provided in the least restrictive environment for that student. If the decision is made that the student does have special needs and requires special education services and the

parents agree with the educational placement and or services, permission documents must be signed by the parent in order to implement the program.

A full continuum of special education programs and related services for all special needs students (blind, deaf, physically handicapped, mentally impaired, behaviorally disordered, speech and language impaired, etc., for all ages) Are provided by Giant City School through Tri County Special Education Cooperative to any student who is determined to be eligible through the diagnostic study and multidisciplinary conference procedures.

### **Speech and Language Services**

Services are provided for school-age children who exhibit significant difficulty in the following areas: speech sound production, language, voice, fluency, stuttering, hearing and cleft palate. Students will be screened upon parent and or teacher request. Students who are to be rejected as a result of the previous year's screening, and students referred by teacher or parent are screened during the first few weeks of school. If as a result of screening, it is recommended that children be further evaluated, parents are notified by letter. An evaluation cannot begin with a child until a parent signature is obtained. Following the evaluation, parents are contacted to schedule a conference, where the results of the evaluation will be discussed, and if warranted, an Individualized Education Program (IEP) will be completed jointly with the teacher, superintendent, Tri-County Special Education Cooperative, and speech clinician. Placement in the speech therapy program cannot occur until a parent signature is received. Giant City School participates in third party billing for Medicaid eligible students.

### **Rights of Special Education Students**

Special education federal and state laws dictate rights for all disabled children and these are fully explained in the District's Policy manual and at the time of referral for services. Copies of these rights may be secured from the principal or Tri-County Special Education Cooperative, 805 N. 16<sup>th</sup> Street, Murphysboro, IL 62966.

### **Student Assistance Program (SAP)**

The Student Assistance Program (SAP) is an organized effort to identify and assist students who have school-based problems in health, behavior, attendance, and or academics. Identified students are provided with appropriate skills and strategies to assist them and help them cope with the problems that impact their school performance.

Any one may refer a student to the Student Assistance Program (SAP) team. Upon referral, pertinent information is gathered from faculty members, parents, and the student. The resulting information is compiled to get a picture of the problem(s) the student is having. An action plan is then created and implemented to address and correct the problem(s). The action plan can include school programs, outside agency programs, or peer assistance. A follow-up evaluation determines if there is need for more or less intervention.

### **Title I Program**

The superintendent or designee shall pursue funding under Title I, improving the academic achievement of the disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All district schools, regardless of whether they receive Title 1 funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the district's schools.

Giant City School District maintains programs, activities, and procedures for the engagement of parents/ guardians and families of students receiving services, or enrolled in programs, under Title I. The superintendent for designee shall develop a district-level parent and family engagement compact according to the title loan requirements. The district-level parent and family engagement compact shall contain:

1. The district's expectations for parents and family engagement.
2. Specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance.
3. Other Provisions as required by federal law. The superintendent or designee shall ensure that the compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### **School-Level Parent and Family Engagement Compact**

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain:

1. a process for continually involving parents/guardians in its development and implementation,
2. how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement,
3. the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
4. other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### **Equality in Education**

It is the policy of Giant City School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendment. Inquiries regarding compliance with Title IX may be directed to the Superintendent. Giant City School will comply with all federal and state non-discrimination and equal opportunity laws, orders, and regulations, and Giant City School ensures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap.

The curriculum at Giant City School is reviewed and updated annually. It is designed to provide a broad academic base to meet the needs of the students of the district.

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

### **Field Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students:

1. shall be given the opportunity to consent to their child's participation in any field trip; and
2. are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, Waiver of Student Fees. All non-participating students shall be provided an alternative experience.

The 8th Grade Graduation Trip is not eligible for a fee waiver, as participation requires fundraising efforts from those who choose to attend.

Any field trip may be canceled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

### **Locker Usage Policy**

All lockers are the property of Giant City School and may be searched by school administration with or without notice. The following rules apply to the use of lockers:

1. Food should be removed from lockers daily.
2. Lockers must be kept clean.
3. Students should not deface the outside or inside of lockers. Students are accountable for damage to lockers.
4. The school is not responsible for items contained in lockers. Students should not leave anything of value in lockers.
5. For maximum security, students are not to share or use each other's lockers.
6. Any student wishing to lock his/her locker must supply the homeroom teacher and office with the combination or master key.

### **Loitering and Hall Passes**

Students should not leave the classrooms during class time without a pass. Students must get permission before missing a class or study hall. Students are not allowed to loiter or hang out before or after school unless properly supervised. If waiting for a ride, the student must be in the front office foyer. At no time should a student be roaming the halls or walking around the outside of the building for extended periods of time.

### **Student Fees**

Textbooks are furnished free to each pupil. In case of unusual damage or loss of the book, the student will be expected to pay for the cost of the book. There will be a consumable textbook fee of \$75 for grades K-8. In addition to the textbook fee students will be responsible for a PE uniform (5-8) and \$50 for band and \$50 for each sport played.



Students will pay for the loss of school books, library books, or other school-owned materials.

Registration fees also include a skating fee for Kindergarten through eighth grade, a Student Planner for third through eighth graders, and a Gym uniform fee for fifth graders and new junior high students.

Replacement Student Handbooks are available in the office throughout the school year for \$15.00.

**Fees, Fines & Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities (except the 8<sup>th</sup> Grade Graduation Trip). Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee.

A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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; or
- 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. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

**Student Lunch Program**

The goal of every school lunch program is to serve nutritionally adequate, attractive and moderately priced lunches. The administration is responsible for making certain that cooks prepare school lunches that meet Illinois Office of Education requirements. Carefully planned menus meet these requirements. The nutritional goal for school Type A lunches is to furnish in excess of one third of the recommended daily dietary requirement for children within the various age groups. Type A lunches require milk to be placed on the tray unless the student has a doctor’s excuse for a milk allergy. Food portions vary for different age groups. It includes foods from all the food groups of the Daily Food Guide and a specified amount of butter or fortified margarine. A salad bar is offered in place of the hot lunch for purchase for third through eighth graders daily. Students will be offered a nutritious breakfast daily.

**Snack Milk**

Kindergarten has milk at snack time. Milk is available to first through fifth graders during snack and is available to everyone bringing sack lunches. One milk is included with each paid school lunch. Additional milk may be purchased in the lunch line each day. The cost per carton of milk is \$.50. Snack milk is not covered under the free and reduced price program.

**Meal Prices**

	Breakfast	Lunch
Full Price Meals:	\$2.25	\$4.00
Reduced Price Meals:	\$1.40	\$2.85
Staff/Visitors:	\$2.75	\$4.50

To decrease paperwork and discourage children from charging, please consider paying in advance for meals and milk each quarter, payment may be made on line in the Teacher Ease account or at the front office. At the end of the year, extra milk or lunch money will be refunded or

transferred to next school year or a bill will be sent home if money is due. We hope this makes it easier for you as well as for us and understand that this will not work for everyone, so please send money daily, weekly or monthly, if it is more convenient. Please send money in an envelope with your child's name and what the money is for written on the outside. Checks can be made out to Giant City School. Parents/guardians are expected to keep lunch accounts current and accounts will not be allowed to accumulate below \$16.25. If the balance is in excess of \$100, it may be referred to a collection agency.

### **Free and Reduced-Price Food Services; Meal Charge Notifications**

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services*, and 4:140, *Waiver of Student Fees*. This notification is also provided to households of students transferring to the District during the school year. For more information, see [www.fns.usda.gov/school-meals/unpaidmeal-charges](http://www.fns.usda.gov/school-meals/unpaidmeal-charges), and/or contact the Building Principal or designee.

### **Free and Reduced-Price Food Services Eligibility**

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

### **Meal Charges for Meals Provided by the District**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

### **Library/Media Center and Maker Spaces**

Students may come to the Library/Media Center to read, work on assignments, and/or check out books when a staff member is present. Students in grades Kindergarten through fifth grader visit the library as a class to check out books and have library class. Students in grades sixth through eighth have the opportunity to visit throughout the week and check out books. If a book is lost or damaged, the replacement price is charged for the book.

Students in grades Kindergarten through fifth grade visit the Maker Spaces area as a class and may use the materials provided. Students in grades sixth through eighth have the opportunity to use and/or borrow needed materials for classroom projects with the permission from the librarian.

Removing any item from the Library/Media Center without first checking it out is stealing. Food, drinks, chewing gum, etc. are allowed only with permission. Failure to abide by all Library/Media Center rules will result in loss of all or part of the student's library privileges.

### **Band**

The music program at Giant City School is a thorough and comprehensive course of study beginning with general music in kindergarten through the fourth grade. Kindergartener through fifth grader receive music training in singing, listening, reading and playing music, and in improvisation. Beginning band starts with fifth grader and advanced band is for sixth through eighth grader.

The following is a list of requirements to facilitate committed participation and personal growth and success in the band program:

1. Attendance is mandatory for all class rehearsals as well as out of school rehearsals.

2. Attendance is mandatory for all performances and requires, in advance, written notification of conflict or absence. Illness is excused and parents should notify the director as soon as possible.
3. Students must be prepared for chorus and or band, with music folder and pencil, instrument, music and necessary supplies.
4. Practice at home is a basic requirement for every band student and parents are requested to monitor their child's practice.
5. Grades for band are based on attendance, preparation, participation, and both written and performance tests. Conduct grades are also given in band and music.
6. Being a member of the band is a long-term commitment. Students must remain in band for at least one semester. Under no circumstances will a student be able to terminate their participation until the end of the semester, and only after a conference with the parents and the director. A student will not be able to terminate their participation after the mid-term of a semester.
7. Students who are interested may participate in the Solo and Ensemble Contest, which is held in March. Students may participate only if they are currently a member of the school band. No student is allowed to go to the Contest through any other school system.

### **Dress Expectations**

Giant City School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law, that adversely affects the student. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment or pose a health or safety hazard to themselves or others.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **General Guidelines**

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that the abdomen, buttocks, and "bathing suit" areas are fully covered with opaque fabric.

All items listed below must meet this basic principle.

1. Students Must Wear, while following the basic principle of the general guidelines listed above:
  - a. A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms);
  - b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts);
  - c. Appropriate footwear.
2. Students May Wear, while following the basic principle of the general guidelines listed above:
  - a. Religious headwear;
  - b. Fitted pants, including opaque leggings, yoga pants and "skinny jeans;"
  - c. Ripped jeans, as long as underwear and buttocks are not exposed;
  - d. Tank tops, including spaghetti straps;
  - e. Halter tops;
  - f. Athletic attire.
3. Students Cannot Wear:
  - a. Violent language or images;
  - b. Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited;
  - c. Hate speech, profanity, pornography;
  - d. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups;
  - e. Any clothing that reveals visible undergarments (waistbands and straps included);
  - f. Hats, hoods, coats, bandannas, sweat bands, and sunglasses;
  - g. Swimsuits (except as required in class, field trips, or athletic practice);
  - h. Accessories that could be considered dangerous or could be used as a weapon;
  - i. Any item that obscures the face or ears (except as a religious observance). Masks worn for health protection are exempt from this provision as long as they meet the aforementioned guidelines.

If there is any doubt about dress and appearance, the administration will make the final decision. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. Inappropriately dressed students will be removed from the regular school setting (classroom, hallway, cafeteria, etc.) and directed to the office where they will be supervised and placed out of view of other students. If the student chooses to change into available,

acceptable clothing, he/she/they will be permitted back into the regular school setting. If appropriate clothing is not available, the office will attempt to supply alternate clothing. If alternative attire is not available in the office, or if the student chooses not to change clothing, the student's parents/guardians will be notified, and required to bring appropriate attire. Repeated clothing offenses may result in punitive actions. Students will not be permitted back into the regular school setting until appropriately attired.

### **Computer Use and e-Learning Guide**

Please refer to the Giant City School Parent/Student e-Learning Guide for information pertaining to information and procedures for computer use at Giant City School.

### **Phone Use by Students**

Personal calls are not to be made unless a teacher grants permission for emergencies only and the student should go to the office to make that call. The office personnel will make emergency calls relating to a student's physical condition. Students will not be called to the phone during school hours except in an emergency, but non-emergency messages from parents will be delivered to the students as promptly as possible.

### **Social Media**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. No pictures or video may be taken, uploaded on social media, or shared without an adult's permission.

### **Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or with 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 Searches**

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **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.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Extracurricular Activities**

The Board of Education of Giant City School is responsible for all activities, including the athletic program. Board approval is required for all-extracurricular programs and guidelines. Participation in extracurricular activities is a privilege and not a right. A student may be prohibited from participation for good reason.

Activities offered at Giant City School include: Beta Club, Cheerleading, eighth grade class trip related activities, musical productions and plays, Scholar Bowl, Baseball, Basketball, Softball, Cross Country, Track, Drama, Volleyball, and clubs.

Extracurricular activities are an integral part of the educational program and the opportunity for participation should be made available to all students. Participation in athletics and other extracurricular activities requires that the regular curriculum and class requirements must be addressed first, and that extracurricular activities play a supplementary role. To ensure that all students are guaranteed this opportunity, the guidelines set forth by Title IX concerning money, equipment, events, and opportunities will be followed.

For more specific information, please see the Giant City Activity & Athletic Handbook, a copy is available in the front office.

## **CHAPTER 7: SPECIAL EDUCATION**

### **Education of Children with Disabilities**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the administration.

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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

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

#### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

#### **Exemption from PE Requirement**

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

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

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

### **Access to Classroom for Special Education Observation or Evaluation**

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

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **PUNS Database for Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance: Mrs. Barb Naugle, District Secretary.

## **CHAPTER 8: PARENTAL RIGHT NOTIFICATIONS**

### **Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

### **Testing Transparency**

The State and District requires students to take certain standardized tests. Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following:

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

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **Annual State Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.gcs130.org](http://www.gcs130.org).

### **Family Life & Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building principal. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **Mandated Reporter**

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

### **Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **Sex Offender Notification Law**

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/SOR/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MCOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## **Student Privacy Protections**

### **Surveys**

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

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored,



except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address

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

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

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office 400 Maryland Avenue, SW Washington DC 20202-8520.**

#### **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

#### **Complaints About Curriculum, Instructional Materials, and Programs**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

**Changes/additions as of 9/4/25**

