

Gardner Tigers



Gardner Grade School
Student/Parent Handbook
2018-2019

**BOARD OF EDUCATION
GARDNER COMMUNITY CONSOLIDATED SCHOOL DISTRICT 72C**

Dave Hahn, President

Denny Christensen
Toni Johnson
Brad Male

Kelly Steichen
Lauren Vitko, Secretary
Jamie Wilkey, Vice President

Board of Education Meeting Dates for 2018-2019

Thursday, August 16	7:00 P.M.
Thursday, September 20	7:00 P.M.
(Budget Public Hearing 6:55 pm)	
Thursday, October 18	7:00 P.M.
Thursday, November 15	7:00 P.M.
Thursday, December 20	7:00 P.M.
(Public Hearing for Levy 6:55 pm)	
Thursday, January 17	7:00 P.M.
Thursday, February 21	7:00 P.M.
Thursday, March 21	7:00 P.M.
Thursday, April 18	7:00 P.M.
Thursday, May 16	7:00 P.M.
Thursday, June 20	7:00 P.M.
Thursday, July 18	7:00 P.M. (as needed)

All meetings will be held the 3rd Thursday of every month at
Gardner Grade School Board Room-598 N. Elm Street, Gardner, IL.

Annual Notice of Non-Discrimination

The board of Education of Gardner Grade School hereby notifies students, parents, employees and the general public that this board insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Any questions in reference to this may be directed to:
Superintendent Gardner Grade School-598 N. Elm St. Gardner, IL 60424

All matters not resolved at the Superintendent level may be appealed to the School Board.
These requests must be made 48 hours prior to the Board meeting to be placed on the agenda.

Notice to Parents/Guardians

All parents/guardians will receive a copy of the Discipline Policy including building rules and regulations no later than fifteen days from the opening of the school year. Any student enrolling after the opening of school will receive this information at the time of enrollment.

GARDNER GRADE SCHOOL
Phone:815-237-2313
Fax:815-237-2114
Website:www.ggs72.org
Illinois Central Bus Company:815-634-0333

DISTRICT STAFF

Ron Harris, Superintendent and Principal
Traci Patterson, Secretary
Mike Cornale, Supervisor Building and Grounds/Bookkeeper
Craig Rury, Custodian
Verna Morecraft, Food Services
Paula Wade, Food Services
Sarah Sancken, Kindergarten Teacher
Sara Countryman, First Grade Teacher
Heather Muzzarelli, Second Grade Teacher
Mary Gigi Pierard, Third Grade Teacher
Sharon Sovey, Fourth Grade Teacher
Laura Mund, Fifth Grade Teacher
Laura Lenzie, Sixth Grade Teacher, 6-7-8 Language Arts
Austin McDowell, 6-7-8 Soc. Studies, 6-7-8 P.E., Athletic Director
Angie Tjelle, 6-7-8 Math Teacher, Jr. High RTI, Test Coordinator
Lauren Walsh, Computer Teacher, K-8 Technology Director
Amanda Smith, 7th Grade Teacher, K-5 P.E., 6-7-8 Science Teacher
Mike Leone, Band Teacher
Heidi Van De Voort, Music Teacher
Katie Johnson, Title I Teacher, PBIS, RTI
Janelle Biros, Elementary Special Education Teacher
Cassi Bexson, Jr. High Special Education Teacher
Betsy Hennessy, Para Professional
Sam Siano, Para Professional
Jessica Wilson, Para Professional
Linda Tyler, Librarian

GRUNDY COUNTY CO-OP STAFF

Kathy Dzekunski, EC/DK Teacher
Joanna Royster, EC/DK Para Professional
Carolyn Elkin, Program Coordinator
Laura Locia, Psychologist
Stephanie Norris, Social Worker
Cathy Beier, Speech
Rochelle Prospero, Vision
Samantha Rickmon, Occupational Therapy

Dear Parents/Guardians,

We look forward to continuing our school-wide positive behavior plan, PBS (Positive Behavior System). This is a research proven method with critical components that include ensuring students are taught expected behaviors (within each school setting), monitoring data on student behavior(s) and using a proactive approach to curb unacceptable behaviors. This positive behavior system is also an integral part of our RtI (Response to Intervention) problem solving program. This includes looking at students' social emotional needs as well as academic needs. It is well known that schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral expectations, it is our goal to create this atmosphere for learning. Gardner's KEY expectations are outlined in a Behavior Matrix which can be found in the back of this handbook. This matrix clearly defines what the behavior expectations are within each of the different school settings. Our KEY three general rules within the matrix are:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Safe**

Based on a Positive Behavioral System, our plan is in place with staff trained and looking forward to training students at the beginning of this school year. This will be done initially through a start of the year "PBS Kick Off". During this process each class will go through each setting of the building and be specifically taught what behavior expectations are for them within each setting. This ensures that ALL students are aware of the rules and expectations. We also welcome parent involvement and look forward to giving parents information throughout the year. Infractions of these expectations will be documented and the data reviewed on a regular basis to identify problematic areas, times and to identify certain students who may need additional supports of some kind. This will be within the RtI, or "PAWS meetings held twice monthly. Goal setting is extremely important and each month the school, as well as each individual classroom will set behavioral goals based on areas where the data shows a need. This also provides staff with information to be more proactive with the effort of deterring problematic behaviors before they occur.

Included in the handbook is an overview of the system we will be using at Gardner Grade School. If you have any questions, please feel free to call the main office.

We Look Forward To A Great Year!

THE PBS TEAM

PBS & RtI
(Positive Behavior System & Response to Interventions)

KEYS:

1. Falls under the RtI/PAWS plan//process
 2. Students **MUST** be taught the appropriate behaviors in each setting. This will take place in our start of the year kick off.
 3. Students **MUST** be taught the concept of "Code Switching", which is to understand the appropriate behavior(s) based on their environment/setting
 4. Students **MUST** be responsible for their own actions
 5. Identified **ALL SCHOOL COMMON RULES** and expectations in all classrooms, and all other settings.
- Each teacher communicates their specific classroom behavior expectations beyond the building wide behavior expectations

Gardner Grade School PBS Matrix

		All School	CLASSROOM	HALLWAY	PLAYGROUND	BATHROOM	CAFETERIA	OFFICE	ASSEMBLY/ FIELD TRIP	BUS
B E R E S P E C T F U L	I W I L L	Keep your hands and feet to yourself Use respectful/kind language and tone Use Ms., Mrs., and Mr. Use manners (please, thank you) Treat others as you wish to be treated Use an inside voice in building	Use materials properly Listen when others are speaking Talk when it is my turn Use a quiet voice and kind words	Hands and feet to self Silent voices in "Quiet Zones" Silent wave/smile when addressing others Walk Be helpful in keeping halls clean Respect art work and student work on walls	Be patient and wait your turn Play fair Include others Share equipment Use equipment properly Follow adult directions Practice good sportsmanship	Respect privacy Flush toilet Quiet voices Quietly wait your turn Treat restroom room equipment and supplies with respect	Respect others belongings Eat your own food Quiet voices Pick up after yourself Use good table manners Say please and thank you Follow adult direction Raise hand for help or need for restroom	Quietly wait your turn Do not disturb staff when they are on the phone Stay behind office counter Ask permission to use the phone	Participate appropriately (clap and laugh when appropriate) Listen quietly Sit quietly while keeping my body still	Stay seated & face forward keeping hands, feet and objects to self Keep aisle clear Use quiet voice and kind words Follow adult directions
B E R E S P O N S I B L E	I W I L L	Keep electronic devices off and in locker or book bag while in building Be honest and truthful about my actions	Keep belongings organized (classroom and personal) Have all materials for class Do my best work Be on time and prepared for learning Complete all work on time	Stay to right Straight line(s) & stay with group Keep area clean Keep all items inside locker Watch where I am going Go directly to where I am supposed to go	Dress for the weather Stop activity at the bell/whistle Line up quietly and orderly Be truthful and honest about my actions Clean up and put away equipment	Keep restroom clean Wash and dry hands Use restroom only when necessary	Clean up after myself and leave no trace Place lunchboxes in appropriate area Ask permission to be out of your seat Line up quickly and quietly	Only go to the office with permission	Stay together Eyes forward Enter/leave in an orderly and quiet manner Remain seated (sit on my bottom)	Enter in an orderly manner and take your seat Keep food and drinks in lunch box or backpack No use of electronic devices Respond immediately to adult directions

		All School	CLASSROOM	HALLWAY	PLAYGROUND	BATHROOM	CAFETERIA	OFFICE	ASSEMBLY/ FIELD TRIP	BUS
B E S A F E	I W I L L	Use school equipment appropriately Notify a teacher if you notice something that could be dangerous	Stay within your self-space WALK from place to place Use classroom materials appropriately	Keep your hands and feet to yourself Walk on the right side of the hallway Stay in your class line NO RUNNING	Use playground equipment properly Follow all safety rules Stay within the designated playground/recess area Notify supervision staff of any dangerous conditions Wear clothing appropriate to weather conditions	Report problems Do NOT hang on sinks or stall dividers Keep your hands and feet to yourself NOT play with water	Stay seated until dismissed Use good table manners Use eating utensils for intended purpose NO RUNNING	Call home only if necessary Ice packs only if necessary	Clap and laugh when appropriate Be ready to participate If there is a problem, quietly tell the nearest adult Stay with your group	Be alert for traffic when exiting/entering Stay in your assigned seat Keep aisles clear of bookbags/coats etc Remain SILENT when crossing railroad tracks Learn and follow any emergency drill procedures

Gardner Grade School	2018-2019	
<u>Month</u>	<u>Date</u>	<u>Description</u>
<u>August</u>	13th	Teacher Institute Day
	14 th	Teacher Institute Day
	15 th	First Day Student Attendance – 2pm Dismissal
	21st	Picture Day
	22nd	Fall MAP testing begins
	28 th	Open House 5:30 –6:30pm
<u>September</u>	3 rd	Labor Day – No School
	12 th	11:30am Early Dismissal/School Improvement
	14 th	Mid-Term Quarter #1
<u>October</u>	5th	11:30am Early Dismissal/School Improvement & Grandparents Day
	8th	No School – Columbus Day
	9 th	End Quarter #1
	11th	Quarter 1 Awards Assembly 2pm & Fall picture re-takes
	18 th	2pm Dismissal – PM P/T Conferences
	19 th	AM P/T Conference – Non-Student Attendance
<u>November</u>	13 th	Mid-Term Quarter #2
	20th	2pm Dismissal/School Improvement
	21-23	Thanksgiving Break NO SCHOOL
<u>December</u>	10th	Winter/Holiday Music Program
	21st	2pm Dismissal End Quarter #2
	24 th -Jan 7 th	Winter Break – NO SCHOOL
<u>January</u>	7th	No School/Teacher's Institute
	8th	Students return from Winter Break
	10 th	2pm Awards Assembly Quarter #2 & Winter MAP starts
	21st	NO SCHOOL – Martin Luther King Day
<u>February</u>	4th	Mid-Term Quarter #3
	18 th	NO SCHOOL – President's Day
	28th	2pm Dismissal – Evening PT Conferences
<u>March</u>	1 st	AM PT Conferences – Non Student Attendance
	4th	NO SCHOOL – Casimir Pulaski Day
	8th	End Quarter #3
	13th	Quarter 3 Awards Assembly 2pm
	22nd	2pm Dismissal/School Improvement
	25-29	Spring Break
<u>April</u>	1st	School Resumes
	9th	8 th Grade Graduation Pictures
	18 th	11:30am Dismissal/School Improvement
	23rd	Quarter #4 Mid-Term
<u>May</u>	17th	Graduation Practice
	18 th	8 th Graduation
	21st	Top Two Dinner
	22nd	End Quarter #4
	23 rd	2pm Dismissal, last day student attendance/End of Year Picnic
	24th	Teacher Institute Day
	TBA	Annual 8 th Grade Trip

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ACADEMICS

Gardner Grade School District 72C provides a comprehensive educational program as specified under the Illinois Program for Evaluation, Supervision and Recognition of Schools and The Illinois School Code. Among the subjects provided under these guidelines are Reading, English, Language Arts, Spelling, Science, Math, Social Studies, Music, Art, Health and Safety, Physical Education, Career Education, Genocide, Conservation of Natural Resources and Civics. As part of the requirements of the Illinois School Code, physical education or health is taught daily. All students are required to participate unless excused or limited by physical restrictions. To qualify for this exclusion, a student must submit a written excuse from a registered physician.

- **Grading Scale**

A	93 - 100
B	85 - 92
C	75 - 84
D	70 - 74
F	69 and below

- Honor Rolls

Gardner Grade School students will be recognized for well-rounded achievement on one of three different Honor Rolls. The guidelines for these Honor Rolls are as follows:

- High Honors: Students who have all "A's" in the major subjects of Reading, English, Spelling, Language Arts, Math, Science, Social Studies, Physical Education, and Computers.
- Honor Roll: Students who earn "A" or "B" grades in all subjects listed
- Honorable Mention: Students who have earned a 85 or above average on a 100 scale (B average) will receive honorable mention for their achievement. To be eligible, no grades may be lower than 75.

All students who qualify for any of the three honor rolls will have their names submitted to local newspapers for recognition and receive a certificate at an awards assembly held each quarter.

- **All Physical Education Classes Students**

1. All students are required to have rubber sole shoes specifically for the gym.
2. Parents are allowed to write students one excused "no participation day" in regular PE activities each semester. However, if the student is well enough to attend school an alternate activity/assignment will be assigned. A doctor's note is required for any additional days a student must sit out of P.E. A doctor's note is also required to return to activities.

- Grades 6, 7, and 8

1. Students are **required** to change into PE attire to participate. PE uniforms may be purchased at Eich's in Coal City, or students may wear blue athletic shorts and a white t-shirt. Students are expected to dress and participate in daily PE unless the school is provided with a medical excuse from a doctor.
2. Students will be required to take their uniforms home to be laundered every Friday.
3. Students are required to use a PE locker during gym class. Students must use the lock that is provided and may not use their own.
4. Students involved in extra-curricular sports will be assigned a larger locker in the locker room.

- **Inspection of Instructional Materials**

Parents have the right to inspect all instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis, or evaluation of their child. A Literature Review Committee will review a library book upon parent request to recommend appropriateness, restriction, or disposition of the book to the administration for action by the Board of Education.

- **Parent Teacher Conferences**

Gardner Grade School teachers conduct scheduled conferences following the first quarter of the school year. A second optional conference may be scheduled during the middle of the third quarter grading period. Morning, afternoon, and evening conference times are available to accommodate the schedules of active parents. Under the School Visitation Rights Act employed parents unable to meet with educators because of a work conflict have the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends. 820 ILCS 147/1.

- **Promotion/Retention Policy**

Illinois State law requires that all school districts adopt a policy that requires students to meet local goals and objectives, and to utilize assessment procedures that measure to what extent students are meeting these goals. The decision to promote a student in Gardner District 72-C is based on successful completion of the curriculum, attendance record, state assessment, achievement test scores, and other criteria as established by the Board of Education. If a student is not able to meet this requirement, he or she will have a written remedial program that may include, among other alternatives, retention at the present grade level. The determination of each pupil's promotion or placement each year will be made by the school administration and professional staff.

- **Request for Information on Teachers' Qualifications**

A parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Parents wishing to receive this information may contact the school office.

- **Valedictorian and Salutatorian**

The top academic and the second highest academic students will be honored at eighth grade graduation as Valedictorian and Salutatorian for their class. Final grades for each school year from sixth through eighth are averaged to determine these winners (with May 1st of the 8th grade year being the cut-off date). Grades for the regular classes in Language Arts, Math, Science, Social Studies, PE, and Computers are averaged to two decimal places (with rounding being based on the third decimal place). Beginning with 2006-2007, percentage grades will be used exclusively.

- **Special Education Services**

All children with disabilities from birth to 21 who live within district boundaries may be eligible for special education or related services. Parents may contact Mr. Neil Sandburg, Director of Grundy Country Special Education Cooperative at (815)942-5780 for information regarding the district's screening, referral, and evaluation procedures.

ATTENDANCE

- **Daily Schedule**

- | | |
|-------------------|--|
| 7:45am | Students may arrive on school grounds. School Doors will open and supervision will be provided. |
| 8:00am | Bell rings. If student arrives after bell the student must enter through the main office door. |
| 8:05am | Tardy bell rings. Students arriving after tardy bell will be given a tardy slip. Classes begin. |
| 10:50 am-11:30 am | K-1 & 2-3 Lunch-Recess Rotation |
| 11:35 am-12:15 pm | 4-5 & 6-8 Lunch-Recess Rotation |
| 2:50pm | K-5 Bus students are dismissed. |
| 2:55pm | 6-8 Bus students are dismissed. |
| 3:00pm | All other students in grades K-8 are dismissed. |
- Students are not allowed to be in the building after dismissal or during non-school hours unless accompanied by a parent, or coach/sponsor of an extra-curricular activity.

Note: Be sure to check the School Calendar for dates and times of early dismissal.

Students will remain inside for recess should the wind chill/ temperature reach 20 degrees or lower.

- **Alert Now Mass Parent Communication Program**

GGS uses the Alert Now Communication system to make emergency and general communications with parents. It is the parent's responsibility to provide the school with the most current and correct contact information. If for some reason there is a change of address or contact information during the school year please contact the main office so this can be updated in our system. **If at any point you wish to discontinue receiving alert messages there is an opt out function at the conclusion of each alert message. Simply follow the prompts and it will remove you from any further calls.**

- **Eligibility**

- Eligibility to enter school – Kindergarten and First Grade
The State of Illinois requires a child to be five years old on or before September 1, 2018, in order to be enrolled in Kindergarten. A child must be six years old on or before September 1, 2018, to be enrolled in First Grade.
- Student Transfers into District
All students transferring from another district must present evidence of grade placement at registration. In addition, a written request for transfer of records must be signed by the parent/guardian so that records can be released to the school.
- Student Transfers from the District Mid-Year
If a parent/guardian of any student changes residency outside the school district after the school year has begun, their child may complete the school year without tuition charges providing the parent provides transportation to and from school. If attendance of the student(s) becomes

problematic (based on Illinois School Code relative to chronic truancy) due to transportation the student(s) may be required to transfer to the home school of residence.

- **Emergency Closing of School**

All Illinois schools are required to be in session a minimum of 174 days. Our school calendar has included five (5) snow days or emergency days. Parents will be notified as soon as possible if the school is to be closed due to inclement weather or other emergency reason. This notification will be made through the mass parent communication system, *Alert Now*, as well as through local radio stations. You may listen to Wilmington (FM 105.5) and Morris (FM 95.7, FM 103.1) for information concerning possible school closings

Note: Please do not call the school, the bus company, or the radio stations as these telephone lines need to remain open.

It is the parent's responsibility to ensure that the school has the correct contact information. In the event that parents cannot be reached, the emergency contact listed on the registration form will be contacted to arrange for safe transport and care of the student.

- **Truant Attendance Regulations –Chronic/Habitual**

In accordance with the compulsory attendance laws for the State of Illinois, all students age seven through seventeen are required to attend school. Students who are either tardy or absent to school more than 5% (9 days) or more of the previous 180 regular attendance days are considered at risk for truancy. Unless there is a verified medical excuse, students will be reported to the Grundy County Truancy Office for further assistance where legal action may be taken. This law placed the ultimate responsibility for attendance upon the student and their parent/guardian.

- Upon three tardies or unexcused absences the school will send a letter to parent's concerning the child's absences.
- Upon the student's fifth absence or tardy (excused or unexcused), and taking into consideration the student's history of absences and reasons for absences, the school may send the parent/guardian a "medical note required" letter requesting a physician's note for any future absences to be considered excused.
- Upon the student's ninth absence or tardy (excused or unexcused), and taking into consideration the student's history of absences and reasons for absences, the school may report student to the Grundy County Truancy Officer.

In accordance with district policy, absences can be classified into 1 of the 4 following categories:

- 1- **Excused Absence:** this absence is defined as a personal illness (medical note required on 3rd day of illness), death in the family, or extenuating circumstances approved by the administration. Students upon returning will generally be allowed a day for every excused absences to make up their work for credit.
- 2- **Pre-Arranged Absence, Excused:** This absence is defined as that which can, and should be, arranged for in advance using the **Anticipated Absence Form**. Two days of advanced notice is requested for each day of anticipated absence. To receive credit for work assigned in advance, the work must be completed upon the student's return to classes. Absences in this category include:
 - a. Doctor or dental appointment verified by appointment card or Dr. note (**please note, appointments should be made for a reasonable time only. Such appointments shall be encouraged during the beginning or end of a school day, not the entire day**)
 - b. Court appearance verified by an official summons
 - c. Religious appointments verified by a note from the clergy.
 - d. Participation in school activities
- 3- **Pre-Arranged Absences, Not Excused:** This absence is defined as that which can, and should be, arranged for in advance using the **Anticipated Absence Form**, but will not be excused.

Students will be allowed to make up their missed work for a maximum of five (5) days per year. If absences in this category exceed five cumulative days in a year, work missed on the sixth day forward will receive a grade of zero. Two days of advanced notice for each day of planned family vacation is **mandatory**. Work assigned will be given full credit if it is completed upon the student's return to classes. Absences in this category include:

- a. Family vacations or trips of educational value
 - b. Job related work at home or at a family owned business
- 4- **Unexcused Absence:** An unexcused absence is defined as willful absence from any portion of the school day with or without permission of the parents and without prior approval from the school. Absences in this category will result in a zero being issued for all graded work missed, with the exception of out-of-school suspensions. Students absent for reasons in this category are subject to additional disciplinary action. Absences in this category include but are not limited to:
- a. Truancy or skipping class
 - b. Oversleeping
 - c. Shopping, haircuts, beauty appointments
 - d. Recreational trips
 - e. Running errands for family or friends on school time
 - f. Babysitting
- 5- **Reporting Absences:** If a student is to be absent from school, parents/guardians must call the school at 237-2313 and choose option 1 and report the following: student name, reason for the absence and if homework is being requested. If the school office is not notified of the absence by 9:00 a.m., the parent/guardian will be contacted at home and/or work to determine the whereabouts of the student. Once a student has been absent for any reason, they are to report first to the office upon their return to obtain an admit slip.
- 6- **Requesting Homework:** Homework requested before noon on the day of an absence can be picked up at the office after 3:10pm the same day. Homework requested after noon will be available the next school day. Further you may contact teachers/staff by email who may be able to provide you with homework assignments digitally.
- 7- **Pupil Sign Out:** Students expecting to leave school anytime during the day must have note or phone message stating the time the student will be leaving turned into the office before 8:30am, this gives the teacher time to prepare for the student's absence. Students will NOT be called out of class until the parent has arrived at the school to pick the student up.

- **McKinney-Vento Act of 1987**

The McKinney-Vento Act of 1987, also considered "The Homeless Act" is a federal law and has gone through several amendments since its initial passing into law. Under certain family circumstances this act does allow students to enroll, as well as gain access to certain resources given the nature and circumstances of the family needs. For more information regarding this program please contact the superintendent, or visit <http://www.nationalhomeless.org/publications/facts/McKinney.pdf>

BEHAVIOR/DISCIPLINE POLICY

The provisions of these procedures reflect the policies, rules, and practices of Gardner Consolidated School District 72C. The administration reserves the right to interpret and apply these procedures as deemed necessary to promote a positive learning environment for students and staff. The sequence of procedures to be followed may include, but not be limited to the following:

1. Student-Teacher Conference is held where the teacher informs the student that a behavior is inappropriate and the teacher will re-teach the proper behavior.
2. Parent contact by the teacher that the student's behavior is inappropriate and parent communicates with teacher about home follow-up with student.

3. Recess restriction where the student is required to spend non-class time in a supervised school designated area or after schoolteacher detention.
 4. Parent-Teacher Conference is held where the student's inappropriate behavior is discussed. The student is included at the discretion of the teacher and the parent(s)
Parent-Administrator Conference is held to discuss the student's behavior.
Teacher(s) and the student are included at the discretion of the administrator.
 5. Social probation: Restricted extracurricular activities where a student is excluded from participation or attendance at after school activities for a designated time.
 6. In school suspension: the student is held in detention during school hours. Students may not attend any regular activities during the school day with peers and cannot attend after school functions.
 7. Suspension where the student is prohibited from attending school or any school related activity and from being on school property from 1 to 10 days as determined by the Superintendent.
 8. Expulsion where the student is prohibited from attending school or any school related activity and from being on school property for the period of time designated by the Board of Education following the Illinois State Code.
 9. Police notification is immediate when a student has engaged in illegal activity.
- Note: A detention may be issued by any staff member at any point in this sequence of procedures.**

At the discretion of the Superintendent, gross misconduct may result in Social Probation and exclusion from any or all-extracurricular activities, including field trips.

If a student is removed from the classroom, the teacher will complete a Discipline Referral Form that indicates the time and reason for exclusion. The Discipline Referral Form will be sent to the Superintendent's Office for action. Copies of the Discipline Referral Form will be sent to the parent, the teacher, and retained in the office for documentation. The duration of the exclusion will be determined by the Superintendent taking into consideration all relevant circumstances. Communication with the teacher and student will follow for the purpose of reinstating the student to class.

- **Enforcement of Rules and Regulations**

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for the Gardner Grade School, must be enforced by those directly responsible for the operation of the school. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

PBS-WHAT IS PBS?:

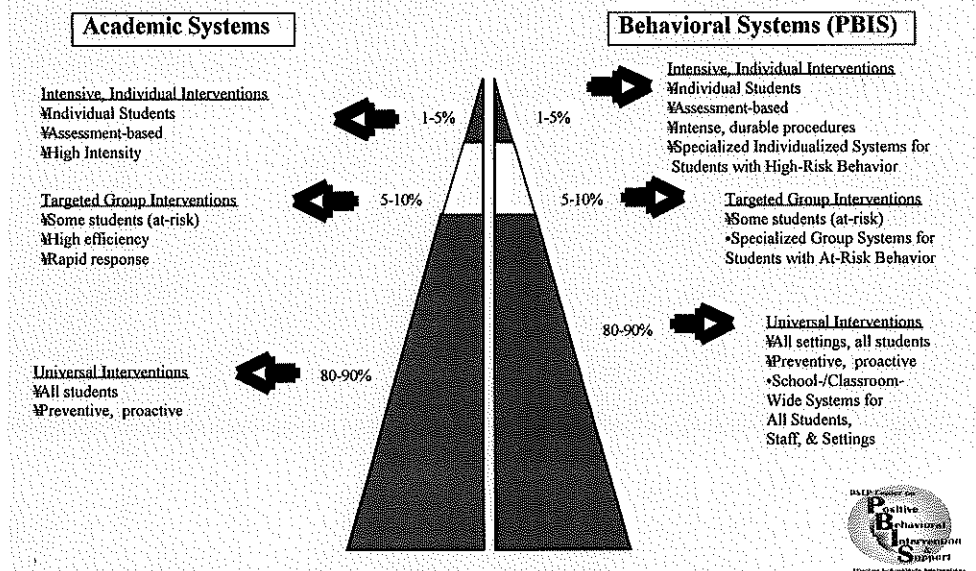
PBS stands for Positive Behavioral Systems. PBS is a school-wide systems approach to preventing and responding to classroom and school behavioral problems. The emphasis is directed toward developing and maintaining a safe learning environment where teachers can teach and students can learn. As you will see from the diagram below this program not only targets behavioral issues, but also social-emotional and academic concerns.

- **Gardner's Goal for PBS:** To improve student behavior in all locations within the school setting, thus decreasing the amount of instructional time lost to discipline issues and provides consistency across the school when dealing with student behavior.
- **Definition of Discipline:**
Unfortunately, "**discipline**" is commonly understood in relation to "punishment", however the word is best defined by "to teach". Our focus in our discipline approach at Gardner Grade School is to teach

students the appropriate behaviors in appropriate settings with the use of reasonable and fair consequences along with incentive/reward systems. This traditional discipline perspective is incomplete without attention to the development and support of pro-social behavior. Research suggests that “punishment” by itself is ineffective in achieving long-term suppression of problem behaviors and enhancement of pro-social behavior.

Therefore, a more effective definition of discipline is “the steps or actions, teachers, administrators, parents, and students follow to TEACH students’ academic and social-emotional and behavioral success”

Designing School-Wide Systems for Student Success



- **Proactive Approach to School-Wide Discipline:**

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school.

Instead of using a patchwork of individual behavioral management plans, schools are moving toward school-wide discipline systems that address the entire school.

1. **Behavioral Expectations are Defined:** A small number of clearly defined behavioral expectations are defined in positive, simple rules. Gardner’s expectations are the following:
Be Respectful, Be Responsible, Be Safe.
2. **Behavioral Expectations are Taught.** The behavioral expectations are taught to all students in the building and are taught in real contexts.
3. **Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught they need to be acknowledged on a regular basis.
4. **Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable and for preventing that unacceptable behavior from resulting in inadvertent rewards.
5. **Program Evaluations and Adaptations are Made by a Team.** School-wide systems of behavior support involve on-going modification and adaptation.
6. **Administrative Support and Involvement are Active.** School-wide behavior support involves the active and on-going support and involvement of key administrators.
7. **Individual Student Support Systems are Integrated with School-wide Discipline Systems.** School-wide behavior support is a process for establishing a positive culture in school.

Schools that have been successful in implementing school-wide positive behavioral interventions and supports describe the following **BENEFITS**:

1. **Increases in attendance**
2. **Student self-reports of a more positive and calm environment**
3. **Teacher reports of a more positive and calm environment**
4. **Reduction in the proportion of students who engage in behavioral disruptions**
5. **Reduction in the number of behavioral disruptions**

- **PBS Reinforcement Plan:**

To effectively change student behavior and improve the school climate, Gardner Grade School has developed a reinforcement plan to strengthen and support the PBS program. The plan includes:

1. **Gotchas:** These tickets are an integral part of the reinforcement plan. All adults in the building will use these to reinforce previously taught appropriate and expected behavior. It is important to positively acknowledge exhibited positive behaviors. Gotchas will be collected by each student and can be used to earn rewards throughout the year.
2. **Celebrations:** Students will attend celebrations throughout the year to reinforce, encourage, and celebrate positive behaviors.

- **School Rules and Regulations**

The PBS program behavior expectations included in this handbook are guidelines for students, parents, and teachers. The Superintendent may waive the rules and regulations based upon an emergency or unusual situation. All such decisions shall be made in accordance with the purpose and intent of the PBS policies and procedures of the Board of Education. It is important to keep in mind the expectations and rules outlined in the Behavior Matrix are common expectations of all students from Kindergarten through 8th Grade, however there is a vast difference in expectations, maturity, behavior and needs of students who are age 5-6 compared to those who are 13 getting ready for high school. Further, each classroom teacher may have classroom specific rules or procedures based on how they want their class to run in the most efficient and orderly way possible. It is up to the teachers to ensure students are aware of their specific expectations, and up to the students to adhere to those expectations given their setting.

The School Board of District 72C has a legal responsibility to comply with **Senate Bill 100** which provides guidance in how schools should handle certain disciplinary situations, all with the intent of reducing suspension and expulsions causing students' loss of instruction.

Key elements of this bill are as follows:

1. **Eliminates "zero tolerance policies"** – Schools can no longer be allowed to use policies that require suspensions or expulsions in response to a particular student behavior.
2. **Tighter restrictions on the use of harsh disciplinary consequences** – Out-Of-School suspensions longer than three days, expulsions, and disciplinary referrals to alternative schools can only be used when all other appropriate and available disciplinary interventions have been exhausted. School officials are required to "limit the number and duration of expulsions and suspensions to the greatest extent possible."
3. **Ensures Out-Of-School Suspensions, Expulsions, and Disciplinary Referrals to Alternative Schools are ONLY used for Legitimate Educational Purposes** – The most severe disciplinary consequences are only to be used to preserve a safe and productive learning environment, not as punishment for misbehavior.
4. **Focuses on Meeting Student Needs and Addressing Root Causes of Disciplinary Issues** – Students suspended out-of-school for longer than four (4) days must be provided appropriate and available support services. School districts must also create a policy for re-engaging students returning to school from suspensions and expulsions.
5. **Promotes Proven Disciplinary Alternatives and Improved Professional Development for School Officials and Staff** – Districts are recommended to provide on-going professional development to all school officials and staff members on "the adverse consequences of school exclusion and justice system involvement, effective classroom management strategies,

culturally responsive discipline, and developmentally appropriate methods that promote positive and healthy school climates.”

6. **Protects Students from Additional Academic Consequences** – Schools are required to provide suspended students with the opportunity to make up work they missed for equivalent academic credit.
7. **Ensures Greater Transparency and Accountability to Parents/Guardians** – Schools are required to give parents/guardians more information about why their children are being excluded from school and why the particular length of the exclusion was chosen.
8. **Prohibits School “Pushout”** – Schools can no longer advise students to drop out when they have academic or behavioral challenges.
9. **Eliminates Disciplinary Fines and Fees** – Schools cannot charge students fines or fees as a disciplinary consequence.
10. **Holds Charter Schools and Traditional Public Schools to the Same Standards** – Eliminates the exemption of charter schools from public school discipline.

The School Board of District 72C has a legal responsibility according to the Illinois School Code to enforce standards of behavior and administer fair and appropriate consequences. To be effective, a consequence should be a logical and reasonable step, taking into account all circumstances with the intent of “teaching”, and not “punishing” a student/students. To be most effective the consequence should be imposed as close to the time of the behavior infraction as possible. Examples of some consequences which may be used are as followed, but are not all-inclusive. Further, they must be in compliance with Senate Bill 100.

1. School Detention

Students may be detained after school as a disciplinary measure. The teachers will make a reasonable attempt to contact the parents or guardian to provide notification of the detention. Students will be given 24-hour notification. All detentions will be served in accordance with the rules and regulations of Gardner Grades School.

2. Temporary Alternative Classroom (TAC)/ In-School Suspension (ISS)

Upon receiving a 5th office detention of the semester the student will serve one day of In-school suspension (TAC). All schoolwork assigned the student while he or she is in TAC must be completed during TAC for full credit.

3. Suspension

In accordance with Section 10:22.6 of the Illinois School Code, the Building Principal may suspend students from all school attendance and activities for gross disobedience and gross misconduct and for a period up to ten (10) school days in length. Written notification which describes the nature of the violation and details of the disciplinary action taken by the school is given to the parents/guardian. During the period of suspension, the student is not permitted to be on school property or attend any school activity. Schoolwork missed while a student is suspended from school must be completed and turned into the teacher (s) the first day returning to school to receive the credit.

4. Expulsion

The Illinois School Code Section 10:22.6 indicates the Board of Education may expel students from school. The Superintendent is authorized to recommend to the Board of Education that a student be expelled from school for gross disobedience and gross misconduct. Prior to any expulsion, the parents will be requested to appear at a meeting with the Board of Education to discuss the proposed expulsion.

5. Other remedies

The Superintendent or any teacher of the school shall be authorized to take reasonable action in connection with student misbehavior. Reasonable actions might include:

- a. counseling with a student or group of students
- b. conferences with a parent or group of parents
- c. assigning students alternative work
- d. rearranging class schedules
- e. requiring a student to remain after regular school hours for counseling with the teacher.
- f. Restricting recess
- g. Restricting extracurricular activity
- h. Referral to PBIS team

Examples of Minor Offenses (generally handled by the teacher)

Minor	Definition
Defiance/Disrespect	Student engages in low-intensity failure to respond to adult requests
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code	Student wears clothing that is not within the dress code guidelines defined by the school/district.
Electronic/Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, music/video players, camera, computer, Internet, etc.
Forgery/Theft	Student is in possession of, having passed on, or being responsible for someone else's property or has signed a person's name without that person's permission.
Inappropriate language	Student engages in low intensity instance of inappropriate language
Lying/Cheating	Student delivers a message that is untrue and/or violates rules.
Non-compliance (Classroom)	Student fails to follow classroom procedures
Non-compliance (School)	Student fails to follow school-wide procedures
Physical Contact/Horseplay	Student engages in non-serious, but inappropriate physical contact
Tardy	Student arrives at class after the bell
Teasing	Student engages in a non-serious but inappropriate (as defined by school) use of disrespectful messages (verbal or gesture) to another person.
Property Misuse	Student engages in low-intensity misuse of property
Other	Student engages in any other minor problem behaviors that do not fall within the above categories (Staff must specify behavior)

Major Offenses (generally referred to the office)

Major	Definition
Alcohol/Drugs/Tobacco/Vaping	Student is in possession of or using illegal drugs/substances or imitations.
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid etc.)
Defiance/Disrespect	Refusal to follow directions, talking back and/or socially rude interactions.
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines as practiced by the school/district.
Electronic/Technology Information	Student engages in inappropriate (as defined by the school) use of cell phone, music video players, camera, computer, Internet, etc.
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Harassment, Taunting, Bullying	Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin, disabilities, sexual orientation, or other personal matters.
Inappropriate Language	Student uses profanity or inappropriate language (as defined by the school).
Inappropriate Display of Affection	Student engages in inappropriate (as defined by the school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Tardy/Truant	Excessive tardies (3 or more) to school, leaving class/school without permission and/or staying out of class/school without permission.
Vandalism/Property Damage	Student deliberately impairs the usefulness of property
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other	Students engage in problem behaviors that do not fall within the above categories (Staff must specify behavior)

- **Discipline – Corporal Punishment**

The use of corporal punishment is not permitted in Gardner Consolidated School District 72C Corporal punishment is defined as striking a student with an object, hand or the administration of physical force to punish a student for misconduct. Classroom teachers and other staff members will refrain from using disciplinary methods that may be physically or psychologically damaging to children such as ridicule, uncontrolled display of temper, or negative insult. Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

- **Discipline – Guidelines for Issuing Detentions**

Teachers are to assign teacher classroom detentions for minor classroom infractions. The student/parent must be given 24-hour notice. Teacher detentions are to be served before attending practice, games, or any extra-curricular activities. The teacher detention slip will be signed by the parent and returned to the teacher. **For major/continuous infractions an office referral will be issued.** The following procedures will be followed for **office referrals**:

1. The staff member who witnesses the infraction issues the detention. The detention slip, which will be sent home to be signed and returned to school. Parents will be expected to make arrangements to pick up their child at 4:00 P.M., which is the end of the detention period.
2. Office Detentions will be served for behavior related offenses. Detentions may not be issued for not completing homework.
3. Students will be expected to arrive promptly at the office where the office detention will be served immediately after the 3:00 P.M. dismissal. Students should be prepared with homework, pencil and paper.
4. Office Detentions will be served from 3:00 to 4:00 P.M. Students will not be permitted to converse or leave the room during this time.
6. If a student fails to serve the office detention the parent/guardian will be notified and the student possibly will be assigned a second detention.
7. After a student has been issued three office detentions, parents may be contacted for a meeting with the Superintendent, teacher, and the student.
8. After the 4th office detention is issued, the student may be excluded from participation or attendance at all extracurricular and athletic practices, games, and extracurricular field trips for that semester.
9. Upon receiving the 5th office detention of the semester the student may be assigned to serve one day of in-house suspension (TAC).

The purpose for issuing a detention is to correct misbehavior by providing a consequence when school rules are not followed. There is also the recognition that positive behavior is to be reinforced and acknowledged by all members of the staff. For this reason, school wide efforts will be made to be proactive by recognizing those students who exhibit positive responses toward others and who consistently behave appropriately.

- **Discipline – Guidelines for Temporary Alternative Classroom Assignments/ In-school Suspensions**

- A. A substitute teacher may be hired to provide direct supervision for the student in a separate learning space with in the school.
- B. A student assigned to TAC/ISS is expected to complete the work as assigned by his or her teachers with minimal assistance and verbal exchange between the student and teacher monitoring the in-school suspension room.
- C. The student will receive full credit for the work completed during TAC/ISS. No work will be allowed to go home to be completed.

- D. The student will not be allowed to participate or attend any extra-curricular activities on the day of the TAC/ISS.
- E. Continued misconduct may result in referral to special education, law enforcement, or social service agencies for consultation with staff, student, parents, and the administration. The homeroom teacher is expected to attend all meetings and to document intervention activities attempted leading up to the referral. An individual student plan will be developed along with recommended options for maximizing student learning and behavior management.

- **Drug Policy**

In-service drug education programs may be provided for all District 72C employees.

All serious drug-related incidents will be reviewed by the Board of Education of Gardner District 72C.

- Possession, Distribution, Sale and/Use of Alcoholic beverages, Narcotics, Illegal Drugs and/or Prohibited Substances

Disciplinary action will be taken against students involved with drugs at school. This includes any student under the influence of drugs or any student in possession, sale, or the distribution of drugs. Legal authorities will be notified in addition to the parents. Students may be suspended and/or recommended for expulsion.

- **Weapons on School Grounds**

Any person who knowingly, intentionally, or recklessly brings a firearm, explosive weapon, knife, or other dangerous instrument onto the school premises is subject to arrest and criminal prosecution by the state of Illinois. Legal authorities will be notified and school authorities will cooperate fully with local, county, state and federal officers as required to ensure the safety of all students. Students may be suspended and/or recommended for expulsion.

- **Gang Activity Prohibited**

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity including, but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item that provides evidence of membership or affiliation in any gang.
2. committing any act or omission, or using any speech, either verbal or non-verbal (gestures, handshakes) showing membership or affiliation in a gang,
3. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gang
 - b. requesting any person to pay protection or otherwise intimidating or threatening any person. This includes extortion, borrowing, or attempting to borrow money or item of value from a person at school without their consent.
 - c. committing any other illegal act or other violation of school district policies
 - d. inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to one or more of the following actions: Parent conference and referral to appropriate law enforcement agency, restriction from extra-curricular and athletic activities, or suspension and/or recommendation for expulsion

- **Discipline Records**

The building administrator shall keep or cause to be kept, a record of teacher discipline referrals, the date and reason for the referral, the name of the teacher or supervisor making the referral and action taken

- **Suspension and Expulsion of Handicapped Students**

The School Code of Illinois authorizes a school board to suspend any student guilty of gross disobedience or misconduct. The eligible bases for suspensions are actions by handicapped students that are physically harmful to themselves, other students, staff, or school property. A handicapped student may not be suspended for actions that are symptomatic of or caused by the student's handicap.

The School Superintendent shall have the power to suspend in accordance with the Illinois School Code and the Rules and Regulations to Govern the Operation of Special Education. Any suspension imposed shall be for ten days or less. If requested by a parent or guardian, a suspension is subject to review at an impartial due process hearing.

It shall be the policy of this Board of Education that the student's Individual Educational Program (IEP) reflects any anticipated behavioral problems by the inclusion in the IEP of suspension in the form of a behavioral modification tool.

The School Code of Illinois authorizes a school board to expel any student guilty of gross disobedience or misconduct. However, expulsion of a handicapped student may not occur when the actions are symptomatic of the handicap. In the event a student is being considered for expulsion, a multidisciplinary conference (MDC) must be held. The purpose of the MDC shall be to determine if there is a causal connection between the student's handicap and the disciplinary incident. If no causal relationship is found, the recommendation resulting from the MDC may be to expel. Based upon such recommendation, the Board of Education may expel the student. If a causal relationship is found, the student has the right to remain in his/her educational placement. This right is qualified in that, if the student is dangerous to himself/herself or others, he/she shall be provided an appropriate interim placement.

BREAKFAST/LUNCH PROGRAM

Breakfast Fees- \$1.50 a day

Lunch Fees - \$2.50 a day

Snack Milk (optional for Early Childhood, Developmental Kindergarten)

Yearly \$51.60, ½ year \$25.80).

GGs has implemented the National Lunch Program and must follow the federal guidelines. Breakfast will be served daily at 7:45-8:00 at the fee of \$1.50. Lunch fee is \$2.50 daily, additional milk and bottled water may also be purchased each day. Lunch fees are collected in the main office.

A letter will be sent home with students as well as an automated message to let parents know when their child's food account is low. Students will be given a cold sandwich in place of the hot dish if a lunch balance is below \$0. Students will be given only a cheese sandwich and milk if a balance is negative \$50.00 or more until balance is paid in full. Students will be issued an automated lunch card. A charge of \$2.25 will be automatically deducted from the student's account for lost or destroyed cards.

The School Board is committed to improving the nutrition value of student lunches and to that end has determined that no snack items such as chips or various treats will be available for purchase. Students are discouraged from bringing canned or bottled soft drinks to school for the same reason. A lunch menu is sent home each month to assist parents in planning their child's lunches. In order to make the lunchroom more cost effective and efficient in serving students, GGS will continue to hone lunchroom policies and procedures throughout the 2018-2019 school year.

- **School Wellness Program**

Per the State of Illinois guidelines, GGS has adopted a school wellness program. For more information please check the GGS website for more information. www.ggs72.org

BUILDING MAINTENANCE, SAFETY & SECURITY

All doors to the building will be locked once the school day begins, and will remain locked for the duration of the school day. All visitors must enter through the main door entrance, and all visitors will be required to register in the office and wear a badge. In order to gain access any visitors or tardy students must press the buzzer on the white box just to the left of the front entrance. This will notify the office staff to allow entrance. All students entering school after the bell rings or being picked up early before school is dismissed must be signed In or Out in the School Office Log. Students who are tardy for any reason, or have the need to leave school for any duration throughout the day will have that absence reflected in their attendance.

- **Integrated Pest Management Policy**

The Gardner Grade School Board of Education recognizes the need to maintain a safe and healthy learning environment for the students and staff who work in the building.

To this extent the Board has adopted an integrated pest management control plan, which emphasizes inspection, identification, and elimination of conditions in the school that could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the pest control program. Parents desiring to receive written notification two days in advance of the application of liquid or aerosol pest control materials should complete the Pest Control Notification Form in the District office.

- **Asbestos Management Plan Notice**

This is to inform you of the status of Gardner Grade School's asbestos management plan. It has been determined by the Illinois Department of Public Health and Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was initially inspected for asbestos on September 16, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas is completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available for public review in the Grade School Office. Should you wish to review the plans, please call to make an appointment between 8 A.M. – 3:00 P.M.

COMMUNITY RESOURCE PERSONS/VOLUNTEERS

The School Board encourages the use of volunteers to: increase students' educational attainment, provide enrichment experiences for students, increase the effective use of staff time and skills, give more individual attention to students, and promote greater community involvement. To ensure the safety of all of our students, volunteers are subject to background checks that are provided by the Grundy County Sheriff's Office.

- **Parent Activities**

- Sport Boosters

Parents of all students involved in the athletic programs are urged to attend and participate in all meetings of the Gardner Grade School Extra-Curricular Booster's Club. We welcome all of your support.

- Band Boosters

Parents of all students who participate in band activities are encouraged to participate in the Band Boosters Club. This organization consists of parents from the high school and grade schools.

○ Parent Teacher Group – PTG

Parents of all students attending GGS are encouraged to attend meetings as they are scheduled throughout the year. This organization has raised money to purchase items for the school such as playground equipment, computers, ceiling fans, and library books. This group may sponsor activities including but not limited to the Halloween parade, School picnic, and Family education programs during the year. Parents of students new to the school are invited to become involved.

DRESS CODE

The philosophy of Gardner Grade School is that the parents and students have the responsibility for dress and grooming. However, the administration shall take action on student appearance when the dress and or grooming presents a clear and present danger to student health, causes an interference with schoolwork, or creates a classroom or school disorder. The following guidelines shall be used as a basis for judgment concerning appropriate dress and grooming for 4th-8th grade students. K-3rd students are encouraged to follow the rules as well. However, due to students' ages, conferences will be held with parents.

- a. Hats, coats, insulated vests, jackets, windbreakers that are being worn over a shirt or blouse is not permitted in the classrooms or lunchroom. (Exception: a teacher may make exceptions if the temperature is abnormal because the heating and cooling system is not functioning properly.
- b. The length of shorts or skirts must extend below the student's fingertips when the student's arms are fully extended downward at his/her sides.
- c. All shirts and tops worn by students must cover their shoulders and not have low necklines. Halter-tops, tank tops, spaghetti strap tops, and the like, are not permissible. Bare midriff tops are not permissible.
- d. Underclothing must be covered at all times and must not be visible.
- e. Students must wear shoes at all times. **Students in K-8th must have a back strap and closed toe on shoes.**
- f. Profanity or obscene or objectionable material (drug, sex, alcohol, tobacco, gang related) on clothing, belts, hats, or other items of apparel is not acceptable in school.
- g. Students will not be permitted to wear choker/dog collars or wear chains that are hanging from clothing.

ELECTRONIC USE POLICY

- **Electronic pagers/beepers, cell/camera phones, & similar communicative devices:**

The School Board prohibits the use of electronic paging devices, cellular phones (to include iWatches), and similar communicative devices in the classroom, locker room, and school building during the school day. During the school day these devices are to remain turned off and stored in the hall locker (or backpack if not assigned a locker). Students that use any of the before-mentioned recording devices will have them confiscated and the parent/guardian will be required to come to school to retrieve them.

- **Cameras, camera phones, iPads, tablets and video recording devices:**

Students are prohibited from bringing cameras or videoing recording devices to school. Cell phones that contain camera and/or recording devices cannot have those functions used when on school grounds or on the bus without specified administrative approval. Students that use any of the before-mentioned

recording devices will have them confiscated and the parent/guardian will be required to come to school to retrieve them.

- **Red Dot Laser Pointers:**

The School Board prohibits the possession of Red Dot Laser Pointers on school property. Red Dot Laser Pointers may cause serious damage if pointed directly at an eye. A student found in possession of a Red Dot Laser Pointer will be subject to the disciplinary code.

EXTRA CURRICULAR ACTIVITIES

- **Band Program**

Students in grades fourth through eighth who are eligible may participate in band. The band teacher comes into the school for individual lessons and group band work. A class period has been set-aside for those students who wish to become members of the band. Individuals or small groups of participants may choose to enter the I.E.S.A. State Solo and Ensemble Contest held in the spring. Students must be academically eligible to compete.

Students in grades seven and eight who are band members participate in the marching band, along with members of the Gardner-South Wilmington High School band.

- **Literary Club**

Students in sixth through eighth grade may participate in the I.E.S.A. Literary Contest, usually held in November. Students will compete per IVC rules and regulations. In September, the students will have an opportunity to select a speech or a dramatic piece of literature. This material must be memorized and dramatized for competition. Students may compete as individuals or as a duet. The school pays the entry fee. If a student drops out after names are sent to the state office or if a student does not appear the day of contest, he/she must reimburse the school. Students must be academically eligible to compete.

- **Student Council**

Students in grades sixth through eighth will have an opportunity to participate in Student Council. Student Council sponsors dances, fundraisers, contests, assemblies, and various other activities. Student Council is a great way for students to practice leadership skills and express their creative side. Any student in grade 6, 7, or 8 may complete a written application to be considered for Student Council. All applications will be reviewed by a team of teachers and 9 members (3 students from each grade) will be selected to participate. Following this, an election of officers will take place. All 6, 7, 8 grade students will have the opportunity to vote on the President which will be an 8th grade student and Vice President which will be a 7th grade student. One class officer from each grade will also be chosen. Student Council elections provide an important understanding of the election process. To remain on Student Council students have to demonstrate appropriate school behavior. Students must be academically eligible to participate on the Student Council.

- **Math Club**

Students in sixth through eighth grade classes may participate in the Math Club. All students have an opportunity to join the club and attend meetings. These meetings begin in January or February and they are held after school. The team will compete per IVC rules and regulations. Students must be academically eligible to compete.

- **Spelling Bee**

A total of three students in sixth through eighth from Gardner and South Wilmington will compete in the Grundy County Spelling Bee per the IVC rules and regulations. Students must be academically eligible to compete.

- **Scholastic Bowl**

Students in sixth through eighth grade students will have the opportunity to participate in the IVC competitive scholastic bowl. Students must be academically eligible to compete.

- **Boy's Baseball (hosted by South Wilmington)**

Boys in fifth through eighth grade may participate in baseball. They will participate in the IVC conference and the IESA tournament. The state rules are used for all of these activities.

- **Boys' Basketball (hosted by Gardner)**

Boys in fifth through eighth grade may participate in basketball. Two boys' basketball teams will be chosen to represent the grade school in scheduled competition. They will participate in IVC conference and IESA competition.

- **Cross Country (hosted by South Wilmington)**

Students in fifth through eighth grade may participate.

- **Girls' Softball (hosted by South Wilmington)**

Girls in fifth through eighth grade may participate in softball competition. They will participate in the IVC conference and the IESA tournament. The state rules are used for all of these activities.

- **Girls' Basketball (hosted by Gardner)**

Girls in fifth through eighth grade may participate in basketball. Two girls' basketball teams will be chosen to represent the grade school in scheduled competition. They will participate in IVC conference and IESA competition.

- **Track and Field (hosted by Gardner)**

Girls and boys in fifth through eighth grade may participate in Track. Track teams will be competing in both Class A and B for both boys and girls. These teams will have an opportunity to compete in state competition through the IESA.

- **Volleyball (hosted by Gardner)**

Girls in fifth through eighth grade may participate in Volleyball. The seventh and eighth grade girls will participate in IVC conference and IESA competition.

- **Wrestling (hosted by Dwight)**

Students in fifth through eighth may participate in wrestling.

- **Cheerleading (hosted by Gardner)**

Students in sixth through eighth are selected to represent the school as cheerleaders.

- Excused for Bona Fide Religious Objection

Any student who participates in extracurricular activities who is unable, because of the observance of a bona fide religious holiday or practice, to participate in a practice, contest, meet, game, or other meeting of the extracurricular team or group shall be excused from such practice,

game, or meeting upon the written request of the student's parents or legal guardians. Neither the District nor the extracurricular team or group shall subject the excused student to discipline or other adverse consequences due to such excusal. For purposes of this policy, discipline and adverse consequences do not include actions necessary to be taken for the safety of any student or students as a result of the absence(s).

Rules for Participation in Extra-Curricular Activities

The primary function of the school is to provide an atmosphere and environment for students to learn. Extra-curricular activities are a privilege supported by the school board to assist the students in learning how to compete in life and to help them develop a larger scope of interests in both athletics and fine arts. In order to qualify for participation, the student must first realize his/her first purpose is attending school, to obtain an elementary education.

The Illinois Elementary School Association is a state group of schools whose function is to establish guidelines for the schools to compete. As a member of that body, we assume the same guidelines for academic achievements that they require. They are:

1. Students must be in grades fifth through eighth of school.
2. Participants must be doing passing work in all subjects.
3. School work shall be checked/enforced by the Athletic Director on a weekly basis for eligibility the following Monday through Saturday, grades are taken on Friday at noon.
4. If a student is determined ineligible because of failing grade or grades, he/she will remain ineligible for one week. Once grades have been posted and checked, neither the coach/athletic director nor teacher will revisit them. Those grades remain final until the next week. His/Her grades will continue to be checked each week until they are passing. After being ineligible for any three weeks (they do not have to be consecutive) during the particular extra-curricular sport/activity, the student will be removed from the team. At the start of each quarter eligibility will not be ran for a student until there are at least 4 grades posted, or after the first 2 weeks of the quarter.
5. Students may participate only one year in each grade, fifth through eighth, or a total of four years.
6. Students must present a current physical examination and insurance waiver before he/she may participate in an organized practice.
7. Students must be in attendance by no later than 12:00 on the day of an athletic or fine arts competition, unless that activity is on a non-school attendance day. If the event takes place on a day immediately following a school day, the student must be in attendance by noon the day prior to the event. Special circumstances, which have been pre-approved by the administration, may create an exemption to this rule.
8. To be eligible to participate in IESA sanctioned activities at Gardner Grade School a student must be enrolled at Gardner Grade School or a coop school. Students who receive their academic training/education at home are not eligible to participate in IESA sanctioned activities at Gardner Grade School.
9. For all seventh-grade athletic activities sponsored by a member school, a student shall be eligible through age fourteen (14). If a student in a seventh-grade athletic activity becomes fifteen (15) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the seventh grade state tournament series in girls' basketball, boys' basketball, or Girls' volleyball, he/she is not eligible to participate in that activity. For boys' and Girls' track, the final date of eligibility shall be governed by the member school's size classification. For all athletic activities sponsored by a member school, other than activities designed as seventh grade activities subject to by-law 3.061, a student shall be eligible through age fifteen (15). If a student in an athletic activity becomes sixteen (16) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in that activity, he/she is not

eligible to participate in that activity. For boys' and girls' track, the final date of eligibility shall be governed by the member school's size classification.

10. At the end of each season, students are expected to return uniforms to the coach at the conclusion of the last competition (for the last "away" and "home" competition if two uniforms are used). A replacement charge will be assessed for uniforms that are damaged or not returned.
11. It is the policy and practice of the district that no extracurricular groups, including but not limited to athletic teams shall practice or otherwise meet on Sunday. Further, no District facilities shall be available for any practice or meeting except as provided herein.

In addition to these rules, the Gardner Grade School staff and coaches have set their own rules and expectations for their sports. Parents and students should become familiar with these rules as well as the general ones. Note: The **Athletic Code Sheet Form** must be signed by both student athlete and parent/guardian prior to participation in any athletic practice or activity.

Students not participating in extra-curricular activities are expected to leave the school grounds immediately following dismissal. Students are not permitted to remain on school playgrounds to play unattended or unsupervised.

HEALTH

- **Physical Exam and Immunizations**

Students entering Early Childhood, Developmental Kindergarten, Kindergarten and Sixth grades, and students in any grade who have not attended Illinois public schools in the past, must have a physical examination and a current immunization record as required by the Illinois School Code within one year prior to the entrance into these grades.

Parents or legal guardians of students who are not in compliance with these laws will be notified and told of their deficiencies. Parents or legal guardians of any student who is not in compliance will have until October 15 to meet these requirements. By State Law, all students not in compliance by October 15 must be excluded from school until compliance has been attained. Parents have been determined legally responsible for this requirement and, in many counties in the State, have been fined when their child has not been properly immunized.

- **Dental Exam**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in Kindergarten, Second or Sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof of a completed dental examination, or that a dental examination will take place within 60 days after May 15.

- **Eye Exam**

Parents/guardians of students entering Kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of Kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye exam.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof of a completed eye exam or that an eye exam will take place within 60 days after October 15.

- **Student Health Information**

Parents are encouraged to identify, at the time of registration or later if something develops during the school year, any special health needs of their children. This information will be kept confidential and shared only with District staff that may come in contact with your student(s).

- **Student Medications**

The Board of Education of Gardner Grade School District 72C believes that parents have the primary responsibility for the administration of medication to their children. The Board recognizes, however, that when circumstances prevent parents from exercising this responsibility of administering such medication to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems.

Upon written request, using a Medication Permit Form to be provided by the school and completed by the parent or guardian of any student, school personnel will keep properly labeled medication which will be made available to the student at prescribed times and in prescribed dosages during the school day.

A Medication Permit Form can be found on the school website or requested from the office.

All medication will be clearly marked with the student's name, doctor's name, contents and dosage.

In the case of prescription medication, the original labeled pharmacy container must be supplied.

The medication must be brought to school by the parent and the unused medication also must be picked up by the parent.

It is the parent's responsibility to communicate with coaches and the office about medication needs.

- **Head Lice Policy**

1. Students will be randomly checked for head lice during the school year. This can be done during an office visit to the nurse or may come from a parent or teacher request.
2. Any student found to have an active case of lice will not be allowed to continue with the school day and will be sent home for treatment.
3. The student will be expected to return to school (accompanied by their guardian) when lice are no longer present and be checked first by the administrator in charge before they will be allowed to attend class. If the child does not return the next day, that absence, and any consecutive days following the original discovery will not be excused if head lice is the cause.
4. Additional infestations and continued improper removal of the problem with additional absences will be considered to be an unexcused absence. If needed truancy procedures will be enforced.
5. Any student in close contact with the affected student will be checked. If more than the original student is found to be affected then a note will be sent home informing all students in contact with that student that a case has been found so that the parents can check their own students.

- **Birthday Treats**

Children may celebrate their birthdays with their classmates by bringing in a special snack to school.

Cupcakes, cookies, 100% fruit juice, or water for their child's birthday are recommended. **These items must be purchased rather than homemade** to ensure they are prepared in an environment with a Certified Food Handler. Also, these food items must be able to stay at room temperature during the day. NO FROZEN TREATS.

Food items for birthdays should be dropped off in the office before school, or may be sent with student to school. Classroom teachers will be notified by the office. Please make sure the treats are in individual, easy-to-serve portions. Parents must provide serving utensils, napkins, and/or plates, if needed.

If parents do not want to bring in edible treats, parents are welcome to send pencils, erasers, bookmarks, and stampers that teachers can pass out to the students. We are asking the treats be kept in the classroom and students do not walk treats around the building to all the different adults. This is largely due for safety of the students.

Please do not bring/send floral arrangements, balloons, and other bigger gifts. If they are sent, the items will remain in the office until after school.

STUDENT RECORDS

In compliance with federal legislation pertaining to the “Family Rights and Privacy Act of 1974”, (pursuant to Chapter 122, Article 50, Illinois Revised Statutes, 1975), the Board of Education has adopted procedures which are outlined in detail and available in the district office for perusal.

- **Permanent and Temporary Records**

The Student Permanent Record shall consist of (a) basic identifying information, including students’ and parents’ names, addresses, birth date, and place and gender; (b) academic grades, class rank, graduation date, grade level achieved; (c) attendance record; (d) accident reports and health record; (e) record of release of permanent record information; (f) honors and awards received; and (g) information concerning participation in school-sponsored activities or athletics. The Student Temporary Record consists of all information not required to be in the Student Permanent Record.

- **Inspection of Student Records**

A parent or any person specifically designated as a representative by a parent, shall have the right to inspect and copy all student permanent records of their child. A student shall have the right to inspect and copy his/her school record. A parent’s or student’s request to inspect and copy school records must be granted no later than fifteen school days after the date of receipt of written request by the official record custodian.

Parents shall have the right to challenge the accuracy, relevance or propriety of any entry in the student records, exclusive of academic grades of the child. Parents have the right to insert in their child’s school records, a statement of reasonable length setting forth their position in any disputed information contained therein.

Each school is required by law to maintain student permanent records for not less than sixty years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

- **Student Directory Information**

Information that may be designated as directory information shall be limited to: identifying information; i.e. name, address, gender, grade level, birth date and place, and parent’s name and address.

- **Removal of Material in Student Records**

When a student completes the eighth grade, the building administrator will examine the student’s records and remove any material that is not relevant to high school.

Students and their parents have the right to examine the contents of the file and challenge any entry, exclusive of grades, and have copies made of the material kept in the file.

TECHNOLOGY

Gardner Consolidated Grade School District 72C has the ability to enhance the educational program for all students through access to the Internet. The Internet offers a vast resources and opportunities to enrich student learning. An Acceptable Use Policy has been adopted by the Board of Education that includes an Authorization for Internet Access. The failure of any user to follow the terms of the Authorization for Internet Access will result in disciplinary action and the loss of privileges. Parent authorization is required before any student has

access to this resource. This authorization will be kept on file with the Computer teacher in the Computer Lab. A copy of the District's Acceptable Use Policy can be requested at the office.

TRANSPORTATION

Gardner Grade School contracts with Illinois Central School Bus Company to provide transportation of all students who live more than one and one-half mile from school. Buses are also utilized for special education transportation and extra-curricular activities. Parents need to call the bus company to report if their child is not riding the bus or being picked up/dropped off at a different location on a particular morning or afternoon; the contact number is (815)634-0333, please inform the school as well.

Students are not permitted to ride the bus for the purposes of arriving at a babysitter. If this service is required, parents/guardians will be charged \$250 for the service and prorated on a quarterly bases. If a parent wants to make the request that their child ride on a different bus for a particular afternoon or go to a different location on their normal bus for a specific afternoon, a parent note needs to be sent to the office by the morning of that requested day. In the note be sure to include who the student is that your child would be riding home with that afternoon.

- **Discipline for Misconduct on the Bus**

In the case of a student who deliberately mars, cuts or otherwise attempts to or actually mutilates or destroys any part of the bus, the superintendent may ask the Board of Education to bar that student from further riding for the remainder of the school year or until such time as satisfactory reparation has been made. Drivers are instructed by the Superintendent and the Board of Education to report to the Superintendent the occurrence of student misconduct on the bus or failure to obey bus safety rules.