

# STUDENT HANDBOOK

## GRANT MIDDLE SCHOOL/ ILLINI ELEMENTARY 2020-2021

**Welcome Back!** It is always a great feeling to welcome our students and staff back in the fall and to sense the excitement of a new school year! We know that you will once again work hard and use your best learning skills and we feel certain that you will agree that **Grant Middle School** and **Illini Elementary School** are both truly *great places to learn!* On behalf of the Board of Education, administration and staff of District 110, we look forward to working with all of our students and parents during the new school term. Have a wonderful year and make it your best one ever!

### BOARD OF EDUCATION:

Mrs. Jen Knepper – President  
Mrs. Karen Meirink – Vice President  
Mrs. Carla Randolph – Secretary  
Ms. Tiffany Baldwin – Member  
Mr. Matt Casper-Bassler - Member  
Mrs. Zandra Harvey - Member  
Mr. David Pardue - Member

### ADMINISTRATION:

Superintendent of Schools – Mr. Matthew Stines  
Grant Middle School Principal – Mr. Rocky Horrichs  
Illini Elementary School Principal – Mrs. Carla Lasley  
Grant Middle School Assistant Principal – Ms. Natalie Lowe  
District Homeless Liaison: Ms. Natalie Lowe  
District Test Coordinator: Mr. Matthew Stines  
Special Education Coordinator: Mrs. Lasley/ Mr. Horrichs

### DISTRICT #110 MISSION STATEMENT

It is the mission of the District #110 school community to educate each student in a safe, supportive, nurturing environment, realizing that education is an on-going, life-long process. We are dedicated to meeting the unique physical, intellectual, emotional, and social needs of the students while working together in a partnership of school, home, business and community.

### OUR MOTTO

*“Focusing on tomorrow... through learning today”*

Illini Elementary  
21 Circle Dr.

Grant Middle School  
10110 Old Lincoln Trail

District #110 Main Office  
10110 Old Lincoln Trail

Visit us at: [Dist110.com](http://Dist110.com)

## GENERAL INFORMATION

**AMENDMENTS TO THE HANDBOOK:** Realizing that this *Handbook* does not answer all questions that may arise from time to time; it should be kept in mind that it is a dynamic and changing instrument. At the discretion of the building Principal and with approval of the Superintendent this *Handbook* may be amended. The handbook is a summary of District #110's rules and expectations, and is not a comprehensive statement of school procedures. If a question arises that is not answered in the Handbook, please feel free to call.

**Animals at School:** Due to health/safety concerns, no animals may be allowed at school. The district may allow animals in classrooms for specific classroom use. All classes must have administrative approval.

**Appearance/Student Dress:** Students are not to wear clothing or accessory items which may disrupt the educational environment. The Student Dress Code is included in this **Handbook**.

**Asbestos:** In accordance with Federal regulations concerning asbestos, Environmental Consultants did an accredited inspection of Grant Middle School and Illini Elementary School on July 2015.

All ACBM in the buildings has been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available, without cost or restriction, for inspection by representatives of the EPA, the state, the public, school personnel, and parents. District staff inspects every 6 months.

Warning labels/ signs have been posted adjacent to ACBM in routine maintenance areas. Please contact the District Office if you have any questions.

**Bicycles:** Bicycles ridden to Grant Middle School must be kept locked in the bike racks in the front of the school. District 110 is not responsible for damaged and/or stolen bicycles. Students may not ride bicycles to Illini School.

**Birthdays:** Illini will celebrate birthdays as a group on the last Friday of the month.

**Board of Education Meetings:** The District #110 Board of Education meets on the fourth Tuesday of every month. Meetings begin at 7:00 P.M. in the Grant Middle School Library and are open to the public. Individuals desiring to be placed on the agenda must contact the District Office no later than the Thursday preceding the regular Board meeting.

**Book Bags & Coats:** Book bags and coats must be stored in assigned areas. The lockers at Grant are 11" deep. Back packs with wheels will not fit into the lockers at Grant, so please refrain from bringing them to school. The Grant students may not carry book bags, coats, purses, or caps to class. Book bags, coats and lockers may be subject to inspection by the school administration. P.E. clothes can be carried in a clear bag during the day.

**Breakfast:** Breakfast will be served daily at Grant and Illini.

**Building Hours:** Student attendance hours are normally as follows: Grant Middle School from 7:40 to 2:20 and Illini Elementary School from 8:30 to 2:55. Grant students not riding the bus should not arrive at school before 7:15 A.M. Students arriving after the designated start time of the day must obtain a pass from the office in order to be allowed to enter class. Students must be out of the building no later than ten minutes following the end of the day unless involved in a supervised school activity. School officials may contact appropriate authorities if students are not picked up from school in a timely manner. Students who are at Illini School before 8:10 or who are not picked up by 3:00 PM, will be checked into the *Latch\*Key* program. A fee of \$1.00 per minute is assessed for child care, for those students who are not enrolled in the *Latch\*Key* program.

**Cancellation of School:** In the event school is canceled for any reason, please listen to or watch the following media: KTVI (Chan. 2); KMOV (Chan. 4); KMOX (1120AM); KSDK (Chan. 5). We will also use the automated calling system and email to contact parents. You can also access the district website and the District #110 app on your mobile device for school closings. Please do not call the school office!

**Child Safety:** It is our responsibility as a community to ensure our children are safe from abuse, neglect, or harm. All school staff members are mandated reporters and must notify DCFS if there is an indication of some type of abuse. As community members, we also encourage you to be aware of some of the signs of child abuse and to make a report if you suspect there is concern. Signs of abuse are available on the DCFS website at <https://www2.illinois.gov/dcf/Pages/default.aspx>

**Closed Campus:** Students may not leave school grounds for any reason during the school day unless signed out in the office by a parent or guardian. **No food deliveries, except those authorized by the principal, are permitted.**

**Communicable and Chronic Infectious Disease:** A student infected with a communicable and/or chronic infectious disease, is entitled to all the rights, privileges, and/ or services as provided by law.

**Controversial Subject Matter:** The District 110 Board of Education does not necessarily endorse the views of its student organizations simply by officially recognizing them or allowing them to conduct expressive activities on its grounds.

**Emergency Drills:** Students will be instructed in fire, severe storm, earthquake, & school lock-down procedures.

**Equal Educational Opportunities:** Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Questions in reference to equal opportunity matters should be directed to Mr. Matthew Stines, Superintendent, District 110, 10110 Old Lincoln Trail, Fairview Heights, IL 62208.

**Public Notice Regarding the Availability of Special Education Services:** A Free Appropriate Public Education (FAPE) is required for all children with disabilities who are between the ages of 3 and 22 and have not yet graduated from high school. The Belleville Area Special Services Cooperative and its member districts are responsible for actively locating, identifying, and evaluating all children with disabilities who live within the member districts' boundaries and are between the ages of 3 and 22. If a student is found eligible for special education services, it is the responsibility of the member district to develop and implement an Individualized Education Program to designate the services that are required and to assure that the placement of the student eligible for services takes place in the least restrictive environment. 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 the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (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.

Referral for an evaluation may be made by contacting the building principal, superintendent, or the Belleville Area Special Services Cooperative office either verbally or in writing. The rights of parents and children are protected through due process procedures. Additional information concerning special education services and a copy of the Rules and Regulations to Govern the Administration and Operations of Special Education (IL.23.226) can be obtained by contacting Belleville Area Special Services Cooperative at (618) 355-4700.

**Fees (Activity):** The district charges a fee for students participating in certain designated extra-curricular activities. Athletes are charged a fee for one sport or a fee for two or more sports. Students in all other activities are charged a fee per activity. These fees shall not be waived and must be paid before student is able to participate in practice, games, or events. The current *activity fee schedule* is available in all school offices.

**Fees (Book):** A book/ materials/ supplies fee is assessed to all students in District #110. Full payment should be made by the beginning of the school year or upon the student's enrollment. No refunds will be made after the second semester begins. Students enrolling at any point during a semester, or leaving at any point after the beginning of the semester, will be charged the full book fee for the entire semester. The prevailing *book and materials fee schedule* is available in all school offices. Students whose parents are unable to afford student fees may request a waiver form for those fees. Students are not exempt from charges for lost and/or damaged materials, supplies, equipment, and property. Costs associated with field trips or other special events may not be waived. A \$25.00 fee will be assessed for checks returned for insufficient funds.

**Field Trips:** On occasion, students are taken on educational trips. **All school expectations apply.** Parents and guardians are encouraged to volunteer as chaperones and may ride the bus if space allows, however, children who are not students may not attend. All volunteers must be over age 21. By necessity, certain field trips require a monetary commitment (fee) from the parents. There are deadlines and behavioral restrictions imposed by the schools for students allowed to participate in the field trip. These will be strictly enforced. Any student, by virtue of his/her misbehavior, who is not allowed to attend, will not receive a refund. Individuals who are not registered students or designated chaperones may not accompany District 110 students on school or class field trips.

**Food / Treats:** Due to health concerns, the Illinois Department of Public Health has recommended that all treats brought to school for parties or snacks be purchased from a store. These treats should be individually wrapped, single portion, commercial snacks, and not wrapped separately at home. The package must be sealed when brought to school.

**Free or Reduced Price Lunch Information:** Free and reduced price lunches are available to those students who qualify according to federal income guidelines. Applications are available in each building office and a copy of the formal policy is on file in the District Office. Eligibility for this program is subject to approval and verification.

**Grievance Policy:** The procedure for settling issues and concerns would be to begin with the person who has direct knowledge of your concern. If the conflict is not resolved at the lowest level, please follow the chain of command: Teacher, Dean of Students, Principal, Superintendent, and Board of Education.

**Hall Passes:** Students shall not be out of the classroom during class time without a signed pass. Discipline can be imposed on students who are found to be out of their class without a pass.

**Head Lice:** The district has a *no nit policy* in regards to head lice. If students are found to have head lice, the parents are responsible for picking up the child and for administering appropriate treatment. Upon return to school, the parent must accompany the child to school so that the nurse may examine and readmit the child. Children with nits will not be readmitted.

**Health Care:** A Health Care Provider is employed to serve both schools in the District. In the case of an emergency, the school will attempt to notify persons listed on the *Emergency Form*. It is very important that this information be kept up-to-date.

No student shall be given any medication unless the *School Medication Authorization Form* has been completed by the student's physician and parents / guardians. This form will be kept on file in the school office. Parents sending medication of any kind to school must adhere to the following procedures:

1. All medication must be left in the school office at the beginning of the day.
2. All medication must be clearly marked with the student's name, doctor's name, contents, and dosage in the original labeled pharmacy container.
3. If non-prescription medication (such as Tylenol, aspirin or cough syrup) is sent to school, a note from the student's doctor is required, by law, before the student may receive the medication.
4. Cough drops may come to school with a note from the parents and must be given to the teacher for safe keeping.
5. Inhalators may be kept in the student's possession with administrative permission.

Students should be fever free, vomit free and diarrhea free for 24 hours before being sent to school. It shall be left to the Principal and Health Care Provider's discretion as to whether students may remain in school for health related reasons.

**Library Information:** There is a Library available at each school for student use. Students must follow proper Library procedures as outlined by the media clerk and classroom teachers. Fines and/or replacement costs will be assessed due to lost, damaged, or overdue books and other materials.

**Lockers:** Students in grades 7 & 8 will be issued a locker to store school materials. Lockers are the responsibility of the student. Lockers should not be shared and combinations should not be given to anyone else. Students should use only the locker assigned by the school. All personal possessions such as purses, coats, book bags and so on must be kept in the locker during the school day. **Lockers are the property of District #110** and may be opened and inspected at any time by school administration. Lockers, or other school property, may be subject to inspections by local law enforcement officers or canine units upon the request of the administration or Board of Education. **Lock your locker & protect your property at all times; the school is not responsible for lost, stolen or damaged items.**

**Lost & Found:** A lost and found area is provided at each school. All student possessions should be clearly marked for easy identification. All items not claimed at the end of each grading period will be donated to charity.

**Lunch Information:** Students are encouraged to participate in our hot lunch program. Menus are always available. The following are the student options with regard to lunch: *Grant Middle School:* full meal (Type A); ala carte options and milk. *Illini:* full meal (Type A) and milk. If a student forgets to bring money for lunch, an IOU will be granted, and the parent will be notified. All lunches and beverages are to be consumed in the cafeteria. **No soda pop is permitted at any time.** At Grant, juice and sport type drinks may be purchased from the vending machine; ice cream cones are available for purchase during lunch hours only to students who have either purchased a school lunch or brought a lunch from home. Lunch payments may be made on a daily, weekly, or monthly basis. Advanced payments are accepted at any time. Due to health and other factors, student **may not share or offer food to others**, or shall not order/receive food from a fast food restaurant during lunch periods (closed campus). Parents should speak with the building principal to obtain permission when requesting alternate lunch arrangements. **Behavior Expectations** have been established to make lunch a pleasant experience for all:

1. Students are permitted to go through the lunch line one time and will be directed to seating. They should remain in their seats until dismissed by the cafeteria supervisors.
2. No glass bottles or containers are allowed in the cafeteria, on the playground or in the classrooms.
3. Students shall clean up their individual eating area.
4. Students should raise their hand for assistance and talk in conversational tones only.
5. Students may use the front foyer (at Grant Middle School) restroom.
6. Students should exhibit appropriate table manners at all time.
7. The building principal will make the determination of activities for the remainder of the lunch period.

**Parent Drop-Off /Pick-Up of Students:** Parents should not stop or park directly in front of the school. This area must be kept available for the safe loading and unloading of school buses (regular as well as special education). Please use the parking lot. When a school bus has its stop arm out, even on school property, a car, by law, may not pass the bus. For the safety of the children, please obey this law. *District 110 will prosecute to the fullest extent of the law, any individual who drives a vehicle through a deployed school bus stop arm.* BE CAREFUL around our school busses, especially in the school parking lots. You cannot pass a school bus loading in the parking lot!

**Personal Property:** Students are discouraged from bringing personal property to school. Examples of such personal property are "scooters," toys, games, trading cards, skateboards, radios, iPods, CD players or MP3 players, and so on. If personal property is brought to school, it is done so at the student's own risk. The school will not be responsible for any personal property items brought to school by students. *See page 13, Prohibited Property and Consequences.*

**Playground Guidelines:** A copy of the expectations and consequences governing playground behavior will be sent home with each student at the beginning of the year. All students are expected to adhere to these expectations under the supervision of the staff. Consequences for failure to follow expectations may range from verbal warnings to out-of-school suspension. In the event of inclement weather or other schedule changes; the building principal will determine the location and nature of alternate activities. During winter, students will go out if the temperature/ wind chill is 25 degrees or above.

**Recess:** A doctor's note is required for a student to remain in from recess for more than three consecutive days.

**School Physicals (health examinations):** All children entering early childhood, Pre-K, for the first time, kindergarten, first grade for the first year of school attendance, sixth grade, or entering the district from out-of-state, are required to submit a current physical examination, done within the past year, including complete up-to-date immunizations. Students not meeting this state mandate may be excluded from school until all requirements are satisfied. Transfer students and students new to the state have thirty days to meet the requirements. The district health care provider will monitor all health records. The Superintendent of Schools will make the final decisions regarding exclusion for non-compliance.

**Dental Requirements:** The state of Illinois has added dental exams as part of the health requirements for all students in **Kindergarten, Second, and Sixth** grades. The exam may not be more than 18months old (must be done after November 15<sup>th</sup>). A signed and completed dental form must be turned into the nurse no later than May 15<sup>th</sup>.

**Vision Requirements: Kindergarten and students enrolling for the first time in an Illinois School.** The law calls for the eye exam to take place within one year prior to kindergarteners starting school in the fall. Proof of the eye exam must be submitted by October 15<sup>th</sup> of each school year. Students enrolling in an Illinois school for the first time have 30 days from the day they enroll to turn in a completed Eye Exam Form.

**School Visitors:** *Public Act 86-0202* was enacted into law as a precautionary measure to ensure the safety of our children at schools. All visitors who come to the school (parents, grandparents, volunteers, and all others) are required to go to the building office and register; identification may be requested. Badges will be given to all visitors and must be returned to the office when the visitor signs out. Student visitors to our schools must have prior consent from the Principal.

**PLEASE REMEMBER THAT SMOKING (THIS INCLUDES E-CIGS) IS NOT PERMITTED ANYWHERE ON OUR CAMPUS! IT IS A STATE LAW!**

**Social – Emotional Development:** District #110 is concerned about the safety and security of all of its students, both physically and mentally. In the event that a student expresses facts or ideas that may warrant an intervention, District #110 staff will contact parents/ guardians and collaborate to develop a mental health intervention plan. Topics warranting intervention may include, but are not limited to, suicidal ideology, eating disorders, depression, or self-harming behaviors. Social Emotional Learning Standards are covered with all students.

**Social Worker:** A social worker is available at each school to work with students and parents needing assistance. Students are referred to the social workers by teachers, parents, other school personnel, and occasionally by the student themselves. Social workers work with student, parents and school staff on a variety of student needs. These needs include but are not limited to: grief/loss, behavior problems, students with disabilities, self-esteem, suicidal thoughts, divorce, social skills, making and keeping friends, making good decisions, academic motivation, mental illness, crisis intervention, coping skills, etc. Social workers provide brief and on-going individual and group counseling at school. Parents must sign a social work consent form for continuing services to be provided to the student. Social workers are able to provide information about outside resources to parents as well. In addition, social workers are involved in classroom interventions, school-wide prevention efforts, Student Assistance Programs, special education meetings, and other school activities. Please contact the social worker for more information if you feel your child might benefit from services.

**Sporting Events:** *Sportsmanship Guidelines (Note the Belle-Fair Conference sportsmanship guidelines)*

1. **No cell phone usage in the gym during events.**
2. Jumping on the bleachers is prohibited.
3. Remain quiet while the visiting team is shooting free-throws.
4. Students will respect visiting teams and fans. Harassment is prohibited.
5. **Students must remain in the building until the end of the event.**
6. Students may exit the gym only between quarters and at the conclusion of the games.
7. **Drinks are not allowed in the gym.**
8. Students who do not follow guidelines may be removed from the school grounds.
9. Decisions of the administration/athletic director are final.
10. Students must be picked within 15 minutes of the end of the game.

**Student Assistance Programs:** Student Assistance Programs are available for students who are struggling in one or more of the following four areas: academics, behavior, attendance, or health. This is a confidential program that works with students to help promote their success at school. Parents, teachers, or other school personnel may make a referral to the team, which is designed to provide teachers with support and suggestions. If your child is referred, you will receive a phone call or a letter. For more information, please contact the school social worker.

**Student Insurance:** Student school insurance is available for a nominal cost at the beginning of each school year. Student insurance is not meant to be the sole insurance coverage for your child. In many situations you may find that it does not provide full relief of health costs associated with student accidents. **Students who are injured, while at school, are not covered for medical expenses by the District's insurance.** All students who participate in the athletic program (including cheerleaders) are required to have either school insurance or provide proof of personal insurance. Coverage limitations are described in the insurance application jacket

**Telephone Calls / Messages:** Students may not make personal phone calls on an office phone, nor be called out of class to receive a call, except in emergency situations. Office personnel will determine what constitutes an emergency. If parents have urgent messages, they will be delivered to the student by school personnel.

**Transportation Arrangements:** All changes in after school student transportation arrangements must be submitted to the building office in writing no later than noon of the day the change is needed (except in case of an emergency). The office can't be responsible for last minute arrangements.

**Withdrawal From School:** Parents of students moving to another school district should notify the school office in writing, of the intent to move, with the last date of attendance noted. In addition, a Student Transfer Form, required by the *Illinois School Code*, must also be completed. All books and locks must be returned, **as well as all fees completely paid.** In order for all grades to be accurately figured, all completed school work should be submitted at least two days before the intended date of transfer.

## ACADEMICS

### GRADING SCALE:

Academic Grading Scale (Illini School):

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- X= Not graded at this time

First through Eighth Grades:

#### Grading Scale Range

- A= 94-100

B=	85-93
C=	75-84
D=	70-74
F=	69 and below

**Inc:** Indicates that the student’s work was not completed due to an extended illness or injury, by the end of the grading period. The work may still be completed and submitted within three weeks of the end of the quarter or the grade will automatically become an “F”.

**Progress Reports:** Progress reports will be sent home either as needed (PK-4) or with all students (5-8) at the end of the fifth week of each nine week grading period. **Progress reports** are intended to show the level of achievement of each child. Parents or guardians who receive reports indicating failing or near failing work are strongly urged to contact the child’s teacher. Parents are always encouraged to maintain contact with classroom teachers to assess their child’s progress.

**Report Cards:** Report cards are prepared by the schools at the end of each nine week grading period to communicate each child’s academic progress. It is important that parents take time to discuss the contents of the report card and the student’s progress each time the report is received. If there are concerns, parents are encouraged to contact their teacher.

**Parent-Teacher Conferences:** The district urges good communications between parents and the schools to assist in maximizing student academic and behavioral progress. Two days of formal parent-teacher conferences will be held in the fall as well as a day of informal conferences in the spring. The child’s first report card will be given to parents at the fall conferences. Additional conferences, as needed, may be scheduled with the teacher throughout the school year. Teachers will not be called out of classes to answer the telephone, nor may conferences be conducted during class times.

**P. E. Dress:** Students in grades K-8 must have gym shoes that do not leave marks on the floor. 7<sup>th</sup> and 8<sup>th</sup> grade students will have uniforms that must be purchased through the school.

**Promotion and Retention:** Legislation enacted by the Illinois General Assembly states that students must meet academic standards established by the school district in order to be promoted to the next grade level. Social promotions are not permissible. **To be considered for promotion at Grant District #110, a 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student may not fail more than 1 of the core courses** (Reading, Language Arts, Mathematics, Science, Social Studies), District 110, in accordance with the Illinois law, will not support social promotion. The goal of District #110 is for all students to maintain academic success. The nature of the educational process is a “building block”, in that the skills acquired during a school year need to be retained and expanded upon as a student progresses. It is imperative that District #110 maintains high academic standards to ensure that students obtain success throughout their entire school career. Therefore, in the event that a student is not demonstrating adequate academic performance they will be a candidate for retention. Building administration will collaborate with parents and teachers to develop a remediation plan that is appropriate for each retention candidate.

The minimum requirement for acceptable academic performance is that students must earn a Grade Point Average (GPA) of 2.0 on the 5.0 scale. **The decision for retention or promotion lies solely with District 110.**

**Graduation Requirements:** To be considered eligible for graduation, all District #110 students must have satisfactorily completed the District’s prescribed course of study. **An eighth grade student may not fail any of the core courses (Language Arts, Literature, Mathematics, Science, Social Studies) during his/her eighth grade year.** In addition, all students must pass the Illinois and United States Constitution Tests. Students enrolled in special education programs will be eligible to graduate based upon academic progress, as determined by the school district.

**Graduation Ceremony: Dress for the graduation ceremonies** will be cap and gown. Attendance at the graduation ceremony is a privilege. Students may be excused, by the administration, for a specified reason at any time in advance of the graduation ceremony. **The Student Dress Code is applicable to the graduation ceremony. All fees must be paid to participate in the ceremony.**

**Testing Program:** Grades 3 – 8 will be taking the PARCC Assessment in the Spring.

**Curriculum Concerns:** Persons with concerns about curriculum, instructional materials and/or programs should complete a *Curriculum Objection Form* (obtained in the school office) and use the uniform grievance procedure.

**Library Materials:** Persons with concerns about library material should obtain a *Library Materials Objection Form* (available in the school office) and submit it to the Superintendent of Schools. A review team consisting of district staff and parents will review the materials and render a decision on appropriateness.

**Copyright Compliance:** The reproduction of copyrighted materials without the consent of the author is against the law. While staff members and students may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. No student or staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. Students and staff who are uncertain as to whether using or copying specific materials complies with the District's procedures or is permissible under the law or who wants assistance on when and how to obtain proper authorization should contact the Superintendent of Schools. District 110 is not responsible for any violations of the copyright laws by its staff or students.

**Dissection of Animals:** Students who have moral objections to dissecting animals will be excused from classroom attendance during times when such activities take place without penalty. The classroom teacher shall arrange alternative instructional programs. Parents who wish to have their son or daughter waived from dissection requirements must contact the Principal's office at the beginning of the school year.

**Awards and Honors:** Students may receive honors and awards throughout the school year for achievement in a variety of areas. Included, but certainly not all-inclusive, are the following: *Perfect attendance*-to be present, a student must be at school from bell to bell.

*Honor Roll* – students at Grant Middle School may be placed on either the Honor Roll or High Honor Roll for good grades. A student will achieve High Honor Roll if he/she has a cumulative GPA (grade point average) for the quarter of 4.71 to 5.0. A student will be placed on the Honor Roll for a GPA of 4.3 to 4.7. If a "C" is earned in any area (academic or non-academic), a student will not be eligible for the Honor Roll. Core classes will be used to determine Honor/High Honor Roll designation.

*B.U.G. (Bringing Up Grades) Roll* – this is an award for students who bring up at least one core subject grade a full letter grade from the previous quarter, without letting any grades drop; and those who maintain good behavior.

**Computer / Internet Use:** District #110 is privileged to offer access to computers and the Internet for use in the curriculum. There is an acceptable use policy in place and all students/parents must sign the District's *Authorization for Internet Access* document as a condition to use the computers. Inappropriate use of the Internet or local computer network programs will not be tolerated. Any student who violates the *Internet use agreement* or **who uses district computers inappropriately** will lose school Internet and computer privileges; may be disciplined through the student disciplinary process; may be referred to local authorities for civil action and prosecution under the law.

**Student Records:** All student records in District #110 are maintained in accordance with the *Family Educational Rights and Privacy Act of 1974* (Buckley Amendment) and the *Illinois School Student Record Act of 1975*. To comply with these statutes, the district maintains two types of records; permanent and temporary. Permanent records are those forwarded to other schools, and may be released only when requested in writing by the parents/guardians. They include basic identifying information such as student name, grade, birth date, birthplace, gender, health and immunization records, attendance, and a record of the release of information. Temporary records are maintained for

a period of five (5) years after a student exits the school. Permanent and temporary records are forwarded to other school and may be released only when requested in writing by the parents/guardians. Upon completion of third grade, all student temporary and permanent records will be transferred from Illini School to Grant School. Upon graduation from eighth grade, all student temporary and permanent records will be transferred to Belleville High School District 201. Prior to either transfer, records will be reviewed and nonessential information will be purged. Parents or guardians have the right to review the records. Appointments for review may be scheduled with the school offices before the close of each school year. Parents or guardians have the right to inspect and review student records, and the right to challenge record entries (exclusive of grades). The cost of copying records, as per district policy, is the responsibility of the parents/guardians. Parents/guardians may request a formal hearing to challenge record information. The district will make student records available without the parent's/guardian's release as allowable by law. Permanent records will be maintained for a minimum of sixty (60) years. **Directory information is considered public information and may be released without parental consent unless the parent/guardian request in writing that the specific information not to be released.** The protection of student rights is of great importance to the District. If at any time a parent has a question regarding this area, the school's principal should be contacted.

### ATTENDANCE

It is the responsibility of the parent/guardian to make sure the child is at school every day. The following are considered excusable reasons for absence from school; illness of the student; death of a member of the immediate family; serious illness of a member of the immediate family; medical or dental appointments which absolutely cannot be made at any other time; emergencies or Acts of God; other absences given prior consideration and approval by the administration. **At all times, parents not the students, must make a call to the school before 9:30 AM** giving the reason for the student's absence. Failure to do so, will result in the office calling the parents at home and if necessary, their place of business (as permitted by law) to obtain the information. This note must be presented to the office where the student will receive a pass for entry into the classroom. **Chronic truants** are defined as a student who has missed more than 5% of school attendance days, will be referred to the ROE truancy review board. **A full day of attendance** is constituted when students are present at school for 300 or more instructional minutes. **A half-day of attendance** (50%) requires students to be at school at least 150 minutes per day.

**Truancy:** A child is considered truant when he/she is subject to compulsory school attendance and is absent from school without valid cause for a school day or portion thereof. A chronic or habitual truant is a child who is absent from school without valid cause for five percent or more of the previous 180 regular attendance days. The District may require a physician's note regarding excess absences and or tardiness. District 110 shall make available support services and other school resources in order to attempt to correct the chronic/habitual truant behavior before calling in the Regional Office of Education or taking punitive action. The Fairview Heights Police Department may be called to assist with home visits

**Tardies:** Students are tardy whenever they arrive at school after the start of the school day, or whenever they arrive in a class after it has begun. Students need to sign-in the office upon coming to school and receive a pass to present to their teacher. Since children need to be in their classes in order to effectively learn, excessive tardiness will not be tolerated. Disciplinary consequences will be issued to those students who violate this rule. Consequences may range from a warning to a referral to the County Truant Official.

**Homebound Instruction:** This type of instruction may be available to students who are absent for an extended period of time due to an accident or serious illness.

**Make-Up Work:** When students are absent from school, it is his/her responsibility to make-up-missed assignments or tests. Parents may call the offices no later than 9:30 A.M. to request homework assigned during an excused absence. Requests made after that time may not be honored. Students will be allowed one day for each day of an excused absence to make-up the assignments.

### DISCIPLINE

The staff of Community Consolidated District #110 is very proud of the behavior displayed by our students. We feel that our schools are great places to learn and we expect each and every one of our students to represent himself and

herself, and our school district, with distinction while attendance at school or at any school-related activities. We expect our students to treat our employees, guests, and their fellow classmates with kindness and respect. Students who are unwilling to demonstrate this type of expected behavior will be disciplined whenever unacceptable conduct occurs, whether it is on school grounds; at school-sponsored activities; or when traveling to and from school or school-sponsored activities in school transportation. Whenever incidents occur away from school and are brought to school, or when problems begin at school and are continued away from school, the school has the right to intervene by assigning consequences for the student's actions. Students shall at all times treat students and school personnel with the proper respect. Insubordination is not acceptable at any time. **Students will be disciplined for misbehavior, whether it is identified in this Student Handbook or not, ignorance is no defense of the law.**

## **DISTRICT 110 WILL NOT TOLERATE**

### **VIOLENCE\*, HARASSMENT or PROFANITY DIRECTED TOWARDS ANY STAFF MEMBER:**

Students acting in a disrespectful, threatening, or violent manner shall be disciplined according to severe guidelines. This type of student behavior will not be tolerated. Any student who verbally threatens, signals a threat or writes a threat, or who acts in violence against any District 110 staff member or employee; or individual acting under a contracted service; or as a substitute employee; or any student who uses profane or suggestive language either written, oral or signaled by gesture and directed towards a staff member, may be disciplined with no less than a minimum five day suspension from school for the first incident and ten day suspension from school for a second and all subsequent incident(s). This penalty may be upgraded to any maximum permitted by law. In the event of any student action that is deemed subject to prosecution under the civil laws of the State of Illinois, the local police department will be notified. District 110 will prosecute to the fullest extent of the law, all such activities. Disrespect, threats and insubordination in any form directed towards any staff member will not be tolerated. \*Violence: great strength or force; force used to cause injury or damage; harm done by lack of proper respect. (Webster).

**BULLYING:** Bullying is defined as student behavior which hurts, frightens, threatens, or tyrannizes students; aggressive behavior or intentional harm, carried out repeatedly and over time, and characterized by an imbalance of power (*Board Policy 7:192/April-2002*). Types of bullying include, but are not limited to, hitting, kicking, spitting, taunting, teasing, gestures, threats, persuading another student to harass, manipulating friendships, organized exclusion, spreading rumors, deliberately excluding someone, names calling.

**In accordance with Illinois law,** bullying activities will not be tolerated. A bully-warning letter may be sent home by the classroom teacher to alert parents/guardians as to potential bullying activity. Students who are found to be engaging in bullying shall be punished by the full range of disciplinary procedures including detention, in-school suspension, out of school suspension for a period from 1 – 10 days, and recommendation for expulsion. In addition to disciplinary action, any student found to be participating in bullying activities will be referred to a support team and/or peer intervention team. For more information on bullying, please contact the school social worker.

**CYBER-BULLYING:** Student behavior, which hurts, frightens, threatens, or tyrannizes students; aggressive behavior or intentional harm, carried out repeatedly and over time in an electronic format. This may include, but is not limited to web pages, instant messenger, text messages, and e-mails. If it is determined that these actions are disruptive to the educational environment the district may take disciplinary action.

Consequences: will range from detention to a recommendation to the Board of Education for expulsion. Parents shall be contacted.

**STUDENT AGAINST STUDENT VIOLENCE\*:** Any student found to be threatening or acting in a *violent\** manner, physically, mentally or sexually harassing any other student, may be subject to a five day out of school suspension for each first offense and ten days for each subsequent offense. In the event that any student against student action is deemed subject to prosecution under the civil laws of the State of Illinois, the local police department will be notified. \*Violence: also see violence directed towards staff & see Zero Tolerance Policy

**POSSESSING A GUN, OTHER WEAPON, OR EXPLODING DEVICE:** Any student found to be in the possession of a firearm, item deemed a weapon of any type, exploding device or a device capable of massive destruction, shall be disciplined under the statutes of the State of Illinois. Illinois law provides that “*A student who is determined to have brought a weapon to school, any school sponsored activity or even which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case by case basis.*” The term weapon means possession, use, control or transfer or any object which may be used to cause bodily harm, including but not limited to a weapon as defined by the laws cited in the School Code including knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or any variances of any of the above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. Guns/Drug activity shall be promptly reported to the police department. District 110 shall prosecute to the fullest extent of the law, any such violation.

**THE USE OR POSSESSION OF TOBACCO OR TOBACCO PRODUCTS:** Any student found to be in the possession of tobacco, tobacco products, cigarette lighter, matches or smoking paraphernalia (this includes e-cigs), may be subject to out of school suspension. Smoking is not permitted at any time in or on school property. This is a state law.

**THE USE OR POSSESSION OF CONTROLLED SUBSTANCES:** Any student found to be in the possession, under the influence, or who is offering for purchase, any controlled substance or material deemed as a drug or narcotic in nature; or who is possession of, or attempts to sell a look-a-like drug, or who represents a substance to be an authentic drug or chemical; or who is in the possession of any device or drug related paraphernalia, may receive consequences ranging from an out of school suspension to expulsion..

**Inhalant:** Any student found to be under the influence of an inhalant or in the possession of any aerosol type device or other items being used for inappropriate purposes other than what the manufacturer intended, shall be disciplined under the controlled substance policy.

**Alcohol:** Any student found to be under the influence of alcohol or alcohol related products will be subject to suspension or expulsion.

District 110 shall recommend that any student disciplined under this prohibition seek professional care.

**GANG RELATED ACTIVITIES:** A person who expressly threatens or implies threats to do bodily harm, or does bodily harm to an individual or to that individual’s family, or uses any other criminally unlawful means to solicit any organization or association, regardless of the nature of such organization or association is guilty of a Class 3 felony. Any student found to be soliciting members for a gang, displaying gang signs in either written, oral or through gestures; displaying gang related clothing, jewelry or colors; or who is found to be involved in gang activities of any other nature, on campus, shall be suspended from school for a minimum of ten days to a maximum of expulsion. All such activity will be promptly referred to the local police department.

**VERBAL THREATS (ANY GRADE LEVEL):** Any incident involving a District 110 student, of any grade level, in which a student threatens (verbal or written) another student by saying that he/she is going to “kill” or “shoot” or “stab” or perform any other type of life (or limb) threatening action, which may include detention to a recommendation for expulsion. This type of behavior will not be tolerated. Parents must make all efforts to educate their children that this type of behavior is not acceptable in our society, and that such behavior will result in a severe penalty regardless of the age of the child(ren) involved. Students must not “kid around“ using verbal threats, as all threats will be taken seriously

**Civil Action:** Students who are suspected of engaging in conduct that violates criminal laws while on school property or attending school-sponsored activities, in addition to being subject to discipline from the school, and may be referred to law enforcement for further investigation.

**Cafeteria Misconduct:** Cafeteria rules are posted in the lunchroom. Consequences for lunchroom misbehavior may range from detention(s) to out of school suspension. Students are expected to follow all lunchroom rules.

**Classroom Misconduct:** Classroom rules and consequences for misbehavior are sent home at the beginning of each school year, posted in the classroom, and reviewed on a regular basis. Some examples of student misconduct might include, but not be limited to, the following: out of assigned seat without permission, talking, failure to do assigned work, writing/passing notes, cheating, inappropriate language or gestures, not following directions, tardies, improper use of hall passes, chewing gum, eating food or candy, disrupting the instructional process. In class consequences will be given by the teacher; more severe misbehaviors, or repeated infractions, will be referred to the office.

**General School District Rules:** The building administrators may use their discretion when imposing consequences for any discipline infraction.

**Prohibited Personal Property:** Items which are deemed disruptive to the educational process, such as: MP3 players, toys, radios, skates, scooters, shoes with built in wheels, trading cards, IPOD's, headphones, LASER pointers, any electronic signaling devices such as pagers, may not be brought to school or school events at anytime, unless given specific permission by the teacher or school administrator to do so. Consequences: *the item will be confiscated, discipline may be issued.*

**Items Confiscated** by the school shall remain in the possession of the school until picked up by the parent. Parents will be notified when an item has been confiscated. The school district will not be responsible for items not picked. Items brought to school for a second time shall be confiscated and retained by the District until picked up by the parent at the principal's discretion.

Consequence: will range from parent contact to out of school suspension.

**Electronic Devices:** Items specifically prohibited by Illinois Statute, such as electronic devices (MP3, and any handheld devices, pagers, beepers, remote controls, etc.) shall not be allowed on school property or at school related functions.

Consequences: Items brought to school for a second time shall be confiscated and retained by the District until picked up by the parent at the principal's discretion.

**Cell phones:** Items brought to school must be turned off and kept in the student's locker/ backpack or turned into the office. This policy applies to school hours and after school events.

Consequences: The **first** time an item is confiscated, parents will be notified and the student may come in to pick up the item. The **second** time an item is confiscated (and every time thereafter): Parents must come in to pick up the item and the student will receive an after school detention.

**Use of, or Possession of, Tobacco** in any form, on or in any part of District 110 property, is strictly prohibited.

Consequences: *(see Zero Tolerance)*

**Use, Possession, Being Under the Influence,** or sales of drugs, alcohol, look-alike drugs or drug paraphernalia is strictly prohibited.

Consequences: *(see Zero Tolerance)*

**Stealing or Attempted Theft,** or being in possession of stolen property, shall not be tolerated by the district.

Consequences: will range from detention to a recommendation to the Board of Education for expulsion. Parents shall be contacted.

**Willful Damage,** or the attempt to cause damage to property including graffiti, or improper usage of property, real or personal, belonging to the school district, staff, or students is considered vandalism, and is not acceptable.

Consequences: may range from detention to out-of-school suspension. In addition, restitution for loss and/or police contact will be determined on a case-by-case basis.

**Weapons:** Students may not bring to school, or on to school ground, or property (to include buses or bus stops), any item that is ordinarily or generally considered to be a weapon, such as, but not limited to, firearms, knives, razors, metal knuckles, clubs, slingshots, Chinese throwing stars, matches, lighters, fireworks, ammunition, etc.

**This rule applies to look-a-like toy weapons** or non-functioning look-a-like firearm-weapon replicas.

Consequences: will range from out-of-school suspension to recommendation to the Board of Education for expulsion as permitted by law. Police contact will be determined on a case-by-case basis.

**Gambling** or games of chance of any kind will not be tolerated.

Consequences: may range from detention to out-of-school suspension.

**Intimidation/threatening behavior/extortion/harassment** (including sexual harassment) and/or misconduct/initiating scuffling or fighting/fighting/name-calling and/or any aggressive, outward display of intentional physical or emotional harm shall not be tolerated (**Zero Tolerance**).

**Students may not leave the school grounds after arriving at school.**

## DEFINITIONS

**Cyber-bullying:** Student behavior which hurts, frightens, threatens, or tyrannizes students; aggressive behavior or intentional harm, carried out repeatedly and over time in an electronic format. This may include but is not limited to web pages, instant messages, text messages, and e-mails.

**Disrespect to Staff:** Discourteous verbal, written or symbolic language or gesture directed to a staff member, including refusal to obey a direct instruction (insubordination).

**Threats to Staff:** Verbal, written or symbolic language or gestures directed to, or about, a staff member that is threatening in nature or done with intent to cause bodily injury. Includes electronic medium.

**Harassment-Hostile or Offensive Behavior,** as determined by school personnel, which is intimidating or threatening in nature. This extends to behavior which is physical, verbal, written or symbolic.

**Fighting-** Mutual combat or altercation in which both parties have contributed to the conflict either verbally or by physical action.

Consequence: will range from in-school alternative to a recommendation to the Board of Education for expulsion. Police may be contact on a case-by-case basis.

**Bullying-** Student behavior which hurts, frightens, threatens, or tyrannizes students; aggressive behavior or intentional harm, carried out repeatedly, and over time, and characterized by an imbalance of power (Board Policy 7:192/Ap.02)

**Threats of Violence:** Students, parent, and visitors to school district properties are advised that threats of violence toward district student, teachers, administrators, and employees or threats of destruction of school property **will not be tolerated**. The district reserves the right to exercise its discretion to immediately address any such threats by any persons to the fullest extent of the civil and criminal laws, as well as under the district's rules and regulations. **Any such threats, to include statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously resulting in severe consequences. Students must not "kid around" using threats of violence. This is VERY IMPORTANT! District 110 may notify the local police department of any such activity. (see Zero Tolerance)**

**Inappropriate use of school property:** trespassing or being on school property when not given permission by an authorized school official is not acceptable behavior. Our playgrounds have a 4:00 PM curfew without a permit. Permission to use the playgrounds after 4:00 PM may be obtained by contacting the school administrative office. Consequences: will range from detention to out-of-school suspension. Police may be contacted for trespassing violations.

**Inappropriate public display of affection (PDA):** is conduct unbecoming District #110 students.

Consequences: shall include verbal warnings and reprimands out of-school suspension. Police may be contacted on a case-to-case basis.

**Student Conduct:** Students shall conduct themselves in a safe and orderly fashion at all times, including: walking in the halls; using playground equipment appropriately; keeping hands and feet to themselves; using indoor voices; using appropriate language; sitting in chairs or other seating properly; being on time to school or class, including truancy (skipping class); inappropriate conduct of students including participation in horseplay, wrestling and other forms of rough play will not be tolerated.

Consequences: shall include verbal warnings and reprimands to out of-school suspension. Police may be contacted on a case-to-case basis.

**Bus Conduct:** Riding the bus is a privilege and should be treated as such. Each student has a responsibility to themselves and their fellow students in helping maintain a safe and orderly means of getting to and from school. All students riding the bus must ride to and from school. Students may only enter or leave the bus at their designated pick-up or drop-off point. Students riding to another student's house must have a note from his/her parents and obtain a boarding pass from the office. Non-bus riders are not permitted to ride a bus, except with special permission from the building principal. Teachers and drivers are not allowed to let students board another bus, or change transportation arrangements, without a written parent's note and a bus boarding pass from the office. Car riders must follow these same procedures.

**Bus Referrals:** May be written by the bus driver for failing to follow bus conduct rules. Bus referrals will result in consequences ranging from a warning, written detention, ISS, bus suspension for up to 30 days (as permitted by law), to permanent removal from the bus. Consequences will be determined on a case by case basis.

## POSSIBLE DISCIPLINARY CONSEQUENCES

**Warning:** Students may be verbally reminded of the school rules and how to correct their misbehavior.

**Temporary removal from class:** A teacher may remove any student temporarily from class who is disrupting the instructional process.

**Parent contact:** Depending on the severity of an incident, parents may be contacted by telephone, letter, note, email or meeting, to discuss a child's misconduct and/or progress, and the school's expectation for future behavior.

**Lunch detention:** Students will be required to spend their lunch period, including recess, in a supervised room. After finishing their lunch, students are expected to go to the ISS room to do school work.

**Detention:** This type of consequence requires a student to spend additional time at the school in a supervised setting. A student issued a detention today, will serve the detention after school tomorrow. Time is 2:20-3:00. Detentions are considered an extension of the school day and shall receive priority over team practices, rehearsals, and other extra-curricular activities. Failure to serve the detention as assigned, will result in the students receiving additional detention(s) or an out of school suspension. **It is the student's responsibility for notifying their parent(s) that they have a detention, the reason for the detention, the consequences that were issued to them, and that they may need transportation from school after the detention is served.**

**Temporary Educational Setting (TES):** Students who are disrupting the educational program may be removed temporarily from a classroom. A disciplinary referral must be completed and parents shall be contacted by the classroom teacher. This temporary assignment will be supervised by a certified staff member.

**Removal from school sponsored activities and/or events:** Students who display unacceptable behavior at any time, whether or not such behavior is on school property, or at a school-sponsored event or activity, may be declared ineligible to participate in such activities or events by the school administration. **Students are ineligible for participation in extra-curricular activities from the time the suspension is issued to the time it is served.**

**In-School Suspension (ISS):** An in-school suspension consists of spending all or parts of the school day in a supervised classroom. The student's regular teachers provide assignments for the student to complete during the time spent in ISS. Students who act inappropriately or fail to cooperate in ISS may be given additional consequences ranging from additional time in ISS, to out of school suspension. All work completed in ISS will count toward the student's grade. Students shall be responsible for taking home the in-school discipline referral, and for making their parents aware of the consequences. The office will make contact with the parent or a letter will be sent. **Students are ineligible for participation in extra-curricular activities from the time the suspension is issued to the time it is served.**

**Out-of-School Suspension (OSS):** Out of school suspensions may be issued from 1 to 10 days per occurrence. Students who engage in gross misconduct or disobedience may be suspended out-of-school for a period not to exceed ten days for any one incident. All suspensions shall be reported to the Superintendent and to the parents/guardians with a statement of the reason for the suspension. A hearing to review the suspension may be requested to the Superintendent of Schools who acts as Hearing Officer on behalf of the Board of Education. Suspensions from 1 to 10 days have been constitutionally supported, and do not violate a student's property right interests to an education. In most situations, a suspension must be served even though a hearing has been requested. All work missed during the time a student is suspended will be at the teacher's discretion. **Students are ineligible for participation in extra-curricular activities from the time the suspension is issued to the time it is served.**

**Expulsion:** The administration may request that the Board of Education expel from school, a student who engages in gross misconduct or disobedience. As defined by the *Illinois School Code*, an expulsion is the removal of a student for gross disobedience or misconduct for a definite period of time not to exceed two years. Because the punishment rendered in an expulsion is far greater than that of a suspension, the student receives greater due process protection. A student must be provided with the following due process with respect to any expulsion from school: 1) The expulsion shall take place only after a student's parents or guardian have been requested to appear at a meeting of the school board, or with a hearing officer appointed by it, to discuss the student's behavior. A student may be suspended from school pending this meeting, but must be provided the due process required to support a suspension; 2) A notice of hearing must be sent to the parents or guardian by registered or certified mail stating the time, place and purpose of the hearing; 3) The school board or its appointed hearing officer must provide a full statement of the reasons for the proposed expulsion at the hearing and must provide notice of the date on which the proposed expulsion is to become effective; 4) The student is entitled to consult with counsel at the student's expense (this right is to be distinguished from the right to be represented by counsel at the hearing); 5) Adequate time must be given to prepare defense; 6) The student must be given an opportunity to call and examine witnesses, to cross-examine opposing witnesses and to introduce evidence; 7) The decision to expel or not to expel must be made by the school board and must be based upon the evidence presented.

**Standards of conduct:** Students who engage in misconduct not covered otherwise in the handbook may also be guilty of misbehavior and subject to disciplinary action. Repeat and/or habitual offenders will be subject to increased consequences for any misconduct. Students who choose not to abide by assigned consequences may be given more severe sanctions. The building Principal and Dean of Students may use their discretion when imposing consequences for any discipline infraction.

## EXPECTATIONS FOR SAFE BUS RIDING

1. While waiting for the bus, do not stand in the street or disturb the property of others.
2. Wait your turn and load/unload in an orderly manner.
3. Follow all posted bus rules.
4. Windows may not be lowered more than six inches. No hands, arms, or other objects should be placed out of the window.
5. Remain seated at all times for your safety.
6. Do not sit in the driver's seat or tamper with any bus controls.
7. Keep all objects out of the center aisle.
8. All school rules apply when riding the bus.
9. No animals, insects, or reptiles are allowed on the bus.
10. Obey the driver; disobedience will result in a conduct referral notice being sent to the principal.
11. If you have trouble with another student (or students), please inform the driver. Do not take matters into your own hands.
12. All students riding must ride to and from school; no getting on or off except at the student designated pickup/drop off point. Parents may request an alternate pickup or drop-off by sending a signed note to the office. The principal must approve all requests before changes are implemented.

Consequences: including revoking the privilege to ride the school bus for up to 30 days per occurrence, may be assigned to students for failure to follow bus guidelines.

## SPECIAL PROGRAMS

**Extra-curricular activities:** The school district offers programs, which are operated outside the regular school curriculum and are designed to enhance student talents and skills. These extra-curricular activities include athletics, dance, cheerleading, chess club, computer club, scholar bowl, student council, student newspaper, Illinois Math and Science Academy (IMSA), yearbook staffs, Gaming and Running Clubs, as well as other student based clubs as requested. Students will be declared ineligible to participate if they have either 2 D's or a failing grade in any class. Students must also demonstrate appropriate behavior at school to maintain eligibility.

**Students that go home ill** may not return to practice and/or play that day. A student who returns to school from an illness or doctor's appointment may participate if he/she has been in attendance at school for at least 50% of the school day; in the case of an illness, the student must be in attendance the second half of the day to return to school evening activities. This applies to all extra-curricular activities.

**Non-Registered Student Participation in Some, but Not All School Classes:** District 110 may deny enrollment in classes and activities to non-registered students, based upon space and financial constraints. Non-registered students who wish to be considered must submit an application to the District 110 board office.

**Participation in Extra Curricular Activities:** All District 110 students must be in attendance for at least 50% of the school day to be eligible for participation in extra-curricular activities held that same day. Students who are absent from school for the second half of the school day, shall not be permitted to return the same evening for participation in extracurricular activities.

Coaches may dismiss athletes from a team for misconduct at games, practices, riding the bus, or conduct outside of school unbecoming a Grant student, or for unexcused absences from school, practices, or games.

An Activities Handbook is provided to all participants. This handbook provides specific information related to all extra-curricular activities. Student must abide by the provision of this handbook in order to remain eligible to participate. Parents and other spectators are expected to positively support the efforts of the students and coaches involved in the extra-curricular activities.

**Latch\*Key:** District 110 operates a limited before and after school child care program. Enrollment is based on a first-come first-served basis, with limited capacity; payment is required in advance of the services rendered. For more information on the Latch\*Key program, please contact the school office.

## ATHLETIC & PARTICIPATION ACTIVITIES

**Activities:** The following activities are available to students attending Grant Middle School: 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys' basketball; 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls' basketball; volleyball, baseball, softball, soccer, boys' and girls' track, bowling, varsity cheerleading; Chess Club; Math Club; Junior High National Honor Society; Yankee Dispatch; Yearbook; Recycling; Technology Team; Scholar Bowl; IMSA(6-8); Student Council; School Service Activities; Accelerated Reader; Spelling Bee; Science Competition; Consequences Free (award); BUG; Honor Roll; High Honor Roll; 5.0 Honor Roll; Perfect Attendance; and many participation and connection type activities.

**Parent Organizations:** All parents are strongly encouraged to join and become active participants in a variety of organizations connected with the schools. These are: Parent-Teacher Organization (PTO); Grant-Illini Booster Club (GIBC).

## INTERNET & NETWORK ACCESS AND THE USE OF DISTRICT COMPUTERS

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### Terms and Conditions

**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

**Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;

- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization*.

**Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with email or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internetbased message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

## STUDENT DRESS CODE

2020-2021

All students in grades K-8

The Board of Education of Community Consolidated School District 110, recognizes that freedom of speech and expression is a fundamental tenet of our nation. The Board of Education also recognizes that student speech or expression must necessarily be limited in certain circumstances for the School District to properly perform its educational function and to protect the rights of all students. Accordingly, students are encouraged to exercise their right to freedom of speech and expression, but may NOT engage in speech or expression which: 1) is obscene; 2) is libelous or slanderous; 3) is indecent, lewd or vulgar; 4) advertises any product or service not permitted to minors by law; 5) injures, harasses or invades the privacy of other people including, but not limited to, speech or expression which defames any person on the basis of his/her race, color, or creed; 6) will either result or which school administrators reasonably forecast will result, in a material or substantial disruption of the orderly operation of the school and or school activities.

A committee comprised of administrators, teachers, parents and students addressed the issue of student dress, and formulated this policy to be implemented at the beginning of the 2000-2001 school year. The Board of Education adopted the original policy on May 23, 2000. The committee has met yearly to further evaluate the policy, and its implementation. *All students clothing must be size appropriate to the student.* District 110 feels that there is a direct relationship between dress and behavior; therefore, it is believed that students should dress appropriately for the school setting and functions; that school dress should be conducive to learning and that it should not be a distraction from the learning process.

Students are not to wear clothing or accessory items, which may disrupt the educational environment, such as, but not limited to the following items:

## STUDENT DRESS

- I. **All clothing must be appropriate size as deemed by administration:** 1) No oversize, droopy pants; 2) No pants dragging the floor; 3) No overly wide pant legs; 4) Shirt-sleeves should not cover the hands; 5) Tshirts, shirts with collars, athletic jerseys, etc. must be sized appropriately; oversize clothing is not permitted; 6) No underwear should be visible
- II. **Pants:** 1) Must be securely fastened (fitted) at the waist; 2) No tight pants (biker shorts, spandex, etc.), 3) No boxers may be worn as shorts. 4) No pajama pants.
- III. **Dresses/shorts/skirts:** 1) Shorts & “skorts” must be fingertip length or longer; 2) Skirts and dresses must be no shorter than one inch above the knee; 3) Slits in skirts must be no higher than one inch above the knee
- IV. **Shirts/blouses:** 1) Shirts/blouses must be clean, neat and appropriate; 2) All shirts and blouses must have a sleeve. No backless tops; 3) No exposed midriffs; 4) No mesh or see through tops; 5) No low cut necklines; no cleavage showing

- V. **Hats/Headgear/Hoods:** 1) No hats, bandanas, sweatbands, hoods or combs may be worn in the building; 2) No sunglasses may be worn in the building
- VI. **Logos/signs:** 1) No logos (or wording) with offensive, obscene, violent concepts, weapons or profanity; 2) No reference to narcotics, satanic rituals, devil worship, alcohol or tobacco; 3) No gang related logos, signs or wordings
- VII. **Shoes:** 1) No heels higher than 1 inch; 3) PE classes at Grant require a separate pair of shoes; 4) No backless shoes at Illini; 5) No slippers or house shoes
- VIII. **Purses/Handbags/Backpacks:** 1) These items are not allowed in the classroom unless properly stowed
- IX. **Miscellaneous:** 1) No chains, chain belts, dog collars; 2) Coats are to be removed in the building and may not be worn in the classroom; 3) Jewelry deemed unsafe.

## **PENALTY**

Students not following the dress code are subject to disciplinary action