

# GRASS LAKE SCHOOL DISTRICT #36 SCHOOL HANDBOOK 2021-2022

*The Mission of Grass Lake School District #36 is to  
Champion Individual Potential by Awakening Drive and Passion for Learning*



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## PURPOSE

The purpose of this handbook is to familiarize parents with the policies and procedures followed at Grass Lake School District 36 and to answer some of the questions which you may have concerning the school life of your child.

Cooperation between the home and the school is an extremely important part of the educational process. Families will be provided a copy of the parent/teacher/student handbook within 15-days of enrollment at Grass Lake School. This handbook serves as a summary of board policies governing Grass Lake School District. All board policies are available on the district website. Changes to this handbook may occur. All changes will be reflected in the digital version of the handbook on the website.

The staff of Grass Lake School aspires to create a learning environment in which each student can develop and maintain a positive self-image, is considered an individual of great worth, and afforded the opportunity to achieve optimum mental, physical, social, emotional, and moral growth.

It is our hope that you will become closely acquainted with your school and its staff.

### **Positive Behavioral Interventions & Supports (PBIS) Mission: Be Safe, Be Respectful, and Be Responsible**

- For safety reasons, students may not arrive at school before 7:30 a.m. The school does not provide supervision until fifteen minutes before classes begin.
- The school holds the right to review and/or modify and change procedures from time to time.
- It is important that class interruptions be kept at a minimum; therefore, students and teachers will not be called out of class to answer calls except in emergencies.
- Non-emergency, personal messages cannot be delivered to students.



## STUDENT FEES

- **Pre-Kindergarten** registration for in-district students is \$155 and for out-of-district students is \$1500 (\$500 per trimester).
- The registration fee for students in **Kindergarten through eighth grade** is \$190. Prorated refunds on fees are made on a quarterly basis (if necessary).
- Fifth through eighth grade students will be charged an additional \$20.00 for a gym uniform.
- Textbooks are on loan for the school year. Students who return books with excessive damage will be charged a fine regardless of whether a student is receiving a fee waiver. Loss of textbook or damage of textbook beyond use requires replacement payment to be paid prior to eighth grade promotion or prior to the transfer of records to a new school.
- Additional fees may be charged for field trips or special programs (i.e., skating, swimming, etc.)
- All fees subject to the Board's waiver of student fees policy (Policy 4:140). Students eligible for free or reduced lunch prices shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education (Policy 4:130).

## STUDENT RECORDS

The Illinois School Student Records ACT ("ISSRA"), the Family Educational Rights and Privacy ACT ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and implementing Procedures which are available upon request from the Office of the Superintendent or Building Principal, as well as on the District website at [www.gls36.org](http://www.gls36.org).

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcript, attendance record, health records needed to enroll, unique student identifier, scores received on all State assessment tests, administered in grades K-8, and a record of release of this information. It does not contain a record of honors and awards received or information concerning participation in school sponsored activities and organizations; these are part of the Temporary Records.

The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, information regarding as indicated report pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6, health-related information, and accident reports.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) To review the student's record, a parent must make a written request to the District. The request will be granted within (15) school days after the date of receipt of the request. The District will not charge a fee for copies of the record. The District may be required to release information contained in the student records without parental notice or consent to the following individuals or in the following circumstances:

1. To a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for 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, or therapist; a parent or student volunteering to serve on an official committee, such as disciplinary or grievance committee; or a parent, student or other volunteer 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 to fulfill his or her professional responsibility.
2. To any person for the purpose of anonymous research, statistical reporting, or planning.
3. In an emergency, if necessary, for people's health and safety.
4. In connection with a student's application for or receipt of financial aid.
5. During an audit or evaluation of federally supported education programs.
6. As allowed under the Serious Habitual Offender's Compensation Action Program.
7. To a governmental agency for the investigation of a student's school attendance.
8. If the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released.
9. To accrediting organizations to carry out their accrediting functions.
10. To the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs; or
11. Pursuant to a court order where a parent of a student is named in the court order.

## ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take several actions to protect online student data. Depending upon the educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or Parent/guardian contact information, username/password, student ID number.
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English
- language learner, free/reduced meals, or homeless/foster
- care status)

- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the Administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district\

## EQUAL EDUCATION OPPORTUNITY

Grass Lake School District 36 does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Dr. William Newby, Superintendent  
26177 W. Grass Lake Rd., Antioch, IL 60002  
847-395-1550

Mrs. Donna Plath, Principal  
26177 W. Grass Lake Rd., Antioch, IL 60002  
847-395-1550

## VISITORS

### Visitors During a School Day

Parents are welcome and encouraged to visit school. All visitors must enter the building through the front doors and go directly to the school office to sign-in and pick up a visitor's badge to display during their visit. Visitors are restricted to parents/guardians and grandparents unless approved by the principal and/or superintendent.

Advance notice is required to accommodate teachers if parents wish to visit the classroom to minimize interruptions in the instructional day. Visitations are discouraged during testing sessions.

Visitors are limited to visiting in the pre-approved area of the building and may not wander the school. Unauthorized visitors will not be admitted.

### Visitors During After-School Events

Parents or family members visiting during after-school activities (i.e., Jr. High dances), must pre-register as a chaperone to enter the activity area. Unregistered visitors may not remain.

Special consideration will be given for siblings and community members to attend programs/events with the understanding that such consideration is limited to said program/event.

## ABSENCES/ATTENDANCE

**Regular school attendance is essential for students to benefit from the educational opportunities the school offers. Parents, guardians and those with legal custody or control of a student are responsible for that child's regular attendance at school.**

### Reporting Absences

The Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-I.-15). Valid cause for student absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, situations beyond the control of student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, physical health or safety, or other reason as determined by administration. Any absence due to illness which lasts for more than three consecutive days may be verified by a medical note, which must be produced within two days of the student's return for the absence to be considered excused.

All other absences are considered unexcused. Students are limited to nine days of absence per year. Any absences beyond the allotted amount will be considered an unexcused absence and will be reported to Lake County Regional Office of Education for truancy. Prior to truancy reporting, Grass Lake School will make every effort to conduct a meeting with parent(s)/guardian(s) related to the following situations:

- Homelessness: convene a meeting to discuss any barriers to the child's attendance and construct a plan that will remove these barriers.
- Disability: for any child with a documented disability or in the process of a case study evaluation convene a meeting with parent(s)/guardian(s), child, relevant school personnel to review the child's current needs and address the appropriateness of the child's placement and services.
- Vacations are strongly discouraged and are considered unexcused absences.

Grass Lake School hours of attendance are 7:45 a.m. until 2:45 p.m. The school should be called before 7:45 a.m. if a child is to be absent for the morning session or for the entire day each day your child is absent. An answering machine will take messages during the hours when the school office is closed. When reporting an absence please indicate the reason for the absence and if it is due to illness, please report symptoms including if your child has a fever, cough, or sore throat. This will assist the District in assessing when a student will return and whether it must comply with any reporting or notice requirements.

**The telephone number to report absences is: (847) 395-1550.**

If the school has not heard from you and your child is absent, you will receive a call to verify the absence. School code provides that parents/guardians/other persons having legal custody of a child provide telephone numbers at the time of enrollment to enable the school to notify the parent/guardian/other person with legal custody of the child's absence from school. Accordingly, this verification of absence call will be made to the numbers provided at registration and not necessarily the parents' places of employment.

### Truancy

Families will be referred to the Lake County truancy office or equivalent for refusal or failure to comply with state and local attendance laws, including but not limited to, excessive unexcused absences, excessive absences from specific classes and tardiness to school in general or to specific classes. Students are considered a chronic or habitual truant if they are absent without valid cause 5 percent (9 days) or more of the previous 180 regular attendance days. Valid or excused causes for absence include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control, and circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, physical health or safety, or other reason as determined by administration.

## Tardy Procedures

Students are expected to be in their classroom and ready to begin instruction when the bell rings at 7:45 a.m. Students who are tardy for school are required to provide an excuse from parents or guardians. Students who arrive late due to medical appointments (i.e., dentist, orthodontist, eye doctor, etc.) must provide the main office with a doctor's note **to be considered an excused absence**. Chronic tardiness is considered being tardy more than four (4) days during a trimester (fewer extenuating circumstances). Students who accumulate more than four tardies in a trimester will be sent to the office to receive their consequence(s). Parents will be notified, and documentation will be made in Infinite Campus.

- First Period Unexcused Tardies to School
  1. Warning
  2. Warning/Parent Notification
  3. Thirty-minute front office lunch detention
  4. Two thirty-minute front office lunch detentions
  5. Administrative Level II Consequences and possible Truancy Notification
- Fifth through Eighth Grade Class Period Tardies
  1. Warning
  2. Warning/Parent Notification
  3. Thirty-minute Teacher Detention
  4. Individual Problem-Solving Team Meeting will be conducted with the student and one-week front office lunch detention will be issued.
  5. Administrative Level II consequences administered.
  6. Step 6 and beyond, require possible Administrative Level II and/or Level III consequences until concerns are resolved.

## Illness at School

It is the philosophy of the school to work cooperatively with parents and staff to provide a healthy and safe environment for learning. Please contact the school nurse about any health concerns you believe may affect your child at school. This information will be confidentially shared with the appropriate classroom teachers as necessary throughout the school year. This may include information regarding asthma, food and environmental allergies, anxiety, etc.

First aid will be administered; if it is serious, a parent will be contacted. If parent cannot be reached, emergency contacts will be called. If no one can be reached, the paramedics may be called depending on the severity of an incident.

Should your student be taking daily medication at home, please notify the health office so any side effects that occur will be recognized more easily and proper steps taken towards treatment.

If a child becomes ill at school, the parents, or other responsible party, will be notified as soon as possible using the emergency contact information provided by the parent/guardian.

## When to Keep Your Child Home

A child should not return to school FOR 24 HOURS AFTER A FEVER IS GONE. This rule also applies to flu symptoms, such as nausea and vomiting. Below are examples of symptoms or conditions where students should be kept home:

1. Acute cold
2. Sore throat or earache
3. Nausea or vomiting
4. Signs of listlessness, weakness, chills, headache, or fever of 100 degrees or greater
5. Swollen glands
6. Eyes-tearing, irritation, redness, swelling of lids, pus discharge, aversion to light.
7. Mouth/lungs-cough, open sores inside or outside, persistent foul odor

8. Nose-watery or mucous discharge, open sores, sneezing, bloody discharge
9. A skin rash from an unidentified cause.
10. Ear-pain, crackling sounds, clear or pus discharge
11. Conjunctivitis (pink eye)
12. Head Lice (PRESS 7:250 AP1)
  - Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification to the parent/guardian.
  - The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
  - A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or trained designee and the child is determined to be free of head lice and eggs (nits) or the student will be sent home.
  - Infested children are prohibited from riding the bus to school to be checked for head lice.
  - If an infested student has a sibling attending the school, the school nurse will check the associated sibling.
  - When a suspected case is confirmed, the school nurse will communicate exposure to staff.
  - The school nurse will provide recommendations to parents/guardians for potentially exposed students.

## Communicable Diseases

**Grass Lake School District 36 follows the Illinois Department of Public Health (IDPH) Guidelines for all communicable disease occurrences, including physician referrals, exclusions from school, parent notifications, and reports.** You must notify Grass Lake School if your child is home sick and report any diagnosed communicable diseases.

## Re-Admission after Contagious Illness

Re-admission following illness from contagious diseases requires a doctor's note. Guidelines established by the Illinois Department of Public Health are used to manage communicable diseases in school. Please have medical documentation of any school accommodations that are requested.

## Students Leaving Early

No child can leave the building or the playground during school time unless he/she is accompanied by a parent, guardian, or an adult from the school. All day attendance is important for every student, every school day. If it is known in advance that an early dismissal is necessary, parents must send written notice to the school. Children who leave school early must be picked up at the school office and are to be signed out. For safety reasons, the school will not allow students to wait outside or to walk home alone.

For emergencies, please contact the front office at 847-395-1550.

## School Closing Weather Conditions

If there is a serious weather emergency, which requires the school to be closed, please listen to local news, Grass Lake School (GLS) website, or visit [www.emergencyclosing.com](http://www.emergencyclosing.com).

Our school buses run every day that school is in session. Time schedules are likely to vary in bad weather for reasons of safety and slow-moving traffic.

If weather and road conditions become worse during the school day, it may become advisable to dismiss school early. In addition to weather, there are other types of emergencies that may cause an early dismissal of school. Parents should be aware of the possibility that early school dismissals may be necessary and should make plans for the care of their children. Parents are required to fill out a school form instructing students where to go if school is dismissed early. Parents are encouraged to discuss emergency arrangements with their child.

## ACADEMIC GRADING/REPORTING

### Grades

Grades are issued on trimesters every (approximately) 60 days.

**All teachers in grades Kindergarten, First and Second will use the following marks:**

S - Satisfactory – Effort or performance indicates the student is at the expected level for this time.  
 P - Progressing – Inconsistently demonstrates, but is working towards, the grade level standard.  
 B - Beginning – Working towards the standard with additional time and support.  
 M – Meets – Consistently demonstrates the grade level standards, progressing as desired.  
 N/A - Not Assessed – Skill not yet expected for this trimester and/or grade level.  
 C/A - Concern Area – Effort or performance indicates the student is at less than the expected level for this time.

The following marks are issued for students in third through eighth grade:

<b>A = Excellent</b>	<b>D = Poor</b>	<b>P = Pass**</b>
<b>B = Good</b>	<b>F = Failing</b>	<b>*Incomplete grades are calculated in Grade Point Average (GPA), but not credit earned.</b>
<b>C = Fair</b>	<b>I = Incomplete*</b>	<b>**Pass Grades are not calculated in GPA but are given credit earned</b>

## Homework

Homework begins in a general way in kindergarten when children are requested to bring items or material from home. Students may be given homework to prepare them to assume responsibility for completing assignments out of school. Parents/Guardians are highly encouraged to be an active part in their child's education. Homework Folders are sent home with students in K, 1 and 2 grades to be checked nightly for valuable information on your child's day to day activities. Students in grades 3 through 8 receive a daily planner. Parents/Guardians are highly encouraged to initial their child's planner nightly to acknowledge student assignments, tests/quizzes and projects assigned.

Each year there is needed to further refine study skills and study habits through the use of formal and informal homework. Individual teachers will discuss their homework requirements at curriculum night and through other school communications.

Students who have been absent must contact the school for all assignments.

Late work must still be turned in and will be given credit according to the following: any student who misses school due to illness shall be given 1 day for every day absent. All classwork/homework must be turned in during the allowed parameters. After the allowed day(s) expire, a grade will be calculated based on the work received.

Homework Expectations for Grades 5-8

- For each school day an assignment is late, 10% will be deducted from the overall grade of the assignment.
- Beyond five school days late, work will only be accepted at the teacher's discretion at a maximum at 50% off or as determined by the teacher.

## Illinois State Testing

The State of Illinois requires individual student achievement relative to the Illinois learning standards. The results give parents, teachers, and schools one measure of student learning and school performance.

## 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, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners Program, contact Donna Plath at [dplath@gl36.org](mailto:dplath@gl36.org) or refer to GLS School Board Policy 6:160, English Learners.

## Promotion (Graduation)

The eighth-grade class will be promoted (eighth grade graduation) based on three levels:



- High honors (3.8 and higher G.P.A.)
- Honors (3.5 to 3.79)
- Regular

High honors and honors will be determined by the G.P.A. accumulated only during a student's eighth grade year. Student academic performance will be reviewed prior to the promotion ceremony on a case-by-case determination to ascertain participation in the eighth-grade promotion ceremony.

## Infinite Campus

District 36 uses a student information system called Infinite Campus. This program houses all our student data. One feature of this program is the Parent Portal. The Infinite Campus Parent Portal is used by students, parents, and guardians to follow student progress while enrolled at District 36. Viewing grades and attendance are some of the features available in our Infinite Campus Parent Portal. District 36 uses three main ways to keep you informed of important school related items:

1. Using the district website: [www.gls36.org](http://www.gls36.org)
2. Emails sent by teachers and administration.
3. Infinite Campus Parent Portal

**Please call the main office for assistance and support with Infinite Campus.**

## Report Cards

Report cards are sent home following the end of each trimester.

## Response to Intervention (RTI)

Grass Lake School has adopted a Multi-Tiered System of Supports (MTSS) as part of our respective curriculum to support the state mandated program, *Response to Intervention* (RTI). The program is designed to assess student academic deficiencies in reading and mathematics for identification of individual student needs and early intervention. The tiered levels of supports are as follows:

- Tier 1: Classroom instruction provided with fidelity and universal screening of all students in the general education population (approximately 80% of our student population will be successful at this tier)
- Tier 2: Classroom based interventions provided to students who placed between the 15<sup>th</sup> and the 25<sup>th</sup> percentile on district wide and curriculum-based assessments (of the approximate 20% of the students who do not achieve success with Tier 1 services, 15% will succeed after receiving Tier 2 interventions)
- Tier 3: Specialized intervention provided to students performing below the 15<sup>th</sup> percentile by a certified reading or math specialist (the remaining 5% of the students who do not achieve success with Tier 1 or Tier 2 support are expected to achieve success with Tier 3 interventions)

Students who receive Tier 2 or Tier 3 support will be progress monitored frequently throughout the school year. Educational decisions will be made regarding the interventions and supports provided. Parent(s)/Guardian(s) will be notified of supports that are put in place as well as the progress their students are making while receiving tiered interventions.

## Retention Policy

Grass Lake School District 36 maintains the policy to retain students for one or more of the following reasons:

- Not meeting Illinois standards for a specific grade level or subject
- Lack of attendance

## GLS Acceleration Procedure

Grass Lake School recognizes that parents/guardians can request that their child be assessed to determine if they qualify for accelerated placement. Please refer to GLS School Board Policy 6:135 Accelerated Placement Program listed on the



GLS Website. Parent/Guardian requests should be made with the child's classroom teachers which will then be shared with Administration.

## Remediation Assistance to Avoid Retention

Grass Lake School District 36 offers students in jeopardy of being retained a grade level the following:

- Parent/guardian consultation
- Teacher/student tutoring, and, if warranted
- Mandated Summer School

## AFTER SCHOOL SUPPORT

### After School Work

Students may be asked to stay after school to receive extra help from their teachers. Parents may also request the program. Parent approval is required for students to stay after school. Parents will be notified in advance if a child is asked to remain at school for a special reason. Also, there are occasions when special project work will be of benefit to the student and must be done after school. Parents should pick up or provide a pickup in a timely manner.

### Guided After School Study Program

- Daily from 2:45 p.m. until 4:30 p.m.
- Activity Bus will be available at 4:30 p.m. to transport students' home.
- If parents elect to pick up students, they must be picked up **promptly at 4:30 p.m.** If students are picked up late more than two times in a trimester, they will be required to ride the activity bus to participate in this academic program.

### Qualifications

Since each child has different individual needs, students will be recommended to participate in this program based on the following four criteria:

1. Failing academic classes or poor classroom performance
2. Excessive absences
3. Weekly ineligibility report
4. Parental request

Support is offered throughout the week; however, based on the age/grade of the student, amount of missing work, and/or ability to attend and perform, the specific duration of time will be predetermined for each child before they attend the session.

### Requirements

Before a student can participate in the GLS Guided After School Study Program, the following required documents must be completed and turned in promptly on the day of the support session.

- Parental consent form signed, displaying the correct date and time that the student will be staying after school. (Over the phone verbal confirmation would be sufficient with proper documentation).
- Progress report from recommending staff member listing current grades, assignments that need to be completed and any textbooks/materials needed to complete work.

### Additional Important Notes

1. The **GLS Guided After School Study Program** is not intended to be disciplinary in nature or to replace classroom detentions that would otherwise have been served with the classroom teacher.

2. This program is designed for teachers to connect with students and help them academically achieve success at Grass Lake. The teacher must contact the parents for permission and complete the required requested documents

## ANTI-BULLYING POLICY

Bullying is contrary to Illinois law and District policy. A student's ability to learn and a school's ability to educate are diminished by bullying and other aggressive behaviors. Such conduct interferes with a student's educational environment, safety, and academic performance. Preventing students from engaging in these aggressive and disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Students are expected to act respectfully toward their peers and to avoid bullying and aggressive behaviors in their interactions with other students. The District prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below. Further, the District will protect students against retaliation for reporting incidents of aggressive behavior and bullying and will take disciplinary action against any student who participates in such conduct.

Bullying is prohibited 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-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying 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 District or school if the bullying causes a substantial disruption to the educational process or orderly operation of the District or school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

## Definitions

For the purposes of this Policy and as defined under the Illinois *School Code*, the terms used mean the following:

### 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.
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.

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.

Aggressive conduct toward other students that is not severe or pervasive shall not be deemed as bullying but may constitute an offense leading to discipline under Board Policy 7:190, *Student Discipline*, of any student who engages in such behavior. Students who engage in bullying conduct also shall be disciplined under Board Policy 7:190, *Student Discipline*.

### Cyber-bullying

Bullying using 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. Cyber-bullying 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. Cyber-bullying 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.

### Sexting

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 using a computer, electronic communication device or cellular telephone.

### Restorative Measures

A continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

### School Personnel

Persons employed by, on contract with, or who volunteer in the School, including without limitation school administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Reporting

Students, school staff, and parents/guardians who witness bullying or who have information about actual or threatened bullying shall immediately report it to the Grass Lake School Anti-Bullying Committee. Parents are encouraged to submit a report through our website under parent resources, by contacting our school social workers Susan Potthast or Bobbi Chamberlin, or any District employee. A report may be made orally or in writing by completing a Bullying Reporting Form. Anonymous reports also are accepted. No disciplinary action will be taken solely based on an anonymous report.

- **Susan Potthast, School Social Worker, [spotthast@gl36.org](mailto:spotthast@gl36.org) or 847-603-5135**
- **Bobbi Chamberlin, School Social Worker, [bchamberlin@gl36.org](mailto:bchamberlin@gl36.org) or 847-603-5149**
- **Anonymous Hotline: 847-603-5164**
- **Grass Lake School Website: [www.gl36.org](http://www.gl36.org) under Parent Resources**

## Investigating

The Anti-Bullying Committee – Peace Project Members or designee shall promptly investigate and address reports of bullying. All reasonable efforts will be made to complete the investigation within 10 school days after the date the report of bullying was received. As part of the investigation, the Anti-Bullying Committee – Peace Project Members or designee shall:

1. Take into consideration additional relevant information received during the investigation about the reported incident of bullying.
2. Involve appropriate school support personnel and other school staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notify the Building Principal or designee of the reported incident of bullying as soon as possible after the report is received.
4. Investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction.

## Notification

Consistent with federal and State laws and rules governing student privacy rights, the Building Principal or designee shall promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

In addition, the Building Principal designee shall, consistent with federal and state laws and rules governing student privacy rights, provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Superintendent or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

## Interventions and/or Consequences

When an investigation determines that bullying occurred, the Building Principal or designee immediately shall impose the appropriate consequence under this Policy and Board Policy 7:190, *Student Discipline*. The Building Principal or designee shall use interventions to address bullying, which may include, but are not limited to school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, the Grass Lake School Social Workers or designee shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

Any form of reprisal or retaliation directed against any person who reports bullying or provides information during an investigation about actual or threatened bullying is prohibited. Any such act by a student will be met with disciplinary consequences and appropriate remedial actions consistent with this Policy and Board Policy 7:190, *Student Discipline*.

A student will not be punished for reporting bullying or supplying information about actual or threatened bullying, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing false information will be met with disciplinary consequences and appropriate remedial actions consistent with this Policy and Board Policy 7:190, *Student Discipline*.

### Legal References:

*Children's Mental Health Act* (405 ILCS 49/1, *et seq.*)

*Illinois School Code* (105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7)

*Illinois Administrative Code* (23 Ill. Admin. Code §§ 1.240, 1.280)

Board Adoption Date: June 16, 2015, Effective Date: August 24, 201

## COMMUNICATION

### Parent-Teacher Conferences

Parent-teacher conferences are held at the end of the first trimester. However, a conference may be arranged whenever the parent or teacher feels it would be beneficial to the student. Conferences provide a valuable opportunity for parents and teachers to share information and determine ways in which the school and home can work together for the welfare of the child. At parent request, a second parent-teacher conference may be held at the end of second trimester.

If parents wish more specific information regarding their child's progress during a year, a conference with the teacher should be arranged.

### Notification of Highly Qualified Staff

In accordance with ESEA Section 111(h)(6), as a recipient of Title I funds, Grass Lake School District 36 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualification of your child's classroom teachers including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through the state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### Communicating with Parents

The school predominantly uses electronic newsletters as a regular means of keeping parents informed of upcoming activities and current procedures. Flyers and notices also are sent home with the students as needed. Students are responsible for delivering these materials to their families. In addition, a virtual backpack can be accessed on our webpage at [www.gls36.org](http://www.gls36.org) under the Parent Resources tab to share upcoming community and school information. These documents can be downloaded and printed off at home. Parents may request paper copies of electronic newsletters. Teachers will communicate with GLS parents and families through District approved communication methods. Please see [Appendix C](#) First Point of Contact GLS Flow Chart

### Curriculum Night

Parents are invited to a Curriculum Night, which is held in September. The Curriculum Night highlights your student's grade/course curriculum and new initiatives the District is currently implementing.

### Parent-Teacher Organization (PTO)

Grass Lake School has a parent teacher organization, which provides valuable support and service to students, parents and staff. All parents and teachers are encouraged to be active members of the school's organization. Information about parent-teacher meetings and plans can be obtained by contacting the school office or utilizing the PTO webpage on the Grass Lake School website at [www.gls36.org](http://www.gls36.org).

### Parental Rights/Responsibilities

To assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, parents have the right to:

1. Be informed of their child's school progress on a regular basis and in an easily understood format. This information may come through conferences and written progress reports.
2. Privacy regarding information about the family and the right of access to school records concerning their child.
3. Notification of any special problems which their child might be having in school.
4. Participation in planning a special program, which their child might need as determined by special educational testing.
5. Remove their child from a specific aspect of the curriculum, which they feel contradicts their basic religious or ethical beliefs.
6. Visit their child's school and become acquainted with the total academic and extracurricular program during on-school hours.
7. Comment, question, or make suggestions about any aspect of the school program, which they feel deserves or requires special attention.

Parents have the responsibility to exercise their rights in accordance with District and State regulations.

## Public Complaints

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act.
2. Title IX of the Education Amendments of 1972.
3. Section 504 of the Rehabilitation Act of 1973.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
9. Curriculum, instructional materials, and/or programs.
  10. Victims' Economic Security and Safety Act, 820 ILCS 180.
  11. Illinois Equal Pay Act of 2003, 820 ILCS 112.
  12. Provision of services to homeless students.
  13. Illinois Whistleblower Act, 740 ILCS 174/.
  14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
  15. Employee Credit Privacy Act, 820 ILCS 70/.

Grass Lake School encourages students and parents to follow the chain-of-command philosophy. The chain-of-command starts with the teacher; if dissatisfied, the principal/superintendent would follow; if still unresolved, the Board of Education would be contacted. **The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may suggest or express a concern at the District or school office. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator, who is able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.** Complaints and grievances are best handled and resolved as close to their origin as possible. The Board of Education should only be involved when a problem cannot be resolved through consultation with the teacher, principal, and other staff members.

Every effort will be made to promptly reply to complaints, questions, and comments. Matters referred to the Superintendent and the Board should be in writing and should state the nature of the complaint and the desired outcome.

## DISCIPLINE

### Refer to Appendix B – Progressive Discipline Protocol

Grass Lake School maintains a high set of standards for our faculty, students, families, and community members. No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

In accordance with our Positive Behavioral Interventions and Supports (PBIS) Grass Lake School prides itself in embedding the following character traits of safety, courtesy, decency, expression, respect, responsibility, honesty, and morality in relationships within our learning community. Students have the responsibility to be aware of and abide by Federal, State and Local laws. The following rules have been developed in accordance with state mandates to govern over a conducive, learning environment which will foster student growth and accountability. As a PBIS school, student behavioral infractions will be handled through a leveled system.

- Student behavioral infractions will list the offense and the interventions or consequences that were issued to the student per our leveled disciplinary system and the Progressive Disciplinary Protocol (Reference Appendix B).
- All student behavioral infractions will be recorded in Infinite Campus to assist with evaluating student behavior and performance.

Grass Lake School will exercise all efforts, including the use of positive interventions and supports 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.

### When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event; or 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.

District 36 board policy stipulates that a premeditated act involving physical punishment is not to be used by any employee to discourage disorderly student behavior. However, under circumstances involving behavior which could result in harm to **self**, other students/employees, or which is so disruptive that learning cannot continue in the classroom, an employee may have to physically remove a student **as a last resort**. 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. Most District 36 staff members are certified in Nonviolent Crisis Intervention (CPI). Official documentation of CPI will be completed and disseminated with parents on the day the event occurred.

At Grass Lake School, teachers, administrators, and staff are held responsible for upholding the disciplinary standards of the school. It is expected that high standards of conduct will be always maintained, which are consistent with the emotional and social growth of the child at any given level. The educational environment of the school shall be such that the administration, teachers, and staff shall demonstrate fair, just, and flexible attitudes, and disciplinary efforts towards all students.



When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers, administrators, and staff to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline.

When determining the response for a specific violation of conduct rules, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

### Search and Seizure

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as, lockers, and desks), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. (Policy 7:140)

### Discipline of Students with Disabilities

All students who are served by an Individual Education Plan (I.E.P.) or 504 Plan will be disciplined consistent with Board Policy and their individual plan. However, no child shall be expelled for a behavior that is a manifestation of his/her disability. Board of Education Policy No. 7:230 (Misconduct by Students with Disabilities)

### Behavior Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Board of Education Policy No. 7:230 (Misconduct by Students with Disabilities)

## Misconduct

A student who does not follow the conduct expectations of Grass Lake School will receive a written conduct referral. Parents are notified for each referral. Written notice is also supplied for out-of-school suspensions.

If a student's conduct does not improve and referrals accumulate, each referral will receive a more severe consequence.

## Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and remain at a voice level 2
3. No food or drink shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food for health safety reasons.
7. Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel. Disrespectful talkback will result in a behavior referral.
8. Students shall remain seated while in the cafeteria.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
12. In the event a "Share Cart" is available:
  - Environmental Club or Student Council will oversee the Share Cart.
  - Students may only choose one item per day.
  - Students may add any approved unopened store-bought item.
13. Students who are unable to follow these rules will receive decreased lunch recess time and possible further consequences as stated on our progressive discipline flowchart.

Misbehavior will result in disciplinary action in according to the Grass Lake School's disciplinary procedures. Please refer to Appendix B.

## Sequence of Consequences

### **Level I: 30 minute - Teacher Detention**

Teachers will respond based on the circumstances and the actions of the student(s). Parents are expected to pick up their child if an after-school detention is issued. Level 1 infractions may include, but are not limited to:

- Not following directions
- Disrespect
- Disrupting the learning environment
- Dress Code Violation
- Disrespectful/Inappropriate Language
- Inappropriate Behavior
- Inconsistent work completion
- Physical Contact
- Property Misuse
- Technology Violation
- Tardy to Class
- Dishonesty/Lying/Cheating
- Other

Consequences of Level 1 offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, temporary classroom removal, parent contact, social work referral, student contract, team intervention, conflict resolution, teacher given lunch detention, or teacher given after-school detention.

### **Level II: 60 minute - Administrative Detention After School**

Grass Lake School will utilize positive interventions and supports to help students learn from their actions. These problems require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. Parents are expected to pick up their child. Level II infractions may include but are not limited to:

- Bullying
- Defiance insubordination, ongoing pattern
- Disrespect blatant/excessive, ongoing pattern
- Failure to serve detention
- Forgery
- Public display of affection
- Inappropriate materials
- Physical Aggression loss of control, intent to harm, fighting
- Inciting or instigating
- Property Misuses excessive, permanent, vandalism
- Misconduct on the bus (refer to school bus discipline)
- Technology violation inappropriate website, bullying/harassment
- Intimidation
- Unauthorized location
- Obstruction of an investigation
- Theft – minor
- Truancy

Consequences for Level II offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: social work referral, detention, Friday school, alternative school day assignment, social probation, suspension, or expulsion.

## Severe Misconduct (Suspendable Offenses)

### Level III: In-school Suspension & Out of School Suspension

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees, and other persons. Level III infractions may include but are not limited to:

- Under the influence (i.e., alcohol, drugs)
- Arson
- Assault/Battery – Staff/Student
- Use/Possession of Illegal substance (paraphernalia, sale, distribution)
- Explosives
- Failure to properly serve an in-school suspension
- False alarm
- Fighting
- Gang Activity/Affiliation
- Gross disobedience
- Harassment
- Misuse of internet/computers/cell phones
- Sexual harassment
- Theft – major
- Vandalism/Property Damage
- Weapons (look-alike, others)
- Teen Dating Violence
- Threat towards staff
- Threat towards peers

## Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, vaping, JUULs, or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
  - 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 the prescription or prescribing physician's or licensed practitioner's instructions.
  - 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.
  - 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. "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.
  - g. 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.
  - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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.

**Suspensions may cause the loss of privileges such as field trips, class trips, and end-of-year activities as approved and/or determine by school administration.** Notification of juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol, threats, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

## Disciplinary Measures

School officials shall limit the number and duration of 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. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. In some circumstances, it may not be possible to avoid suspending a student because behavioral interventions, other than a suspension, 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.

## Re-Engagement of Returning Students

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

## Academic Dishonesty

Students who aid or participate in academic dishonesty, plagiarism, or any form of cheating, will receive a leveled consequence depending on the severity of the incident. Additionally, the student(s) may be issued a failing grade for the assignment(s). Academic dishonesty applies to receiving or supplying information.

## Appeal Committee

Upon a parent’s request, the superintendent may review a suspension determination. Additionally, an appeal committee of staff members may be an option for families who feel the discipline for their student is not fair and/or just. The appeal committee has the option to remove the disciplinary referral from the student’s record. There is no stay of a disciplinary action for those families choosing to appeal (consequences must be served).

## Due Process

Prior to a suspension from school, students have the right to a conference with the principal or designee. During this conference, the student will be informed of the complaint against him/her and given an opportunity to respond. If a student is suspended, the parents or legal guardians have the right to appeal the suspension to the district hearing officer appointed by the Board of Education. As a matter of practice, the right to be heard is made available to all students during any portion of the disciplinary process.

Board of Education Policy No. 7:200 (Suspension Procedures), included in the Appendix.

Expulsions of students will occur in compliance with procedural guidelines outlined in Board of Education Policy No. 7:210 (Expulsion Procedures), included in the Appendix.

## Behavior at District 117

When visiting Antioch Community High School or Lakes Community High School for any activity (i.e., football game, performance, etc.), students are expected to follow school policies; students not following ACHS or LCHS rules will be referred to Grass Lake School for misconduct. Both ACHS and LCHS expect non-D117 students to have adult supervision for attendance at any D117 events.

## Defacing Property/Vandalism

Citizens are urged to immediately notify any Grass Lake School personnel about any damage to the school building and/or grounds and give the identity of the vandals if possible.

In all cases where school property is damaged, parents and guardians will be held responsible for replacement or repair of damaged or defaced property.

## Parent Advisory Committee

A committee made up of parents, staff, and Board of Education members meets annually to review and revise the existing policy. This committee will develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. (Policy 7:230) If you would like to be on the parent advisory committee, please contact the superintendent/principal.

## Homework During Suspension

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

## Misbehavior Toward a Substitute Teacher

Grass Lake School has a procedure in place that if a student is sent to the office by a substitute teacher for misbehavior, the result will be in a leveled consequence depending on the severity of the incident.

## School Bus Safety

All students must follow the District's School Bus Safety Guidelines. The Principal is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, Student Discipline.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

Parents are urged to instruct their students about proper behavior at bus stops and where to stand while waiting for the bus. In most cases, students should stand back from the edge of the road at least 10 feet and at least 20 feet along a high-speed road. Students must always remain a safe distance from a moving bus.

To ensure the safety of the Grass Lake School students, after disembarkation of a bus, the school bus driver will be the last person off the bus.

### Bus Stop Behavior

It is the responsibility of the parents to teach their children to respect the property of others. Many complaints are received about student conduct at bus stops, including destruction of landscape, throwing stones, and noise. Students who do not conduct themselves properly at bus stops may have their bus privileges suspended.

## Riding-the-Bus Behavior

### Be Safe

- Enter and exit single file.
- Face forward
- Remain seated unless loading or unloading.
- Keep windows above the line.
  - No eating or drinking

### Be Respectful

- Voice level = 2
- Remain in your personal space.
- Follow all directions and instructions from the driver.

### Be Responsible

- Carry your own items on and off the bus.
- Sit only in your assigned seat.
- Be ready to exit at your stop.
- Arrive at the bus stop five minutes BEFORE pick-up time.

## School Bus Discipline

A student who does not follow the conduct expectations of Grass Lake School will receive a bus discipline conduct referral. If a student's conduct does not improve and referrals accumulate, each referral will receive a more severe consequence.

Students who receive a school bus conduct referral will have the following consequences:

- First referral: Warning Issued/Parent Contacted/Proximal seating by the driver.
- Second referral: 1 day off bus
- Third referral: 3 days off bus
- Fourth referral: 5 days off bus
- Fifth referral: 10 days off bus
- Sixth referral: Removal from bus for remainder of year

**Consequences:** Inappropriate bus behavior may result in, but is not limited to verbal warning, assigned seat, parent contact, bus suspension, student contract, permanent removal from the bus, Friday school, social probation, suspension, or expulsion. In addition, under appropriate circumstances, the administration has the authority to withdraw the privilege of providing transportation and implementing other disciplinary actions, regardless of the number of prior referrals.

## Suspension from the Bus

A suspension from the bus cannot be served on the same day(s) as a suspension from school (suspensions cannot be concurrent).

## Corporal Punishment

The use of corporal punishment, defined as any act of physical force on a pupil for the purpose of punishing that pupil, is not acceptable in this district and will not be tolerated as a disciplinary measure. The term will not apply, however, to the use of reasonable physical force in the following situations:

1. For self-defense.
2. To protect other persons from physical injury.
3. To protect property of the school or of others.

4. To remove a student if the student has refused to comply with requests to refrain from disruptive behaviors when all other methods have failed.

## ENROLLMENT

### Admission

Students seeking admission to the District shall satisfactorily meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by The School Code of Illinois and the District, unless an exemption has been obtained.

Parents/Guardians\*\* of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, other reliable proof of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate must be submitted. Other reliable proof of the child's identity and age shall include a passport, visa, or other government document of the child's identity. The Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate or other reliable proof with a signed, notarized affidavit. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

\*\*The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active-duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

1. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.
2. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. The District, however, is not responsible for the student's transportation to or from school.
3. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service



obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

4. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District but will be living within the District within 60 days after the time of initial enrollment, the child can enroll, subject to the requirements of State law, and must not be charged tuition.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children governs the enrollment of homeless children.

## Kindergarten

Grass Lake School District provides a full day kindergarten program aligned with the Illinois Early Learning Standards. Grass Lake believes students who attend a full day of kindergarten receive a rich, varied hands-on curriculum that prepares them for the challenges of first grade. Should a parent desire a half day kindergarten program, please contact Donna Plath: [dplath@gl36.org](mailto:dplath@gl36.org).

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## Student Transfer

For students transferring from the District, the following procedures apply:

1. Written notification by the student's parent or guardian to the Administration Office.
2. Payment of outstanding fees or fines
3. Signature of parent or guardian on the release form
4. All school owned property returned.

Parents/guardians shall be given the opportunity to review the student's temporary and permanent records.

Within ten (10) days of notification that the student will be leaving the District, the following information concerning the student shall be sent to the District to which the student will transfer:

1. An unofficial record of the student's grades.
2. The student's current mathematics and language arts placement levels.
3. The student's health records.
4. The student's most current standardized test reports.
5. Special Education records.

For students transferring to the District, the school district from which the student is transferring is responsible for sending the student's records within ten (10) days of notice.

## EMERGENCY SAFETY DRILLS

### Protocol

Classrooms will contain visible maps in each room containing emergency evacuation routes. The school has an early warning weather alert that indicates severe weather conditions and a fire detection system. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Drills will not be preceded by a warning to the students.

### Fire Drills

Per the School Safety Drill Act, Grass Lake School will conduct three building evacuation drills related to fire, hazardous materials, or bomb threats. One fire evacuation drill will be coordinated with the local fire department.



## Bus Evacuation Drills

Every school year, the bus evacuation drill will be reviewed and practiced in conjunction with our bus company. Per state law, Grass Lake School District will conduct one practiced bus evacuation drill and one unrehearsed drill.

## Tornado Drills

Per the School Safety Drill Act, Grass Lake School will conduct a minimum of one severe weather/shelter-in-place school drill.

## Law Enforcement Drill

Per the School Safety Drill Act, Grass Lake School will conduct a minimum of one law enforcement drill which shall address and prepare school personnel for situations calling for the involvement of law enforcement when conditions inside a school building are safer than outside of a school building and it is necessary to protect building occupants from potential dangers in a school building such as a shooting incident. One law enforcement drill will be coordinated with local law enforcement that will specifically address “an active threat or an active shooter within a school building” within the first 90 days of the school year.

## Safety

The school is deeply concerned with the safety of every child. To prevent accidents, safety rules and procedures should be taught and practiced both at home and at school. Parents are asked to urge their children to go directly to and from school or directly to and from the bus stop and avoid possible dangers in route. Parents are asked to follow the school’s traffic and parking regulations for safety reasons and to set a good example.

## Severe Storm Warning at Dismissal Time

If a severe storm approaches the area at dismissal time, all children will be kept at school until the storm warning is lifted. Students will then be dismissed, and buses will proceed as usual.

## Inclement Weather/Late Start/E-Learning

- Late start:
  - A Late start may be used to ensure the safety of our students and staff.
  - When a Late start is called:
    - School start time is 9:00 AM.
    - Families and Staff will be notified as soon a late start is called.
- E-Learning:
  - An E-Learning day may be used when school is closed due to inclement weather or as occasioned by conditions outside the control of the school district.
  - Families and Staff will be notified as soon as an E-Learning day is called.
  - More information regarding E-Learning is available under Parent Resources on the school website.

## FIELD TRIPS/VOLUNTEERS

### Field Trips

Parental permission is required before students are taken on field trips. Students are expected to exhibit good conduct and to act in a responsible, courteous manner. When necessary, parents/guardians may be asked to help provide supervision during a field trip experience. Field trips will often require an additional fee. All school policies must be adhered to during any field trip.

All parents attending field trips must obtain prior teacher approval to participate. Parents are not allowed to participate in group events unless they are approved chaperones. Parents attending field trips may be required to pay for their admission.

All attempts are made to adjust the schedule of students with an individualized education plan (IEP) minutes, however, field trips may cause reduced or no special education services on that day.

Students not participating in field trips will be provided an alternate supervised activity.

## Volunteers for Field Trips

No siblings or other unapproved guests will be allowed to go on any school sponsored field trips (NO EXCEPTIONS).

Volunteers in the building may only help/work in the pre-approved area.

## HEALTH

Pursuant to the rules of the Illinois Department of Public Health and Board Policy 100, Health, Eye and Dental Examinations; Immunization; and Exclusion of Students, a student's parent/guardian shall present proof of the following:

### Physical Exams and Immunizations

Physical examinations and proof of immunization against preventable communicable diseases are required by law for all students entering school for the first time, student entering 6<sup>th</sup> grade and transfer students. The completed physical examination and record of immunization form is expected at the school health office upon enrollment/registration and required by the first day of student attendance. The Illinois School Code requires that students be immunized against:

Entering Kindergarten or First Grade for the first time	Entering Sixth Grade
Diphtheria/Tetanus/Pertussis (DTAP/DTaP) Vaccine	Tdap Vaccine
Polio Vaccine	Hepatitis B Vaccine
Measles/Mumps/Rubella Vaccine	Varicella (ChickenPox)Vaccine
Varicella (Chickenpox)Vaccine	Meningococcal Conjugate Vaccine

The Illinois School Code requires that students who do not comply with either the physical examination or immunization requirements will be excluded from attending school until the requirements have been met or medical or religious exemptions are properly in order. Parents or legal guardians refusing immunizations for religious reasons must submit a Certificate of Religious Exemption, which must be signed by a health care provider. Therefore, Kindergarten and 6<sup>th</sup> Grade students who have not complied with state immunization requirements by October 15 will be excluded until they have been properly immunized or have obtained the proper exemptions.

- The completed physical examination and record of immunization form is expected at the school health office upon enrollment/registration and required by the first day of student attendance.
- Appointment dates for obtaining a physical exam do not meet the school requirement.
- Physical examinations must be done by a licensed physician, advanced practice nurse or examining physician assistant.
- Physical examinations must be dated within twelve months **prior** to the first day of school.
- Only the State of Illinois Department of Human Services Certificate of Child Health Examination form will be accepted.
- For safety considerations, students may not be allowed to participate in physical education classes until the required physical form is on file in the school office.
- Medical objections to any physical examination or immunization must be submitted in writing by a physician and must contain required information.
- Religious objections to any physical examination or immunization must be submitted by a parent/guardian in writing and must contain required information.

## Dental Exams

**Students in Kindergarten, Second Grade, and Sixth Grade must submit evidence of a dental examination by May 15<sup>th</sup> of that school year.**

## Vision Exams

Students entering Illinois schools for the 1st time (**Kindergarten or transfer**) must submit evidence of a vision exam by October 15<sup>th</sup> of the school year.

## Dispensing Medicine at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/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 and otherwise follow the District's procedures on dispensing medication.

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

## Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, 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, because of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel.

## School District Supply of Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District's prescription for school epinephrine auto-injectors. Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

## Health Records

A current health examination and immunization record is kept up to date on each child. When a child transfers, the health record is sent to the new school upon request of that school. Any student transferring from another state (or outside the country) must obtain an Illinois health physical. Parents should inform the school office of any health problem, which could result in an emergency while the child is in school.

## Food Allergies

It is the parent's responsibility to inform the nurse and the classroom teacher at the beginning of the school year if any food or other allergies exist for their child to enable the District to use a cooperative effort to reduce the risk and provide accommodations and proper treatment for allergic reactions. Communication will be made to student's classmates and families to ensure that threatening food items are not brought to school or shared in the classroom. Pursuant to State law and Board policy, the District has implemented a food allergy management program. **Parents should identify any food allergies on their child's emergency/medical portion of the registration packet.**

## Notification of Asbestos

As required by the Federal Asbestos Hazard Emergency Act (A.H.E.R.A.), the District is obligated to notify parents/guardians that non-friable asbestos is still contained in some building material in Grass Lake School although it is all contained. Every six months we have a mandated AHERA Reassessment of the Asbestos Containing Building Materials to ensure the safety of students and staff. The District also has an asbestos management plan, which has established priorities and response actions. The management plan is available for public inspection.

## Harm to Self or Others Procedures

Among the increasing numbers of at-risk children included in the school-age population are those who consider or attempt harm to themselves or others. School personnel need to be prepared to handle potential crises related to these issues.

A copy of the District Suicide and Depression Awareness and Prevention Policy is given to the parent or legal guardian of each student enrolled in the District.

The following guidelines assist school personnel in identifying those situations that might require parental notification and/or mental health intervention. The school district recognizes that counseling services provided by school personnel is not a substitute for professional psychiatric evaluations or a comprehensive intervention plan.

### Identification

If the student exhibits any behavior(s), verbal or non-verbal, which suggests suicidal thoughts or intent to harm self or others.

- The teacher (or supervising staff member) immediately informs the school social worker or school administration.

### Assessment

- During the process, the student should remain under direct adult supervision at all times.
- The school social worker interviews the student immediately to assess the level of risk and overt potential danger.

### Appropriate Action Is Then Taken.

- If it is determined there is a risk behavior dangerous to self or others, the student is informed that the content of the interview must be shared with parents. Parents will then be informed about the interview as well as the impressions gained through that interview.
- If it is determined there is an immediate and present danger, school personnel contact the crisis team/resources (e.g., paramedics, sheriff, crisis counselors, etc.).

The school social worker notifies and consults with school administration.

## JUNIOR HIGH DANCES/EVENTS

Junior High Dances/Events are open for all students in fifth through eighth grades who meet the eligibility requirements and are in good standing. Behavioral or disciplinary infractions could prevent a student from participating in these activities. Parents or family members visiting during Jr. High events must preregister as a chaperone to enter the activity area. Unregistered visitors may not remain.

### Dress Code

The student dress code applies at all dances/events. Grass Lake School staff will be the determining authority for enforcement of the dress code. Violators of the dress code will not be allowed admission. If the event requires an admission fee, the admission fee will be collected at the door.

## Eighth Grade Promotion Dance

Tradition at Grass Lake School has the seventh grade sponsoring the eighth-grade promotion dance.

Seventh grade sponsorship of the eighth-grade promotion dance has the following traditions:

- Seventh grade serves refreshments to the eighth grade.
- Seventh grade is responsible for decorating the dance.
- Seventh grade is responsible for cleaning up after the dance.

Those attending as chaperones for after-school functions are expected to observe and follow all District 36 policies. Dismissal procedures set by staff and/or District 36 for after-school events must be followed. Any attendee who violates the expectations or rules for extracurricular activities/athletics will be required to leave the premises.

## Prohibited Invitations/Birthday Party Requests

Students may distribute invitations for birthdays and other parties at school to the extent invitations are distributed to all students in a class; otherwise, invitations for birthday and other parties may not be distributed at school.

## RESOURCES

### Library/Media Center

All students may utilize the library media center. Students begin checking out materials from the library media center when they become ready for this privilege. Students and parents are responsible for all items taken from the library media center. Lost or damaged library materials will be assessed a fee.

## STUDENT EXPECTATIONS

### Band Instruments

Upon the organization of instrumentation of the band at GLS, students will be given all materials necessary to participate. Those materials include, but are not limited to, instrument and music book. Students will review all parts of the instrument and other materials with the band teacher and then sign an agreement that they have checked out the materials for the school year. At the end of the year, instrument and materials will be returned to the band teacher and reviewed making sure that all materials assigned to the student have been correctly returned. During any time of the year the student wishes to withdraw from the band, a letter will be given to the student and must be signed by both student and parent along with the returning of all materials. Any damages to the instrument/materials should be brought to the attention of the band teacher immediately. Damages to the instrument/materials that are not recognized immediately may result in the student/student's family being charged to repair/replace.

## Dress Code

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate: **If a staff member determines a student's appearance is reasonably inappropriate, the student will be required to change their clothes/appearance.** Dress and/or grooming which is not in accord with reasonable standards of health, safety, and decency will be considered reasonably inappropriate.

The guidelines for appropriate appearance include, but are not limited to:

- The following clothing items are not to worn in school or at any school sponsored event: Halter tops, swimsuit tops, spaghetti strap tank tops with straps less than two inches, off the shoulder or one shoulder tops, open back tops, bare midriff blouses and shirts, pajama tops/bottoms or any reasonable similar clothing (with or without pockets), short shorts (mid-thigh or shorter), low-ride pants or jeans, and short skirts or dresses (mid-thigh or shorter)
- No transparent items or items normally worn as undergarments
- Obscene language and graphics obscene symbols, and wording promoting or advertising drugs and alcohol or other inappropriate products are not permitted to be displayed on clothing, jewelry, accessories or on the body. Tobacco and/or gang symbols may not be displayed in school. Clothing, jewelry, and accessories with protruding objects that could be used as a weapon will not be allowed. Any types of face painting or face drawings are not permitted.
- Hats, hoods, or any type of head covering are not to be worn in the building. During school sponsored events (i.e., spirit week) hats may be worn, but they must be facing forward. Head coverings shall include, but are not limited to, caps, hats, bandanas, or any other head covering determined by the administration.
- Students may not use temporary hair-coloring spray (including on Halloween).
- Outdoor jackets, coats, over-sized hoodies, or any oversized outdoor apparel or vests may not be worn in the building unless the administration determines that the building temperature warrants it.
- Students may not wear masks or headgear, which prevent the clear identity of the student or create a safety concern. Costume paraphernalia, such as theatrical props and imitation weapons, are not allowed. Costumes and/or make-up, which are considered threatening or otherwise inappropriate, are forbidden.

Students wearing flip-flops or any open-toed footwear are not allowed to be on the playground equipment. Students must always wear shoes. Dress code applies at all dances/events.

Students who violate this policy may receive one or more of the following consequences:

1. Required to change their clothing to meet the school's expectations.
2. Contact a parent/guardian and be sent home to change their appearance.
3. Other disciplinary consequences, if needed.

## Items Not to Be Brought to School

Objects which create a safety hazard, or which interfere with school procedures should not be brought to school. Parents are urged to help children understand which items are undesirable and why. Any electronic device used for recreational purposes is discouraged from being brought to school. **The office of Grass Lake School or any staff member will not take responsibility for any items brought into the school.** If these items are on school property, they should remain powered off and in the students' locker. If these items are visibly apparent on a student, they will be directed to turn the item into the office until their parents can pick up the item in person. Disciplinary measures will be imposed consistent with the Board's discipline policy. Students may use the school phone to call parents when necessary. Students should not bring or carry large amounts of cash. Students choosing not to abide by these guidelines do so at their own risk. District 36 is not responsible for students' personal property.

## Personal Items

**Grass Lake School District 36 is not responsible for any lost or stolen items.**

Articles of clothing, boots, tennis shoes, and lunch boxes **should be marked** on the inside with the child's name and grade or room number so they may be returned if lost.

Found articles should be brought in immediately, and children should check the "Lost & Found" as soon as they lose an item. Parents are also encouraged to occasionally go through the "Lost & Found."

Lost items will be donated at the end of each trimester.

## Physical Education Policy

Gym shoes are required for all P.E. classes (Pre-K through 8<sup>th</sup> grade). Please make sure your child has proper athletic footwear.

Junior High (grades 5-8) students are required to wear a Grass Lake School P.E. uniform during class. Students may wear a uniform from a previous year or purchase a new one for \$20.00.

A locker will be assigned to each student in grades fifth – eighth. They are responsible for their own possessions. It is recommended that students always lock their assigned locker.

Written notice from a parent/guardian is needed to excuse a student from participating in P.E. due to illness or injury. A physician's note may be required for long-term exclusion.

## Student's Rights/Responsibilities

The School Board expects student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected. However, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property.

The Board endorses the following principles of student conduct:

1. Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all students.
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.

Respect for individual worth to the end that every student shall be assisted to the limit of his ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered are an obligation of the school as well as the student.

## SCHOOL GROUNDS/TRANSPORTATION

### Bicycles/Walking to School

Walking to school or riding bikes to school is discouraged. Parents are encouraged to review the following safety regulations with their bicycle-riding children.

1. All students who ride their bicycles to and from school should ride on the right-hand side of the street.
2. Always ride single file.
3. Students should walk their bicycles across major roads.
4. Bicycles may not be ridden on the playground. When arriving or leaving the school grounds, the child should walk the bicycle.
5. When weather is bad, bicycle riding should be discouraged.
6. All bicycles should be locked to prevent theft. \*
7. Children are not to loiter around bicycles parked in the rack.



8. Students are not to take bicycles out of the rack and ride them without the permission of the owner.
9. Students should not ride double.
10. Students are not to leave school grounds after arriving at school in the morning.

\*The School District is not responsible for the theft or vandalism of student bicycles. The District recommends students use bike helmets and that riders be no younger than third grade to ride to school.

## Parent Drop Off/Pick Up

The parents' drop-off/pick-up is located outside the front entrance. Parents are prohibited from entering the bus entrance. Parents may not park anywhere other than designated parking spots when dropping off or picking up their student(s). To avoid congestion, if parents are going to assist their child getting out of the vehicle or walk them up to the front doors, they should park in the spaces available in the front lot. Please refrain from stopping and exiting the vehicle during drop-off and pick-up times. No cell phone use is allowed in school zones.

## Classroom Parties

Grades Pre-K through fourth are permitted to hold three **general** parties a year during school hours. These are held on Halloween, Valentine's Day, and the day before winter recess. Parents may be asked to contribute time, food or supplies to support these parties. Any food or beverage used for this purpose shall follow the intent of the School Board's Wellness Policy (Policy 6:50) and the District's Food Allergy Management Program (Policy 7:285).

Students not participating in parties will be provided an alternative supervised activity.

## Playground Rules

No athletic equipment is allowed on the woodchip area of the playground. Students are not allowed to climb up the slides, jump off the equipment, or participate in actions deemed dangerous by the staff. Students are not allowed to play-fight or horseplay. Misconduct will be considered a disciplinary action. Students must always be visible to supervisors.

## School Bus Transportation

Board policy allows all students to ride a bus to school due to Grass Lake Road being designated as a hazard. All requests, questions, or concerns regarding bus transportation, bus routes, or bus delays must be addressed to Durham Transportation at 847-838-5198. Problems connected with the use of buses make it necessary that the school, the parents, and the students cooperate to ensure the safety of all. Students are not to ride on a bus to which they have not been assigned. Changes in a student's regular bus stop are discouraged for students in grades first through eighth (Kindergarten students must be met by their parent/guardian). If an emergency should arise, any change to your child's bus route must be approved through the school office.

Administrative approval may be given provided that all information has been received in a timely manner and if seating is available on the bus.

Students who are normally transported to and from school by the district bus are required to have permission to change their transportation mode – be able to walk, ride a bicycle, travel to and/or from school with another parent, etc. The note must be specific and indicate the starting and ending date.

Buses usually run every day that school is in session. Bus pick-up and departure schedules may vary, particularly in very bad weather. Such variations are generally uncontrollable.

Once a student has entered a bus, parents must get approval from the office to remove the child from the bus.

## Activity Bus

An activity bus is available to transport students who are involved in extra-curricular activities or guided after school study. The bus will be available daily and will leave school grounds at approximately 4:30 p.m.

## Use of School Building and Grounds

The building and grounds of Grass Lake School District shall be made available for all worthwhile community activities which do not interfere with the regular school program(s) or which are sponsored by District 36 related not-for-profit groups. Requests for building use must be accompanied by an application and a certificate of liability insurance.

## SPECIAL SERVICES

### Medicaid Statement

Parents are required to submit their annual Medicaid statement to the district if applicable.

### Notice Regarding Students with Disabilities

Notice Regarding Students with Disabilities: House Bill 5770, which became law on August 28, 2018, requires that, beginning with the 2019-2020 school year, a school board posts on its internet website and incorporates into its student handbook or newsletter notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the 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.

### Special and Related Services

Grass Lake School District 36 provides a full continuum of services to meet the needs of students between the ages of 3 and 14 who experience educational challenges and are found eligible for special education services including occupational and physical therapy, social work programs and educational supports and speech and language pathology services. Students can be referred for an evaluation by their parents, their teacher, or any other concerned adult. If a parent feels his/her child needs special services and is not receiving them, the child's teacher or principal should be contacted.

Grass Lake School District 36 offers free developmental screenings for children birth-to-5-years of age who reside within the school district attendance area. The purpose of the screening is to determine if your child is meeting his/her developmental milestones. Areas screened include speech/language, readiness, social/emotional, and motor skill development.

The District is a member of a special education cooperative within Lake County, which provides special education services not available within the District.

## TITLE I

### Community Involvement – Title I Planning and Decision Making

Grass Lake School District 36 is committed to insuring parents of eligible children the opportunity to participate in the design and implementation of Title I projects. In order to insure such participation, the following activities are conducted: 1) prior to the placement of any child in a Title I Program, parents are notified by school officials that the child has been recommended for placement in such a program, 2) this notification is made in the parent's dominant language, (if other than English) and includes information determined by the child's teacher, principal, and Title I Teacher/Coordinator to be appropriate as to why their child has been selected to be included in the program, 3) parents of children who are placed in the program are kept informed of the progress of their child through periodic parent conferences and end of the year program progress reports, and 4) parents of eligible Title I children and participating teachers are surveyed annually through a form developed by the Title I Teacher/Coordinator for input on the planning, development, and operation of the program. Appropriate interpretation services and all necessary documents/forms are provided as needed.

## STATE MANDATED NOTIFICATIONS

### Abused and Neglected Child Reporting Act

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

### Concealed Carry of Firearms

State law prohibits the concealed carry of firearms in any building, real property, and parking area under the control of a public or private elementary or secondary school. Under the Illinois Concealed Carry Act, school officials are required to report to Illinois State Police any student they believe poses a “clear and present danger” to “himself, herself, or to others, within 24 hours within the determination.” A “clear and present danger” is defined as someone “demonstrate[ing] threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behaviors, as determined by school administration”.

### Erin’s Law

Grass Lake School District will provide age-appropriate instruction to all students regarding recognizing and reporting sexual abuse and sexual harassment and methods to reduce students’ vulnerability to sexual abuse.

The Grass Lake School Curriculum Content requires that health education include age-appropriate sexual abuse and assault awareness and prevention education in all grades.

All students will meet with Grass Lake social workers as a class for the presentation of Erin’s Law (<https://www.isbe.net/Documents/erins-law-final0512.pdf>). During the presentation, the social workers will discuss personal safety, bullying behavior, safe/unsafe secrets, and identifying appropriate adults to talk to when someone has made your student feel unsafe. They will also discuss that your student has the right to feel safe, strong, and free.

It is important to know that Grass Lake has only begun the conversation about these sensitive subjects, and we feel it is up to you, as parents, to continue the conversation with your student at home. We encourage you to ask your student who they feel are the safe adults in their lives. Ask your child who they feel they can trust at school. Ask your child what they would do if they felt a friend was in harm’s way.

Contact Grass Lake social workers with any questions or concerns that you may have regarding your student:

Susan Potthast, School Social Worker, [spotthast@gl36.org](mailto:spotthast@gl36.org) or 847-603-5135

Bobbi Chamberlin, School Social Worker, [bchamberlin@gl36.org](mailto:bchamberlin@gl36.org) or 847-603-5149

### 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 7-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 7-8, 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.

### Sex Offender

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

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of:

- a. attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially,
  - b. participating in child review conferences in which evaluation and placement decision may be made with respect to his or her child regarding special education services) or
  - c. attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

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

## Teen Dating Violence

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.

Teen dating includes pre-teen students, as well as, teenagers, and is defined as either of the following:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with that person, where one or both persons are 11-19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with that person, where one or both persons are 13-19 years of age.

"Dating" or "dating relationship" is defined as an ongoing relationship of a romantic or intimate nature between two persons. Each student has a right to a safe learning environment. Teen dating violence is unacceptable and prohibited.

Any student or family member who believes incidents of teen violence is/has occurred should immediately contact the GLS Administration, the GLS Social Worker, and the Lake County Sheriff.

## Mandated Summer School

Per Illinois State Law 105 ILCS 5/10-22.33A, students who are not academically making progress, have accrued many absences, or have failed Language Arts or Mathematics during the school year will be mandated to attend summer school and complete work satisfactorily to move onto the next grade level. Students who do not comply with this mandate will be subject to starting the following school year with restrictions.

## TECHNOLOGY

### One to One Technology Initiative

Families are required to review Grass Lake School's Technology Resources Policies and Handbook (Appendix A) prior to device distribution to students. Informational sessions will be offered at the beginning of the school year and on the Grass Lake School website ([www.gls36.org](http://www.gls36.org)).

## EXTRA-CURRICULAR ACTIVITIES HANDBOOK

Grass Lake School offers a variety of extracurricular activities for students in fourth through eighth grade. The goals of our extracurricular programs are to develop collaboration skills and work as a team. As students participate in these privileged events, it is expected that students will uphold their academic standings and abide by school conduct rules as outlined in the school handbook when representing Grass Lake School. If a student does not maintain eligibility or act in accordance with the guidelines set forth for their program, students can be removed from the activity. Before a student is removed from a team or activity by a coach or sponsor, a conference will be held with the principal and the student's parents will be contacted.

Grass Lake School provides written information that explains concussion prevention, symptoms, treatment, and oversight and includes guidelines for safely resuming participation in an athletic activity following a concussion.

## Activities Offered

Grass Lake School is pleased to offer the following activities:

The following activities are open to students as designated:

- Environmental Club (grades 5-8)
- National Junior Honor Society (grades 6-8)
- National Elementary Honor Society (grades 4-5)
- Student Council (grades 6-8)
- Book Club (grades 3-4)
- AV Club (grades 5-8)

The following activities are open to 5<sup>th</sup> through 8<sup>th</sup> grade students who meet the academic eligibility:

### **Fall**

- Soccer (co-ed)
- Girls' Volleyball

### **Winter**

- Boys' Basketball
- Co-ed Cheer
- Girls' Basketball

### **Spring**

- Track (co-ed)
- Musical

## Activity Fees

Student participation in school board approved activities is contingent upon the following:

- Required paperwork and fees are submitted prior to the start of the season.
- A \$70.00 extra-curricular activity fee is required for each student to participate in an activity.
  - The extra-curricular activity fee cap is \$140 for an individual and \$210 for a family.
  - A \$70 Drama Club fee is required for each student participating in either cast or crew.
  - Students who have not paid the extra-curricular activity fee and/or all other required fees will be ineligible to participate in the activity until payment arrangements for payment have been made through the district office.
  - The activity fee is non-refundable if the coach or the activity director must request removal from the activity due to ineligibility and non-compliance with the extra-curricular requirements.

## Athletic Requirements

1. Written permission must be given by the parents(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. A current physical examination of the student must be conducted and submitted, within the past 12 months, by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation.
3. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
4. Students must abide by the Code of Conduct (student athletes are provided the specific Code of Conduct at the beginning of each season).

The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

## Etiquette

Participants should:

- understand that losing is part of the game and should be gracious in defeat and humble in victory.
- Allow only the coach to talk to officials.
- Be courteous to all people attending athletic events.

- Be courteous to all opponents, coaches, referees, umpires, and score keepers.
- Know that obscenities will not be tolerated.
- Be aware that anyone leaving the building will not be readmitted.
- Have Parents sign students out when taking them from an away event.
- follow any team rules set by individual coaches.
- follow all Lakes Region Athletic Conference guidelines set forth on the Code of Conduct.
- demonstrate Grass Lake School's sportsmanship and etiquette while attending any athletic event home or away.
- Provide a parent note or phone call is required when allowing their student to ride home with another parent.

Parents arriving late to pick up their students from practice, an event, or game will result in consequences for the student.

- The first incident will result in a warning to the student and notification to the parent.
- The second incident will result in a parent conference to discuss the following:
  - Usage of the activity bus
  - Dismissal from activity

## Eligibility

To participate in extra-curricular activities each student must:

<ul style="list-style-type: none"> <li>• Maintain passing grades <u>weekly</u> in all courses in which he/she is currently enrolled.</li> </ul>	<ul style="list-style-type: none"> <li>• Students with two unexcused absences will result in permanent dismissal from the activity.</li> </ul>
<ul style="list-style-type: none"> <li>• Students and parents will review the Student Handbook and sign off that they understand and agree to the requirements stated.</li> </ul>	<ul style="list-style-type: none"> <li>• The Athletic Director will create a current list of students and distribute the list to all staff/coaches.</li> </ul>
<ul style="list-style-type: none"> <li>• Any student participating in sports or activities that requires academic eligibility will have a weekly eligibility check conducted on Thursday at noon through Infinite Campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Students' ineligible for a second week during a season will be removed from the team or activity. The activity fee will not be refunded.</li> </ul>
<ul style="list-style-type: none"> <li>• Students will be placed on the ineligibility list for one or more of the following reasons:               <ul style="list-style-type: none"> <li>▪ Students who drop below a cumulative weekly grade point average (G.P.A.) of 2.0 or less.</li> <li>▪ Students who have one or more failing grades within any subject(s).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Weekly grades are calculated Thursday through Wednesday.</li> </ul>
<ul style="list-style-type: none"> <li>• Students who are ineligible will not be allowed to participate in any competition or activity starting Monday through the following Sunday.</li> </ul>	<ul style="list-style-type: none"> <li>• Eligibility checks will begin one week prior to the first program or athletic contest.</li> </ul>
<ul style="list-style-type: none"> <li>• Students on the ineligibility list are not eligible to participate with the team or activity and are required to attend after school guided study. Students are then required to report to practice, rehearsal, and game (but may not participate).</li> </ul>	<ul style="list-style-type: none"> <li>• Students will not be held accountable for eligibility status during the first week of a new trimester.</li> </ul>
<ul style="list-style-type: none"> <li>• The Athletic Director will notify the coaches, club sponsors, athletes, and parents on Thursday of any ineligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• If a student is in athletics or extra-curricular activities and receives an in-school or out-of-school suspension, he/she is not allowed to participate in any activity scheduled for the day (or days) of the suspension.</li> </ul>
<ul style="list-style-type: none"> <li>• Parents and students must sign an Eligibility Policy form.</li> </ul>	

Please reference the GLS website at [gls36.org](http://gls36.org) under the Extra-Curricular Activities link for Grass Lake School Extra-Curricular Code of Conduct.

## Equipment & Uniforms

When a uniform is assigned to a student, he/she becomes financially liable to return that same uniform to the coach/sponsor at the end of the season. A fee will be assessed to recover the cost of any damaged/lost uniforms. If a missing uniform is later found, the replacement fee will be refunded. Students/parents are responsible for following the laundering instructions of the uniforms. Uniforms can easily be damaged in the washer/dryer if cleaned improperly. Students are expected to respect any school equipment being used during the activity - home or away.

## Physical Exams

All students desiring to participate in any of the athletic programs are required to have a physical examination within one year of intended participation. The medical physical must be on file before a student may try out or practice for any sport.

Participation in an intramural program does not require a physical exam. A permission participation form signed by the parent/guardian must also be turned in to the coach.

## Extra-Curricular Participation

Students participating in an extra-curricular program are required to:

- Submit an up-to-date medical physical (conducted within the past 12 months).
- Submit a signed parent permission form to participate.
- Submit a school athletic insurance coverage or signed waiver from parent(s)/guardian(s) stating that insurance has already been provided with a pre-existing family policy.
- Attend school a minimum of 3½ hours to participate in after school events.
- Follow all training and participation rules established by the coach and athletic director.
- Follow designated rules per activity. Participants who break the rules of participation will be warned verbally on the first incident and parents will be notified. This may result in game suspension as decided upon by the coach and athletic director. Players who break rules for the second time in a season will be subject to permanent dismissal from the team.
- Attend all scheduled practices and games. Absences must be reported to the coaches/club sponsors.
- Participate in P.E. (including dressing, having gym shoes, etc.).
- Attend practices/games to maintain eligibility on the team/activity when they are injured.
- Follow and agree to the Athletic Participation/Permission form.
- Submit activity fees prior to receiving a uniform.

## Contacts

Contact information for extra-curricular activities can be found on the GLS 36 website: [www.gls36.org](http://www.gls36.org)



## APPENDIX A – One to One Technology Resources Handbook

The GLS board provides its students access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Grass Lake School will implement the One-to-One Technology Resources Policies within the requirements provided in the Local School Board Policies governing Technology Devices for Instructional Use.

### GOALS

- Provide an opportunity for each GLS Student to increase educational resources using technology
- Create a partnership with GLS Families through digital citizenship
- Enhance and engage student learning experiences with the implementation of technology

### INITIATIVE OVERVIEW

The Board intends that students benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the Board establishes this policy to govern student use of school system technological resources. This policy applies regardless of whether such use occurs on or off school property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

- All students will be issued a personal device and accessories for instructional use.
- Teachers will send the device home with students for instructional use. This will occur at the discretion of the classroom teacher.
- The student devices are educational tools with apps/programs chosen by grade level teachers. These apps/programs are engaging and support student exploration and creation. The natural curiosity of students to explore after school hours is not hindered by the school day. Apps/programs that are introduced in the classroom can be explored at home.
- The devices will allow students to comply with homework requirements, conduct research, and connect with their classrooms for peer and teacher collaboration on assignments given.
- Personal devices and accessories are subject to change at the discretion of the district administration.

### EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGY RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student behavior standards, including those prescribed in applicable board policies, the School Handbook and other regulations and school rules, apply to use of the Internet and other school technological resources.

Before using the Internet, all students, including students new to GLS, must complete the internet safety training provided by GLS District 36. All students and families must be informed annually of this policy and the methods by which they may obtain a copy of this policy. Students in grades K-8 are required to have a signed Responsible Use Policy before receiving an electronic device. All students in grades K-8 must review and sign the Responsible Use Policy (RUP) each year. Parents/Guardians can access a digital copy of the RUP via the District website ([www.gls36.org](http://www.gls36.org)). The RUP must be signed and returned to the District office prior to initial distribution of the electronic devices in the classrooms. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Failure to adhere to these requirements shall result in disciplinary action, including revocation of user privileges

Downloading personal apps, music, or non-educational resources will be considered a violation of the Responsible Use Policy (RUP) with consequences. GoGuardian, a web filtering and security program, will be used by Grass Lake School to monitor technological resources. This will prohibit students from accessing social media websites such as Facebook,



Twitter, and other non-educational websites. The use of anonymous proxies to circumvent content filtering is prohibited.

- Students will not require wireless accessibility to complete homework assignments. If necessary, assignments will be available offline or using apps that do not need wireless access to be completed.
- Students and/or Parent/Guardians are required to notify the student's teacher regarding the need for offline access to assignments.

## RESPONSIBLE USE POLICY (RUP) FOR THE USE OF TECHNOLOGY RESOURCES

- Parents, students, and Grass Lake Staff will work together to support the use of school technological resources and assume certain responsibilities.
- Users must comply with all laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal laws is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the GLS Student Handbook.
- Users must keep all account information and passwords private.
- Users must respect the privacy of others. When using e-mail, chat tools, blogs or other forms of electronic communication, students must not reveal personal identifying information or information that is, private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students.
- For further information regarding what constitutes personal identifying information please contact GLS Administration.
- If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users shall not demonstrate the problem to other users. Any user identified as a security risk shall be denied access.
- Students are expected to follow the same rules and policies outlined in the RUP during school and home use of the District issued technology device.
- At any time, technology devices can be relinquished from students and returned to the school if students are violating the RUP. If student devices are forgotten at home, consequences will ensue and can ultimately lead to restrictions on use of the electronic device outside of school.
- Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.

### **Users will not:**

- Use the District's electronic technologies to create, access, review, transfer, upload, download, store, print, post, receive, transmit or distribute:
  - Personal photos, videos, music, or files not related to educational purposes.
  - Any unauthorized audio or video recording of students or staff members, or the public distribution of any such recording without the full, knowledgeable consent of the individual being recorded.
  - Obscene or sexually explicit material or other visual depictions.
  - Abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
  - Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination, or that threatens the safety of others.
  - Any image, message, photo, file, or other electronic content that may violate District policy.
  - Any illegal act or violation of any local, state, or federal laws.
  - Any internet-based file sharing program designed to facilitate sharing of copyrighted material.
- Participate in cyberbullying of any kind. (For a complete definition of cyberbullying, see the Student Handbook.)
- Make deliberate attempts to degrade or disrupt District educational technology, performance by spreading computer viruses, engaging in "spamming" or by any other means.
- Tamper with, modify or change the District educational technology, or take any action to violate the District's security system.
- Disrupt the use of the District's electronic technologies by other users.

- Gain unauthorized access to information resources or to another person's materials, information, or files without the implied or direct permission of that person.
- Delete or modify a student or employee file without the owner's permission.
- Post information in public access areas regarding private or confidential information about another person.
- Attempt to log in through another person's account or use access codes or network identification other than those assigned to the user.
- Encrypt any messages or records on the District's technological resources without the permission of GLS personnel.
- Use the District's technological resources, including District network and District access to violate copyright laws or usage licensing agreements.
- Use another person's intellectual property without the person's prior approval or proper citation.
- Download, copy, or exchange pirated software, including freeware and shareware.
- Use the District's electronic technologies to offer or provide goods or services unrelated to the District's mission or for product placement.
- Forward or post personal communications without the author's prior consent.
- Knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
- Engage in unauthorized or unlawful activities such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
- Use another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
- Read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
- Copy software purchased by the school system for personal use.

## RESPONSIBILITIES

The use of GLS District #36 technological resources is a privilege not a right. Therefore,

### **Students will:**

- Use the district issued electronic device for educational purposes only. Acceptable uses of technological resources are limited to responsible, efficient, and legal activities that support learning and teacher.
- Use care to protect all electronic devices while transporting to and from school.
- Charge the electronic device every night for maximum usage during the following instructional day.
- Bring the electronic device to school every day charged.
- Immediately report any damage or loss concerning the issued electronic device to their teacher and/or Technology Staff.

### **Parents/Guardians will:**

- Understand the student could obtain access to inappropriate material while engaged in independent use of the Internet.
- Consent to the student's independent access to the Internet and to monitoring of the student's Internet activity by school personnel.
- Understand that students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.
- Supervise student use of the electronic device at home.
- Supervise care of the electronic device during home use.
- Provide a place to charge the electronic device every night at home.
- Immediately report any damage or loss concerning the school issued electronic device.
- Attend parent conferences as needed to manage their child's appropriate user rights.

### District 36 will:

- Supervise student use of the electronic device at school.
- Filter online access while student is on the district network.
- Provide updates and support to software and hardware.

## CARE OF ELECTRONIC DEVICES

- Do not deface protective cases or identifying labels. This includes any writing, drawing, labels, or stickers other than what the district applied.
- Do not set anything heavy on the electronic device such as books.
- Do not have food, drink, or liquid of any kind around the electronic device.
- Wipe electronic device screen and keyboard with a clean, dry microfiber cloth.
- Do not leave any electronic device in any extreme temperatures (i.e., heat or cold) for an extended period.

## CONSEQUENCES FOR VIOLATING THE RESPONSIBLE USE POLICY

Students who violate a portion of this Responsible Use Policy may be subject to any of the following disciplinary actions.

Depending on the severity of the offense, students may be restricted or suspended from network, technology, or computer privileges; assigned detentions; suspended from school pending a parent conference; reported to law enforcement and/or recommended for expulsion.

## DAMAGE AND/OR LOSS POLICY

Families will assume the following financial responsibility for the home use of electronic devices. To make this possible we have a sliding scale of replacement and repair fees for families.

In the event of intentional damage or the loss of the electronic device, families will be liable for **100%** of replacement costs. The loss of an electronic device will not be covered by Grass Lake School District 36. **Families will be required to cover 100% of the replacement cost if an electronic device is lost.**

Students will also receive an AC Adapter with the electronic device, and they will be assessed a fee for replacement if the AC Adapter is damaged or lost. The replacement cost is **\$50.00. Some student Chromebooks have a stylus that is deployed with the device. If the stylus is lost or damaged, the replacement fee is \$28.57.**

### Accidental Damage Fee Schedule:

Damage Occurrence	Repair Fee
First Accidental	10%
Second Accidental	25%
Third Accidental	100%

## NON-PARTICIPATION AGREEMENT

Families that choose to not participate in the One-to-One Technology Resources during the school year must fill out a Non-Participation form that states that your child will not have home access to a school issued electronic device. Students who opt out of home technology use will still be issued an individual device to utilize during the school day.

Parent/Guardians and Students will still be required to read, sign, and comply with the GLS36 RUP and all other Technological Resources Policy.

When necessary, homework will be issued in hard copy format for completion and turn in. Homework assignment and expectations will remain the same for all students for digital and hardcopy assignments.

Students have the option of attending supervised instruction where they can use their device for any required assignments.

**The Non-Participation form can be found under the **Forms** tab on the GLS 36 website.**

APPENDIX B: Progressive Discipline Protocol

APPENDIX C: First Point of Contact – GLS Flowchart

## APPENDIX D

### 7:200 Suspension Procedures

#### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### Out-of-School Suspension

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

1. A conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension.
  - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit.
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend.
  - Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - Depending upon the length of the out-of-school suspension, include the following applicable information:
    - a. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - A threat to school safety, or
      - A disruption to other students' learning opportunities.
    - b. For a suspension of 4 or more school days, an explanation:
      - That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - That the student's continuing presence in school would either:
        - Pose a threat to the safety of other students, staff, or members of the school community, or
        - Substantially disrupt, impede, or interfere with the operation of the school.
        - For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

105 ILCS 5/10-22.6.

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

*Sieck v. Oak Park River-Forest High School*, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: May 17, 2016

## 7:210 Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - Include the time, date, and place for the hearing.
  - Briefly describe what will happen during the hearing.
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - List the student's prior suspension(s).
  - State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

105 ILCS 5/10-22.6(a).

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

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

ADOPTED: May 17, 2016

## **Grass Lake SD 36**

7:210