

**Grand Prairie CCSD #6
Student Parent Handbook
2022 - 2023**



**GRAND PRAIRIE
WILDCATS**

**Grand Prairie School District 6
21462 North Richview Lane
Centralia, Illinois 62801
618 - 249 -6289**

Stuart L. Parks, Superintendent

Grand Prairie CCSD #6 Student Parent Handbook 2022 - 2023

Chapter 1 - Introductory Information & General Notices

- 1.15 – School Philosophy
- 1.20 - Student Handbook Acknowledgment (Parent/School/Student Compact)
- 1.30 - General School Information
 - School Board
 - Homeless Liaison
 - Administration, Faculty, and Staff
 - Newsletters/Communication
 - Parent/Teacher/Organization (PTO)
 - Parties/Celebrations
 - Phone Use
 - Physical Education
 - School Day
 - Tobacco and Tobacco Products, Drugs, Alcohol
 - Weapons
 - Wellness
 - Bicycle Safety
 - Bringing Things To School
 - Manners
- 1.40 – Visitors
 - Trespassing Regulations
- 1.50 – Equal Opportunity and Sex Equity
- 1.60 - Animals on School Property
- 1.90 - Emergency School Closings
 - Emergency and Disaster Procedures
- 1.110 – Accommodating Individuals with Disabilities

Chapter 2 - Attendance, Promotion & Graduation

- 2.10 - Attendance
- 2.20 - Student Absences
 - Excused Absences
 - Unexcused Absences
 - Arriving Late to School
 - Leaving School During the Day

- Medical Appointments
- Illness at School
- Vacations
- 2.40 - Make-Up Work
- 2.50 - Truancy
- 2.60 - Grading & Promotion
 - Grading and Academic Promotion
 - Teacher-Ease Student Grading Program
 - Physical Education
 - Retention
- 2.65 - Title IX Sexual Harassment Grievance Procedure
- 2.70 - Homework

Chapter 3 - Student Fees and Meal Costs

- 3.10 - Fees, Fines & Charges; Waiver of Student Fees
 - Enrollment
 - Fees, Fines, and Damages
- 3.20 - School Lunch Program

Chapter 4 - Transportation & Parking

- 4.10 - Bus Transportation
 - Bus Arrival and Departure
- 4.15 - Bus Conduct
- 4.20 - Parking

Chapter 5 - Health and Safety

- 5.00 – CPR and AED Training Video
- 5.10 - Immunization, Health, Eye & Dental Examination
 - Dental Exams
 - Vision and Hearing
 - Student Insurance
- 5.20 - Student Medication
 - Asthma Medication
- 5.40 - Safety Drill Procedures
 - Emergency Drills
 - Emergency Information
- 5.50 - Communicable Disease
- 5.60 - Head Lice

Chapter 6 - Discipline and Conduct

- 6.10 - General Building Conduct
 - Care of School Property

- Playground and Recess
- 6.20 - School Dress Code & Student Appearance
- 6.30 - Student Discipline
 - Discipline—Making Good Choices
 - Discipline—School Policy
 - In-School Suspension
 - Out-Of-School Suspension
 - Procedures For Suspension of Students
 - Process for Expulsion of Students
 - Drug Abuse—Rights and Responsibilities
- 6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment
 - Bullying
 - Definitions and Examples
- 6.45 - Sexual Harassment & Teen Dating Violence Prohibited
 - Teen Dating Violence Policy
 - Sexual Harassment
- 6.60 - Field Trips
- 6.70 – Access to Student Social Networking Passwords & Websites
- 6.80 - Student Use of Electronic Devices

Chapter 7 - Internet, Technology & Publications

- 7.10 - Internet Acceptable Use

Chapter 8 - Search and Seizure

- 8.10 - Search and Seizure
 - Lockers

Chapter 9 - Extracurricular and Athletic Activities

- 9.10 - Extracurricular Athletic Activities Code of Conduct
 - Standards for Eligibility
- 9.30 - Student Athlete Concussions and Head Injuries
 - Equal Educational Opportunities –Title IX
- 9.40 - After - school program

Chapter 10 - Special Education

- 10.10 - Education of Children with Disabilities
- 10.20 - Discipline of Students with Disabilities
 - Procedures for Suspension of Special Education Students
 - Procedures for Expulsion of Special Education Students

Chapter 11 - Student Records & Privacy

11.10 – Student Privacy Protections

11.20 - Student Records

 Publishing Student Pictures

Chapter 12 - Parental Right Notifications

12.10 - Teacher Qualifications

 Parent Right to Know

 Support Programs

12.20 – Standardized Testing

12.40 – Sex Education Instruction

12.60 – English Learners

12.70 – School Visitation Rights

12.80 – Pesticide Application Notice

12.90 - Mandated Reporter

12.120 – Sex Offender & Violent Offender Community Notification Laws

Chapter 1 - Introductory Information & General Notices

WELCOME TO GRAND PRAIRIE GRADE SCHOOL!

We always look forward to an exciting and rewarding school year. Please take time to read the handbook and discuss it with your children/parents/guardians. Please sign the enclosed page and return to the classroom teacher.

We believe that our school is one in which all students, parents/guardians, and staff will learn to know each other well and work cooperatively together. Our days at Grand Prairie will be meaningful and full of achievement and happiness. The Grand Prairie Wildcats will be known to everyone for their high standards, good sportsmanship, good manners, enthusiasm, friendliness, and kindness.

All students, staff, and community members have the right to an environment that is safe and promotes education and respect for self and others. Each individual is expected to conduct himself/herself appropriately at all times - to behave in a manner that reflects favorably upon him/her and his/her school, shows consideration for fellow individuals, and creates a pleasant school environment. Children are expected to take responsibility for their behavior.

Grand Prairie Grade School welcomes each student and their family. We strive to help every student receive a high-quality education. We expect everyone to be an active participant in class and activities, to study, to do their best at schoolwork, and to abide by the following basic concepts:

- 1. Follow the rules and instructions the first time given.**
- 2. Be on time to school and class, prepared with books, pencils, and paper and completed homework.**
- 3. Respect the rights, property, and feelings of others.**
- 4. Be positive in what you say and do.**
- 5. Take an active part in class and activities.**

1.15 School Philosophy

The school exists for only one purpose – to give the very best possible education to all the youth of the district. The Grand Prairie School Board believes that:

1. Each individual child should be given the chance to advance at his/her maximum capacity.
2. The school administrator and teachers not only have the best training possible in preparation but also have high morals and respect for other people's rights.
3. The school administrator is an agent to work with the Board for the best interest of the whole school district and to help upgrade the educational process.
4. Progress is achieved only if its citizens are well informed and have a voice in their school policy.
5. All students should be treated with respect regardless of race, creed, color, gender or socioeconomic status.

1.170 – Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1.20 - Student Handbook Acknowledgment

TITLE I – School-Wide Program

SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

Parent-School-Student Contract

School Mission: The mission of Grand Prairie school is to educate students in a safe, respectful, challenging, and supportive school community consisting of students, staff, and families. Through effective communication we will impact our students' lives positively.

School Responsibilities

The entire staff of Grand Prairie Grade School will share the responsibility for improved student achievement and attitude as follows:

- Provide a safe learning environment that is conducive to active learning.
- Provide high-quality, rigorous curriculum and instruction in a supportive and effective learning environment that enables participating children to meet/exceed academic achievement standards.
- Hold parent/teacher/student conferences, as scheduled and as needed throughout the school year.
- Provide parents with mid-term and quarterly reports on their children's progress, as well as online access to grades and attendance.
- Provide parents opportunities to volunteer or participate in their child's classroom activities.
- Respect the student, their parents, and the culture of the school and community.

Parent Responsibilities

As the parent, I want my child to reach his/her full academic potential and will support my child's learning as follows:

- Have an ongoing communication with my child's school, including attending conferences and school activities.
- See that my child attends school regularly and is punctual.
- Support and respect school staff and other community members.
- Participate in decisions relating to my child's education.

- Establish a time and place for completing homework and check it regularly for completion.
- Promote positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

As a student, I know it is important that I do the best I can. I will share the responsibility to improve my academic achievement and my behavior as follows:

- Come to school each day with my homework completed and have the supplies I need.
- Always do my work to the best of my ability
- Believe that I can learn and I will learn.
- Conform to the rules of conduct at my school.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school or teacher every day.
- Show respect for my school, myself, other students, and have consideration for our differences.

Each of the three responsible parties will sign to indicate their acceptance of this contract. A signature from parents having read and accepted the handbook will satisfy their acceptance of this contract.

School Signature

Date

Parent Signature

Date

Student Signature

Date

1.30 - General School Information

Grand Prairie Grade School

21462 N Richview Lane

Centralia, IL 62801

Telephone: (618) 249-6289 Fax: (618) 249-8477

School doors open at 7:50 a.m. Please wait to see your child walk into the building safely before driving away.

Students must be in the classroom by 8:20 a.m.

School day schedule is 8:30 a.m. – 3:10 p.m.

Car riders will be dismissed at 3:10 PM

Bus riders will be dismissed at 3:10 PM

Students not riding the bus or staying for practice *should* be picked up immediately after school, and **MUST** be picked up by 3:20pm. After 3:20, a courtesy call will be made to the student's parent/guardian. Parents that become habitually late, could expect a phone call to the local law enforcement agency.

Half Days: School will dismiss at 11:30 a.m. on scheduled days of teacher in-service. On these days car riders will be dismissed at 11:30 AM and bus at 11:30 AM. Students **MUST** be picked up by 11:40 on these days.

SCHOOL BOARD

The School Board of Grand Prairie Grade School meets the third Tuesday of each month at 6:00 p.m. in the school office/library/classroom. The meeting dates are subject to change by Board action only. In this event, public notice will be provided.

Debra Meredith, President

Jeannie Jones, Vice President

Teri Russo, Secretary

Ben Ceglinski

Jill Lietz

Ron Jourdan

Dustin Wangler

HOMELESS LIAISON.....Bekkah Rich-Johnson

ADMINISTRATION, FACULTY, STAFF

Stuart L. ParksSuperintendent
Bekkah Rich-Johnson.....Administrative Assistant
Justin Miller..... Bookkeeper
Emily Poteet.....Kindergarten
Dyman Sodsakitch 1st & 2nd
Kristi Sweeney 3rd & 4th
Laura Colclasure 5th & 6th
Trina Reilmann 7th & 8th
Susan Bundy.....Special Education
Cyndel Mckiness.....Paraprofessional
Garrett McFarlin.....Paraprofessional

Andrea Craddock.....RTI Coach
Craig Kujawa.....Instructional Coach
Sarah Winner.....Head Cook

NEWSLETTERS/COMMUNICATION

Teachers will develop a form of communication between the classroom and home.

PARENT-TEACHER CONFERENCES

Parents are encouraged to take an active role and interest in their child’s education and to confer with teachers concerning your child’s progress in school activities. Parents are encouraged to make appointments with teachers to ensure convenience and availability. Conferences are scheduled each fall for all students.

PARENT – TEACHER ORGANIZATION

Please support the PTO whenever possible. The Grand Prairie PTO is a major contributor and supporter of all school functions. For more information about the PTO, please contact the school office.

PARTIES/CELEBRATIONS

Parents are reminded that parties and birthday celebrations can cause a serious distraction to students. Birthday treats should be scheduled with the classroom teacher and should be simple (individual cookies, cupcakes, candy bars) so that students can share them without creating a

disruption to regular activities. Celebrations should be held during the last period of the school day. Homemade items are not allowed; all items must be purchased and prepackaged. **Treats must be brought to school by an adult and left in the office.**

Students bringing party invitations to school must distribute them to either every boy, every girl or to the entire classroom only. Parents wishing to invite only selected students to parties are asked to hand out the invitations outside of school, such as the mail. Parents are also reminded that teachers cannot distribute student addresses to parents.

Classroom parties will be held at the discretion of the classroom teacher. Students attending a class party must be in attendance for the entire day of the party. Procedures for the parties shall be outlined by the school.

PHONE USE

Students are permitted to use the telephone **ONLY** in case of an emergency. “Emergencies” do NOT include the following:

“I forgot my homework/book.” (Responsibility)

“I left my shoes at home.”

“I forgot my lunch.”

“I forgot my money for ...”

“I forgot my note to stay after school/not ride the bus/go to my friend’s/etc.”

“I forgot I had a ball game/practice”

“I need my practice gear/uniform”

Arrangements for after school activities should be made before your child comes to school. **If parents need to make changes by phone, you MUST call by 2:00 pm.** However, we do realize that emergency situations do occur.

If a student needs to be reached, please leave a message with the school secretary who will forward the message to the student. Telephone calls to the teacher should be attempted before or after school or during the teacher’s lunch period. If this is not possible, the secretary will take a message and the teacher will return the call. By limiting interruptions in the classroom, we are maximizing our learning time.

Cell phones are discouraged at school. Cell phones must be turned off and given to the classroom teacher each morning. If electronics are brought to school, they must be turned off prior to entering the building. Phones should be used for emergencies only. Cell phones should NOT be used on the bus or in school. Inappropriate use of cell phones will result in the confiscation of phone.

PHYSICAL EDUCATION

Special uniforms are not required for physical education classes. Students are required to wear “gym” shoes. These do not need to be new, but should be clean and well fitting. Students generally change into their gym shoes prior to class and then change back into their regular shoes after class period.

TOBACCO & TOBACCO PRODUCTS, DRUGS, ALCOHOL

Everyone is reminded that tobacco or tobacco related products, illegal nonprescription drugs, and alcohol (liquor, beer, or wine) are not allowed anywhere at any time on school property in accordance with 105 ILCS 5/10-20.5b and 105 ILCS § 5/34-18.11 of the Illinois statutes. If any visitor feels the need to use tobacco products at any school activity, he/she must do so off school property regardless of the weather. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.

This location would be across the road or at the edge of the driveway at the road. Our students will not be subjected to residue upon entering the school each morning.

Alcohol or drugs are never allowed. If any person entering school property appears to have been subjected to alcohol or drugs, he/she will be requested to leave the premises. If necessary, local law enforcement personnel will be contacted to remove the person in question.

WEAPONS

Students are prohibited from possessing a weapon of any type during the school day, at school functions, while riding the bus, or on school property. This includes knives, guns, and weapon “look-alikes”. At the discretion of the administration, individuals may be referred to the local enforcement authorities. Expulsion is a possibility for violating policy regarding weapons on school grounds or activities.

No one (with the exception of law enforcement officials) is allowed to have a weapon on the premises, regardless of the new conceal/carry law.

WELLNESS

The School Board is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall encourage healthy school goals to positively influence students’ beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating habits and physical activity as a valuable part of daily life. The full school board Wellness Policy is available upon request.

BRINGING THINGS TO SCHOOL

No outside beverages other than water should be brought to school without permission from school officials. No chewing gum/bubble gum is allowed at school. Rolling book bags are not allowed at school or on the school bus.

Items specifically not to be brought to school include, but are not limited to, the following: knives, guns, other weapons or weapon “look-alikes”, hard balls, laser pens, pointers and electronic devices. Sports equipment such as balls, bats, racquets, sticks, hoverboards, skate boards, and clubs should not be brought to school unless special arrangements have been made with the teacher.

If the classroom teacher has given permission (special occasions, show and tell, etc.), students may bring toys, games, etc. to school. Otherwise, toys, collecting cards, slime, stuffed animals, etc. are not allowed at school. In any case, the student will assume all responsibility for any items brought to school. The school assumes no liability for items that are lost, damaged, or stolen.

1.40 – Visitors

Grand Prairie Grade School staff extends an open invitation for parents to schedule an appointment with their child’s teachers or staff members. We seek to be partners in educating your children. Please remember ALL visitors must report to the office upon entering the building in accordance with Illinois School Code. All visitors must check-in with office personnel before going anywhere in the building/school property and check-out upon departure from the building.

TRESPASSING REGULATIONS

Pursuant to Article 21-5 of the Illinois School Code:

1. No person shall trespass or loiter in any school building or on the grounds thereof.
2. All persons upon entering Grand Prairie Grade School must report immediately to the office, with the exception of those authorized by school authorities.
3. No person may remain in the school building or on the grounds thereof after being requested to leave the school premises by a school employee or its designee, including law enforcement personnel.
4. Any person who fails to comply with these provisions shall be in violation of the rules and regulations of the Grand Prairie CCSD #6 Board of Education and Article 21-5 of the Illinois Revised Code.

1.50 – Equal Opportunity and Sex Equity

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

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

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

1.60 - Animals on School Property

Animals are not allowed at school with students or parents/guardians unless prior permission has been obtained by the classroom teacher or administration. Any animals brought with permission are to be properly and safely secured, restrained, or caged. Animals brought for specific purposes should be taken home immediately following the activity or occasion.

1.90 - Emergency School Closings

If there is a need to close school, the official announcement may be seen on the REMIND communication system and the school Website/Facebook page.

Decisions regarding early dismissal or school closing due to severe weather will be broadcast as soon as they are made. Parents are asked not to call the school or school personnel to inquire about such decisions. On occasions of severe weather during school hours, parents should anticipate the possibility of early dismissal and make appropriate arrangements for supervision of their children. Each family should review and have in place alternative plans for the student in the case of school closing or early dismissal and discuss the plan frequently.

EMERGENCY DISASTER PROCEDURES - In case of a tornado or other possible emergency situation, children will be kept at school until the danger passes. The school offers a safe place for people to use in times of emergencies, and all people are welcome to come to seek shelter. Parents who come to school to take children with them **MUST** report to the office. Parents are requested to remain at school until the emergency passes before removing students from the school or grounds.

1.110 – Accommodating Individuals with Disabilities

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

Chapter 2 - Attendance, Promotion & Graduation

2.10 - Attendance

All students are expected to attend school regularly in order to fully benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Regular attendance at school is the responsibility of the parent/guardian and the student, and is crucial to a student's success. When a child is absent from school, he/she misses valuable class presentations, discussions, and interactions. As absences increase, so does the risk of academic failure.

If excessive absences occur during the course of a school year (excused or unexcused), the child may be required to provide a doctor's excuse for additional absences. Only those with doctor excuses will be given "excused" status. Illnesses without doctor excuses will be considered "unexcused." If a student accumulates over 25 absences, he/she may be considered for retention.

Perfect attendance - Each quarter and annually, students with perfect attendance will be recognized. Students with no absences, **but** with more than one tardy, will not be considered to have perfect attendance.

2.20 - Student Absences

Parents should report student absences by 9:00 a.m. by calling the school office at: 618-249-6289 or messaging via the Remind app.

Notification of Absence - If your child will not be attending school, a phone call notifying the school of such absence is required. If the school does not receive notification, attempts will be made to contact parents/guardians. An "unexcused" absence may be assigned if the call or required Dr note has not been received by the school office within 24 hours.

EXCUSED ABSENCES: Students will be allowed to make up assignments or tests that are missed due to an excused absence. An excused absence is an absence from school with a legitimate cause, including the following:

- Personal illness (including mental or behavioral health of the student) – after **5** absences a doctor’s note WILL BE required for the absence to be excused.
- Professional health service appointments that could not be otherwise arranged outside of school hours
- Family emergency (not in excess)
- Serious illness of a family member which requires the presence of the student
- Death of a relative
- Participation in a school sponsored activity
- Observance of a religious holiday
- Situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety
- The school must be informed **ONE WEEK** prior to the date of absence for vacation plans. Students are to secure the assignments they will need to make-up prior to the absence.

UNEXCUSED ABSENCES: Students will NOT be allowed to make up assignments or tests that are missed due to an unexcused absence. An unexcused absence is an absence from school without a legitimate cause, including the following:

- No phone call or note to explain student’s absence
- Missing the bus
- Oversleeping/alarm problems
- Lack of clean clothes
- Unapproved planned vacations
- Other absences classified as unexcused by principal or designee

A. Truancy

Students are required by law to attend school every day. Students who are absent more than 5% of the last 180 school days will be subject to the following:

- Students are required to supply a doctor’s excuse after **5 consecutive** days of absences. If a doctor’s excuse is not supplied, the student’s absence will be unexcused.
- Administration will provide notification to the Truancy Officer at the Regional Office of Education after 3-5 unexcused absences. Students who leave school or miss classes without permission will also be counted as truant. At 9 unexcused absences, the truancy officer may file a petition for you and your child to appear in court. A parent or guardian may be subject to no more than 30 days imprisonment and/or a fine up to \$500.
- Students who arrive after 10:00am with an unexcused absence will be counted as ½ day truant

Arriving Late to School - Students are expected to arrive at school prior to the beginning of the school day, but not before 7:50am. Any students arriving at school after 8:30 a.m. will be considered tardy. Students must provide a viable reason for being tardy to school. Tardiness will affect the student's perfect attendance record. Students arriving after 10:00am will be considered absent for ½ a day.

Leaving School During the Day - In order to ensure their safety and protection, students must remain on campus during the school day unless the parent/guardian provides written notice to the classroom teacher and the school office that the student will be leaving school with the adult designated. Parents who come to school to pick up their children before school ends must report to the office.

Athletes must attend 1/2 of the days schedule on the day of an athletic contest or practice to be eligible to participate in the athletic activity.

For any student who starts the school day after the prescribed time or leaves school early, i.e., tardiness, appointments, illnesses, etc., parents/guardians must come to the office to “check-in” and/or “check-out” the student for the child's safety. This requirement began in May 1997 by the Illinois State Board of Education. ALL visitors to the school are required to report to the school office and sign in/out upon arriving and leaving the building/school property.

Returning to School After an Absence

- Students must make up any missed or incomplete school work within one day per day of absences unless otherwise arranged with the teacher. (Example: 2 days absent = 2 days to make up work).

How will students be expected to “make-up” their remote learning if they fail to complete it? Students who do not turn in their work will not be given credit until the work is completed and turned in. In the event the work is not completed by the end of the following school day, the student will receive a score of 0 in the gradebook.

MEDICAL APPOINTMENTS

If at all possible, parents should schedule doctor, dental, orthodontist, or other appointments outside of school time. If appointments such as these must be made during school hours, please try to schedule them so that your child misses a minimum amount of time, such as early in the morning or late in the afternoon. Students who are absent for less than 60 minutes, will be considered present, for the entire day. Credit for half day will be granted if the student is absent more than 60 minutes but less than 150 minutes. Students who are absent more than 150 minutes will be considered absent for the entire day. These guidelines are based on requirements set forth by the Illinois State Board of Education. When a student is absent for a medical appointment, they are excused only for the time of the appointment and travel. Students may be required to bring a note from the doctor's office showing the actual time of the appointment.

ILLNESS AT SCHOOL

When a student becomes ill or is injured at school, he/she should tell his/her classroom teacher. Students will be sent to the office and basic first aid will be administered for minor injuries such as scrapes, bruises, or minor cuts. Parents will be called when medical attention is required. Every effort will be made to contact parents, guardians, relative, etc. as listed on the student emergency form. Hospitals cannot administer treatment without the consent of parents or guardians unless the situation is life threatening. Thus, it is important that we have the correct phone number where you can be reached during the day. An automated external defibrillator (AED) is available on premises.

Generally, a student who is running a temperature 100.4° or above, has a rash, or has vomited or has diarrhea will be sent home. Parents are asked to be sure that a current telephone number is on file in the office. Students will not be allowed to go home without parental permission. **If your child is vomiting, he/she should not be sent to school.** If your child is running a fever of 100.4° or above, the **child must be fever free for 24 hours before attending school.**

Guidelines for Illness and Staying Home:

The following are guidelines to help you determine whether or not you should send your child to school:

- **Rashes-** your child should be kept at home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
- **Vomiting and Diarrhea-** Your child should be kept at home until symptom- free for one day. If the student returns prior to this, you will be called to come and get the student.
- **Fever of 100.4 Degrees or More-** Keep your child home until fever free for 24 hours without medication.
- **Strep Throat-** Your child may return after 24 hours of antibiotic treatment and when symptom free.
- **Pink Eye (conjunctivitis)-** Your child should be kept at home and treated until your physician feels the infection is not contagious
- **Impetigo-** Keep your child home from school until your physician advises their return.
- **Chicken Pox-** Your child should remain home for approximately one week after symptoms appear or until all papules (water filled lesions) are scabbed or crusted over and your physician advises his/her return.
- **Untreated Drainage from wound, eye, or ear infections-** Your child should remain home from school until your physician advises their return.

Parents/guardians are expected to assume responsibility for their sick or injured child, including transportation. Please advise the office if your phone number changes.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

VACATIONS

In accordance with the Illinois School Code, Section 122:26-2a, removing a child from school for the purpose of taking a family vacation is NOT a "Valid Cause" for absence. In accordance with that provision, students who miss school for this reason are subject to the requirements outlined under Attendance in this handbook, and may be considered as Unexcused for any excessive planned absence without prior notification. Parents are requested to notify teachers one week in advance to be able to prepare assignments prior to the vacation, and all make-up work must be completed within 5 school days of the student's return.

2.40 - Make-Up Work

Students will be responsible for completing all class work missed during an absence. When a student knows in advance that he/she will be absent, an effort should be made to obtain anticipated missed work so that it can be completed prior to the student's return to school.

If a student is absent, it is suggested that arrangements be made to have daily work picked up by a relative or brought home with a friend. If work is to be picked up at the end of the day, please make the request to the office before noon to allow the teacher time to gather homework assignments. Homework should be picked up as late in the day as possible.

2.50 – Truancy

In accordance with the Illinois School Code, all elementary-aged children are required to attend school. Parents should be aware that the district works in cooperation with the Regional Office of Education #13 and must notify that office of any student who has been tardy more than five

(5) times and/or unexcused absences in excess of nine (9) days. Truancy is not an acceptable behavior for students or parents. Parents will receive a copy of the notification letter.

2.60 - Grading & Promotion

GRADING AND ACADEMIC PERFORMANCE

Each student will receive an achievement grade as a record of the student's academic progress. Midterm reports will be sent to parents of all students at the midpoint of each grading period. Progress reports will be issued to students at the end of each quarter. Parents are encouraged to review the midterm reports, to discuss the report card with their child, and to discuss the reports with the classroom teacher. Both midterm and quarterly reports are to be signed and returned to school the next school day.

A scale of A-F will be used in all subjects for students in grades 1-8. All student papers and work will be graded and recorded according to the following percentage scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Students in Kindergarten will receive a skills based report each quarter informing parents of their student's progress.

The decision to promote or retain students in any class is based on successful completion of the curriculum, attendance, and performance-based testing. The grade placement of any student at the end of the school year for the next school year will be based on the determination of what is best for each child. Parents and teachers are encouraged to work together in order to ensure that students achieve their maximum potential in their schoolwork. Parents may and should request a meeting to discuss options with the teachers and administration.

Teacher Ease Student Grading System—Parents/guardians shall have access to students' grades, homework, and missing work through the district student management system. The district will provide information on access at the beginning of each school year.

AWARDS AND RECOGNITION

Students will be recognized monthly/quarterly/annually for their achievement in the Fundamental Learning Areas set forth by the Illinois State Board of Education.

Grand Prairie Grade School has a honor roll for Grades 5-8, which is posted at the end of each grading period. The honor roll will recognize those students who strive for academic excellence. Honor roll is determined on a 4.0 scale. Honor rolls figured only on the bases of the grade point averages in the "core" academic areas of math, reading, English, social studies, and science. High honor roll requires a grade point average of 3.8-4.0 and honor roll requires a grade point average of 3.2-3.79.

An awards program is held each spring to reward students for participation and accomplishments in various activities. Awards are given for attendance, academics, sports, and other areas as determined by district personnel.

In Physical Education, students will be tested on performance and knowledge of particular areas. Students are required to participate in PE. A doctor's written excuse will be required for nonparticipation. Proper attire is required for participation.

RETENTION – The staff of Grand Prairie Grade School believes that each child has the ability to learn and succeed. Students that fail subjects in a grade level are considered for retention. Although parental consent is desired, the final decision on the student's placement will be the consensus opinion of those teachers serving that student and the administration. Grade reports are sent home on a quarterly basis; teachers regularly communicate progress or lack thereof to parents.

2.65 - Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in [20 U.S.C. §1092\(f\)\(6\)\(A\)\(v\)](#), *dating violence* as defined in [34 U.S.C. §12291\(a\)\(10\)](#), *domestic violence* as defined in [34 U.S.C. §12291\(a\)\(8\)](#), or *stalking* as defined in [34 U.S.C. §12291\(a\)\(30\)](#).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and

sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy [6:60](#), *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy [6:65](#), *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy [5:100](#), *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance

procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:
Superintendent

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies [2:260](#), *Uniform Grievance Procedure*; [5:20](#), *Workplace Harassment Prohibited*; [5:90](#), *Abused and Neglected Child Reporting*; [5:120](#), *Employee Ethics; Conduct; and Conflict of Interest*; [7:20](#), *Harassment of Students Prohibited*; [7:180](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*; [7:185](#), *Teen Dating Violence Prohibited*; and [7:190](#), *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with [34 C.F.R. §106.45](#). The District's grievance process shall, at a

minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District’s *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.

12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy [2:260](#), *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

2.70 – Homework

Homework – Studies show that there is a direct correlation between regular, graded/monitored homework assignments and academic success. Homework assignments serve a variety of purposes:

- Provide reinforcement and practice of newly acquired skills;
- Provide an opportunity to extend learning beyond the classroom environment;
- Allow students to complete unfinished class work;
- Teach valuable life skills, such as self-discipline, time management, responsibility, independence, etc.; and
- Give parents an opportunity to monitor student progress and be more directly involved in their child's education.

In order for homework to be a positive force in a child's education, a number of factors MUST be considered:

- Homework must be a joint venture on the part of the parents and the school. It is essential that homework be viewed as a positive learning tool designed to reinforce life skills, responsibility and task commitment.
- The student must have a desirable and monitored environment in which to work, including a comfortable desk/table, chair, all the necessary supplies, and proper lighting and ventilation. Sending a child to his/her room without adult supervision is only inviting him/her to waste time.
- Time must be scheduled every day for the purpose of doing some school work. If the child has no assignment for that evening, the time could be used for leisure reading.

Within each class, students may be assigned homework to complete work not done in class or to practice skills. Teachers will make every effort to make sure directions and assignments are clear and due dates are understood. Teachers will communicate with each other to ensure that students are not given large quantities of homework by different teachers at the same time. Homework is due the following day or as determined by the teacher. Completion of assigned work is the student's responsibility.

The homework volume and expectations vary from one grade level to the next. The classroom teacher will be discussing his/her policies and practices with each class. The suggested amount of homework is 10 minutes of homework per grade level. For example, this means that an average student in the fourth grade could expect to receive approximately 40 minutes of homework. However, this is just a suggestion. The amount of homework is based on the teacher's discretion and the student's learning styles and abilities. If your child has excessive homework, it could be because he/she is not doing his/her work during the allocated work time at school. A conference with the teacher is recommended if excessive homework occurs.

Chapter 3 - Student Fees and Meal Costs

3.10 - Fees, Fines & Charges; Waiver of Student Fees

ENROLLMENT

Students in Kindergarten through Grade 8 who reside in the Grand Prairie Grade School District #6 are eligible for enrollment. Out of district students may attend by paying the annual tuition established by the School Board and with approval by the district and/or in compliance with 105 ILCS 5/10-22.5a.

Kindergarten students must present a certified copy of the birth certificate and completed physicals, including lead screening test results, prior to attending school. Parents with special circumstances prohibiting these records to be complete should contact the Superintendent/Principal.

Students who are residents of Grand Prairie School District #6 shall be admitted to school in accordance with admission requirements established by law. All students enrolling in the District for the first time shall provide as requested three (3) documents from the list below as proof of residence. The McKinney-Vento Homeless Assistance Act (PL100-77) ensures that any student considered as homeless shall be enrolled without proper documentation. The District may require periodic verification of residency as a means of validating compliance with the proof of residence requirement.

1. Title Evidence, Mortgage Papers, Lease Agreement, or completed Student Registration and Proof of Residency, Questionnaire and notarized Affidavit of Residence
2. Utility Bill
3. Photo Identification (may include Driver's License, Illinois State Identification Card, etc.)
4. Tax Bill
5. Current Voter's Registration Card
6. Loan Payment Book
7. Home Insurance Policy
8. Bank Account
9. Medical Card

FEES, FINES, AND DAMAGES

Fees are established by the School Board for each school year. Current fees for textbooks and registration is no cost due to the fact that our district qualifies for the Community Eligibility Provision. All students will be provided the books and materials for a high-quality education regardless of parents' ability to pay. A \$20 donation is suggested for students whose family qualifies under the 2018 income eligibility guidelines. ALL students are financially responsible for damage to or loss of textbooks, library books, and any other school/teacher-owned materials that they use.

Students are expected to furnish necessary school supplies from home and that such must be replenished throughout the school year. A supply list is available from the school and at area stores.

3.20 - School Lunch Program

CAFETERIA SERVICE – BREAKFAST/LUNCH PROGRAM

Grand Prairie CCSD #6 is currently part of the USDA Community Eligibility Provision, which provides funding for Grand Prairie to offer free breakfast and free lunch to ALL of our students.

EXTRA milk is available for \$.25 per carton and may be purchased as needed.

Students must use manners and talk quietly during meals in the cafeteria. Sharing of food, playing with food, throwing food, and loud discourteous behavior are not allowed. Cafeteria rules will be posted and reviewed with the students on a regular basis.

Students may eat school lunches or bring lunches from home. A variety of nutritional meals are

prepared at the school. Students who do not take the school lunch MUST provide a nutritionally, healthy meal.

Students are not to bring soda or energy drinks for lunch. No outside beverages will be allowed if a student is eating a school lunch. Please do not send beverages in glass bottles. Students may bring milk, juice, or water if they bring their lunch. We also ask that students do not bring items for lunch in containers that the student cannot open or must be heated or refrigerated. All food and drink from breakfast or lunch must be consumed in the cafeteria. **No food items may be carried out of the cafeteria unless special permission has been granted.**

Chapter 4 - Transportation & Parking

4.10 - Bus Transportation

BUS ARRIVAL AND DEPARTURES - The arrival and departure of the buses at school are very hectic times. During the early morning, parents are asked to park in the South lot if necessary. During evening functions, parking is where available. Walking between cars and buses is strictly forbidden without adult supervision.

Grand Prairie CCSD #6 buses are equipped with audio and video recording capabilities.

For the safety of the students when dropping off your students please use the South entrance and circle around to the door so that the passenger side is closest to the door.

Parents/guardians are reminded that passing a bus with arm extended and flashing lights is a moving violation on the roads, in a parking lot, or on a driveway.

4.15 - Bus Conduct

BUS INFORMATION & CONDUCT

Students who reside in district will be provided transportation to and from school on school district buses. A transportation schedule will be determined for and distributed to all students for boarding the morning bus and for returning home in the afternoon.

The right of students to ride the school bus is dependent upon their good behavior and upon their

abiding by the bus rules and directions of the bus driver. Students are to follow the rules for their safety to and from school.

Bus safety rules include, but are not limited to:

1. Follow directions of the driver the first time given. The driver may add or alter the existing rules.
2. Be ready & waiting to board/exit bus at the regular location.
3. Be seated quickly and remain quietly seated for the entire ride in assigned seats. Changing seats while the bus is in motion is not permitted.
4. Keep hands and feet to yourself and inside the bus. Windows are lowered only to the black line.
5. The center aisle on the bus must be kept clear at all times. All equipment, books, or bags must be kept in or under the seats with the students unless other arrangements have been made in advance.
6. The emergency door is used only for emergencies.
7. Conduct is expected with ordinary conversation permitted with persons sitting near the student. Students must refrain from unnecessary conversation with drivers. The use of profane or abusive language or inappropriate behavior will not be tolerated.
8. No eating or drinking on the bus is allowed, unless during field trips and then only with the approval from the driver. Trash receptacles are located on the buses. Throwing anything on roadways is contrary to state law with violators subject to a fine.
9. Riders must be quiet at all railroad crossings.
10. No possession of dangerous weapons, objects, or materials is allowed anywhere on school property, including buses.
11. No pictures or videos are to be taken on the school bus.
12. Students may not play personal music on the bus unless using headphones.
13. Cell phones may not be used on the bus.

Students may be subject to the following including suspension from riding the bus for inappropriate behavior, noting that in all cases alternative discipline may be imposed when appropriate:

1st Incident—Warning

2nd Incident—Written Notice/Lunch Detention

3rd Incident—Written Notice/Half-Day In-School-Suspension

4th Incident—Written Notice/Full-Day In-School-Suspension

5th Incident—Written Notice/Full-Day In-School-Suspension AND 1-3 day Bus Suspension

6th Incident—Written Notice/Full-Day In-School-Suspension AND 3-5 day Bus Suspension

7th Incident—Written Notice/Full-Day In-School-Suspension AND 5-10 day Bus Suspension

The administration reserves the right to change the previous protocol, if the situation is severe and warrants more stringent disciplinary action.

When a student must get off the bus at a location other than his/her regular stop, the bus driver

must have a parental note requesting permission. When emergency situations arise for which a student does not have a note, this permission can be granted through a telephone call to the school office. Bus transportation is provided for individual students and not groups of students going to a specific location.

These policies shall apply to all students, parents/guardians, district residents, certified and non-certified school personnel, contracted persons, and any other persons having valid reason for recognition by the Grand Prairie CCSD #6 School Board.

4.20 – Parking

Parents may park in either parking lot. Please remember that the North parking lot is one-way during early morning school hours and is reserved for staff parking and Bus drop off. School buses need to be able to turn into the front drive. Parents are not to pull in to the bus loading area to pick up or unload children. Please be advised that passing a school bus with arm extended and flashing lights is a moving violation on the roadway, in a driveway, or in a parking lot.

Chapter 5 - Health and Safety

5.00 – CPR and AED Training Video

In August of 2013, Public Act 098-0305 took effect. The act encourages parents and students to view the CPR and AED training videos made available on the IHSA website, A link to that page is: <http://ihsa.org/Resources/SportsMedicine/CPRtraining.aspx>

5.10 - Immunization, Health, Eye & Dental Examination

HEALTH INFORMATION

Physical Examinations and Immunizations

All new enrolling students and those entering kindergarten and sixth grade are required to have a physical examination. Illinois students transferring in may use their physical exam records from the previous school, if the exam was completed within a calendar year. Out-of-state students transferring to our school will need a new physical exam regardless of grade level according to Section 5/27-8.1 of the Illinois School Code.

Any child entering school for the first time, kindergarten, or grade six must be properly immunized, according to regulations of the Illinois Department of Public Health. The recommended immunization schedule is available in the school office. **Those students not having immunizations up to date by the first day of school shall be excluded from school until such proof of immunization is presented**, unless prior arrangements have been made with administration.

In addition, successful completion of a sports physical examination is required annually prior to participation in extra-curricular sports practice activities/games. Students in sixth grade should remind the physician during the school physical that they are required to have a sports physical as well.

Dental examinations are required for children in Kindergarten, grade 2, and grade 6. Each child shall present proof on the appropriate form of having been examined by a dentist before May 15. Parents/guardians will be reminded by September 15 of each school year.

Vision and Hearing screenings are completed each fall. You will be notified by mail if your child fails the vision or hearing test.

INSURANCE

Student accident and dental insurance is made available to all students on an optional basis each year. This insurance is offered through the Illinois School District Agency. Please read the coverage information provided by the insurance plan carefully. The school district does not assume responsibility for claims beyond the limits of this policy. School personnel will make insurance applications available, collect insurance premiums, and complete the proper claim for each accident. Payment for insurance is required at the time of application.

5.20 - Student Medication

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

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

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 asthma inhaler, or the storage of any medication by school personnel.

ASTHMA MEDICATION

Public Act 92-0404 permits those students whose doctors have prescribed medication for the treatment of asthma to have that medication in their possession at all times. In order for a student to carry his/her asthma inhaler, three conditions must be met:

1. The school must have on file a physician's request that the student be allowed to self-administer his/her medication.
2. The student's parents must have provided the school with written permission for the child to carry his/her inhaler. The student is then responsible for the care and administration of the medication.
3. The student's parents must sign a statement acknowledging that the school district is to incur no liability relating to the student's self-administration of his/her medication.

In all other cases, inhalers will remain in the office and may be self-administered upon request. Each use of the inhaler is documented.

5.40 - Safety Drill Procedures

EMERGENCY DRILLS

The school will have periodic emergency drills that are announced and unannounced. The emergency procedures are posted in each classroom for tornado, fire, earthquake, active shooter, and crisis drills. Each student should be familiar with the procedures for the room. Teachers are responsible for making children aware of the procedures and for informal practices to assist understanding. Emergency evacuations and crisis situations are announced over the intercom system. Students are to follow adult directions, to proceed quickly and quietly to assigned areas, and to wait for further instructions.

EMERGENCY INFORMATION

Parents are asked to complete and have on file at school student emergency information for each of their children. This information provides immediate contact information in case of illness or injury. In such instances, we will only release your children to the individual(s) identified on the card unless parent permission is secured. Should your address, telephone number, employment, or medical condition change during the school year, please notify the office and the classroom teacher immediately.

5.50 - Communicable Disease

CHRONIC INFECTIOUS DISEASE POLICY

The School Board of Grand Prairie Community Consolidated School District #6 recognizes that a student with a chronic infectious disease is eligible for all rights, privileges, and services

provided by law and the District's policies. The District shall balance the individual's rights with the District's obligation to protect the health of all District students. Special education students are covered under the rules and regulations governing special education students as outlined by Public Law 94-142.

Parents are asked to notify the school immediately if a student's illness is diagnosed as contagious. The same applies for other contagious conditions such as head lice infestations.

5.60 - Head Lice

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice. The student will be checked again in 7 days.

All students are inspected on an "as needed" basis throughout the school year. You will be notified if nits or live lice are discovered on your child.

Chapter 6 - Discipline and Conduct

6.10 - General Building Conduct

CARE OF SCHOOL PROPERTY

Students and visitors are expected to treat school property with respect. Failure to do so will result in disciplinary action, such as loss of technology privileges. The parents/guardians of a

Grand Prairie Grade School student shall be financially responsible (up to \$500) for personal injury and/or any property damaged by students intentionally or as a result of misbehavior. The school district shall, when deemed necessary, seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 70, Section 56 of the Illinois Revised Statutes.

PLAYGROUND AND RECESS

Unless there is precipitation, wind chill factor below 32°F, or wind advisory- students will go outside for recess. Parents are responsible for making sure their children are properly clothed having coats, hats, and gloves as needed.

General Rules for recess in the gymnasium or playground include but are not limited to the following:

1. Follow directions of playground/gymnasium supervisor. Play in designated areas. Students should not play in the driveway south and west of the building or off school property.
2. Students do not enter the building without the permission of the playground supervisor.
3. Be courteous and considerate of others.
4. Please do not throw balls against the walls/side of the building.
5. Students should not play near windows, utility connections, or the bus barn.
6. Swings – one student at a time and sitting down. There should be no winding of swings, running through or under swings, no standing or lying down on swings, no jumping out of swings, or climbing the swing poles.
7. Slides - one at a time and sitting down, facing forward, feet first. Do not climb on slides. Do not push or shove and take turns. No balls on the slides.
8. When the whistle blows, students are expected to line up immediately and enter the hallway in a quiet and orderly manner.
9. Physical activities that are generally prohibited, but not limited to
 - a. Boxing, wrestling, fighting, etc.
 - b. Throwing rocks, sticks, sand, snow, etc.
 - c. Biting, spitting, etc.
 - d. Teasing, bullying, name calling, etc.
 - e. Tripping, pushing, shoving, poking, etc.
 - f. Tackle football
 - g. Using hardballs, such as baseballs

6.20 - School Dress Code & Student Appearance

We take pride in the appearance of our students. Parents are asked to see that clothing is clean, in good repair, and appropriately sized. Clothing should be age appropriate for school and the learning situation. Proper student dress and good personal hygiene are expected so as to not interfere with teaching and learning or compromise reasonable standards of health, safety, and decency. Specifics referred to in this section are examples used for reference and are not considered as exhaustive.

Shoes are required at all times. Students are permitted to wear shorts/skirts that are at least mid-thigh length. Appropriate clothing will not include those articles of clothing that expose the mid-section of the body, halters, spaghetti-strings, pajama pants, skimpy undershirts, or t-shirts with reference to alcohol, drugs or use lewd or obscene words or pictures. All students who wear open-toed shoes or mud/rain boots to school are required to have a pair of closed-toe shoes (gym shoes) available in their locker for physical activities/recesses and are required to have them for physical education class, in addition to proper clothing attire. The wearing of coats/jackets/hoodies, sunglasses, and hats/hoods in the classroom is prohibited unless teacher permission is secured.

Clothing with questionable sayings or references to sexual activity, violence, profanity, or racial context is not permitted. The school will make the final judgment of what is considered questionable and inappropriate. If a student is determined to be wearing clothing of unacceptable nature, the student will be sent to the office to call home for a change of clothing, will remain isolated for the remainder of the day, or may be provided alternative clothing to wear while in school.

6.30 - Student Discipline

DISCIPLINE – MAKING GOOD CHOICES

All students are expected to behave in a respectful and orderly manner when they are at school or attending school activities at or away from school. School personnel will strive to help students make good decisions and avoid behavior that interferes with teaching or learning. Students are encouraged to exhibit cooperation, respect for others, and good citizenship. Cooperation between the school and the home with support from parents is essential in developing and maintaining a positive learning situation for all students. The reasons for discipline and the consequences in this handbook are reviewed annually and are NOT exhaustive.

These rules apply to the Bus, Classrooms, School Activities, and School Functions. Each Teacher, Driver, Coach, or Sponsor will explain the rules at the beginning of each activity with students expected to follow rules as established. The basic Rules of Conduct for students to follow at Grand Prairie Grade School are:

- 1. Follow the rules and instructions the first time given.**
- 2. Be on time to school/class, prepared with pencils/ books and completed homework.**
- 3. Respect the rights, property, and feelings of others.**
- 4. Be positive in what you say and do.**
- 5. Take an active part in class and activities.**

The staff of Grand Prairie Grade School feels strongly that students are to be held responsible for their actions, both positive and negative. In the event a student chooses to not follow the school rules, he/she may be subject to the following:

- 1. A verbal warning and correction.**
- 2. A loss of privileges.**
- 3. Communication with parents.**
- 4. Parent & student conference with the teacher.**
- 5. In-school suspension from class and all school activities.**
- 6. Immediate suspension and possible appearance before the School Board for severe misconduct (possession of weapons, drugs, fighting, verbal/ written remarks, and physical aggression).**

Possession of dangerous materials, weapons, or weapon “look-alikes” is considered a very severe breach of school policy and shall be accompanied by out-of-school suspension with recommendation for immediate expulsion.

DISCIPLINE – SCHOOL POLICY

In School Suspension – Students assigned to in-school suspension will be placed in a designated location. Students will receive credit for any classroom work missed while serving an in-school suspension provided the work is completed and given to the teacher prior to 8:15 a.m. the next school day.

Out of School Suspension – Students who receive out-of-school suspension will receive a zero for any assignments due during time of suspension. Students assigned an out-of-school suspension may not attend school functions or participate in extra-curricular activities during the period of the suspension.

Procedures for Suspension of Students

The Superintendent/Principal is authorized to assign an out-of-school suspension to any student for severe misconduct for a period not to exceed ten (10) school days. The students and parents

are due the following procedural protections:

1. Prior to any suspension, the student will be provided with oral or written notice of the charges, any explanation of the evidence against him/her, and if the student denies the charges, an opportunity to provide his/her side of the story. In those instances when the student poses an immediate threat to the staff or other students or property or an ongoing threat to the educational process, the student can be removed from the school setting without notice and a hearing. In such case, the notice and hearing shall be given at the earliest practical time.
2. Any suspension shall be reported immediately to the parent/guardian of the student. Such report shall contain a statement of the reasons for the suspension and a notice to the parent/guardian of right to review.
3. Upon request of a parent/guardian, a meeting shall be conducted by the School Board to review the suspension. The parent/guardian of the student may appear and discuss the suspension with the School Board.

Process for Expulsion of Students

The School Board may expel students for severe disruptions to the operation of the school. In expulsion cases, the following procedures shall be used:

1. An expulsion shall occur only after the student and the student's parents or guardians have been afforded the right to a hearing before the School Board.
2. The student and the student's parents shall be notified by certified mail of the reasons for the expulsion and the date, time and place of the Board meeting.
3. At the hearing by the Board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement in his/her own behalf.

DRUG ABUSE - RIGHTS & RESPONSIBILITIES

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of drugs, or look-a-like drugs and drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities. Information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with school law. Parents of students suspected of illegal drug use or activity will be notified as well as possible student referral to the juvenile authorities and medical treatment facilities.

6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment

BULLYING

Grand Prairie Grade School will provide all students with a safe school environment that

facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to another individual and/or disrupts the learning environment, and/or urges students to engage in such conduct is strictly prohibited. We will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy.

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-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 is **prohibited** in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

6.45 - Sexual Harassment & Teen Dating Violence Prohibited

TEEN DATING VIOLENCE POLICY

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

Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to teachers, support staff, and/or district administration. School staff shall respond to incidents of teen dating violence by following the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

The school district has a policy addressing teen dating. Policy #7:185 in the board policy manual is available for viewing by the public by request.

SEXUAL HARASSMENT

Sexual harassment in verbal or physical form is not permitted. Sexual harassment is defined as “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student’s educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, service, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.” The district maintains a strict hands-off policy with no unnecessary body contact regardless of gender. Students who believe they have been subjected to sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the teacher/aide, administration, or a Student Assistance Team representative. These procedures will be reviewed on a quarterly basis.

6.60 - Field Trips

Field trips are taken at various times throughout the school year. To participate in a field trip, a student must meet certain requirements as indicated below. Students who do not meet these requirements will be excluded from the trip. Students who are absent for several days prior to the field trip may be excluded from the trip. Participation on a field trip is a privilege. If participation is not allowed, the student will be required to be in attendance at school. If an

excluded student is absent on the day of the field trip, he/she may be assigned an unexcused absence.

In order to participate in a field trip, a student must:

1. Have on file a signed parent permission form, emergency form, and emergency phone numbers.
2. Be in good academic standing in the class for which the field trip is organized.
3. Be in good school behavior standing (classroom or bus).
4. Agree to follow all rules applying to bus conduct and normal school conduct.

When parents are going on field trips, pre-school children and other siblings are not allowed on school buses. Parents are discouraged from providing transportation for their students and other students to and from field trips. Students will not be allowed to ride to and from any destination in vehicles other than school buses unless they have written parent permission and prior administrative approval. If serious disruptions occur during a field trip, a student may be removed from the group and placed in supervised isolation or, if needed, parents will be called and the student will be sent home.

Field trip schedules cannot be altered to accommodate specific student schedules. If a student appointment conflicts with the scheduled field trip time, the student will need to stay at school instead of attending the field trip.

6.70 – Access to Student Social Networking Passwords & Websites

School authorities may not require a student or his parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website even if school authorities have reasonable cause to believe that a student's account on a Social networking website contains evidence that a student has violated a school disciplinary rule of procedure.

6.80 - Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are not allowed to use their devices during non-instructional time unless permission is given.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office
3. Third offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Chapter 7 - Internet, Technology & Publications

7.10 - Internet Acceptable Use

All students and parents/guardians must read and sign the Internet Usage Policy on an annual basis. The Internet has become an interconnected place for thousands of people and businesses to learn, to share, and to partake in the discovery of a plethora of information. The district has taken many precautions to restrict inappropriate material from the environment. Because of the global nature of the Internet, it is sometimes hard to catch everything and with industrious young

minds, occasionally they may stumble upon that material. We feel that the educational importance far outweighs the risk of such material on the Internet. Access at Grand Prairie is subject to screening devices through the Illinois State Board of Education that limits access to unauthorized sites. However, Grand Prairie denies any responsibility for the accuracy and quality of information gained through access to the Internet and assumes no liability resulting from the use of the Internet. The user will be responsible for any fees incurred by unauthorized use.

1. Food and beverages are not allowed in the computer lab/library at any time.
2. Students may not install software to any school computer. Students may not save personal files on the local hard drive unless directed to do so by the person in charge. They may save their materials to a data disk.
3. Students may only use the Internet to visit sites that are educationally relevant. Sending messages is strictly forbidden unless the school superintendent gives specific authorization.
4. Students will make no attempt to change any computer setting or properties. This includes, but is not limited to, screensavers, wallpaper, resolution, and color.
5. Students may not use the Internet without a signed permission form, which is kept on file in the office. While Internet access is filtered for all users on the network, parental permission for access is still required.
6. Persons who access unauthorized sites or use the Internet inappropriately shall be subject to disciplinary actions. These actions may include, but are not limited to suspension or termination of access privileges, school suspension, expulsion, and or referral to law enforcement agencies.

Misuse of the Internet policies are grounds for discontinued use of school computers/other technologies and disciplinary measures.

Please see our complete technology plan here:

https://docs.google.com/document/d/e/2PACX-1vTijn-nk_j7H0ZPzWFe4pr1jodVQHunSvzN-zU_lxLbf5X2QGTZux2Ou5GxbsP7UYSuGc4j54NMS9aZ/pub

Chapter 8 - Search and Seizure

8.10 - Search and Seizure

For purposes of safety and public health, two or more school officials may conduct a search in order to control and supervise student conduct and maintain a proper educational environment, which includes purses, backpacks, lockers, desks, jackets, etc.

LOCKERS

If available, students will be assigned individual lockers to store coats, jackets, book bags, etc. Be advised that lockers are school property and are subject to search and inspection at any time by school personnel and/or law enforcement personnel.

Chapter 9 - Extracurricular and Athletic Activities

9.10 - Extracurricular Athletic Activities Code of Conduct

Any student representing Grand Prairie Grade School should have high morals and good citizenship both in school and in the community. Students participating in school-sponsored activities are under the direction of the coach/sponsor. Coaches/sponsors are responsible for providing written rules and expectations to all participants. Coaches/sponsors will schedule and notify students of practice dates and times. Parents are responsible for transportation to and from practices and activities. Students must be picked up in a timely manner.

We encourage all students and parents to support our extracurricular activities. Students entering the building to attend an extracurricular function are expected to remain in the building until the end of the function or until they leave for home. If a student elects to leave the building unsupervised, every effort will be made to contact the parent and have the situation rectified.

Student participation in extracurricular athletic activities is contingent upon the following in addition to academic standards:

1. Written permission must be given by the parents/guardians for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. Successful completion of an athletic physical examination is required annually prior to participation in practice activities or games in sports.
3. Student must show proof of insurance coverage either by a policy purchased through the school or a parent/guardian statement that the student is covered under a family insurance plan.

STANDARDS FOR ELIGIBILITY - Any student becomes ineligible to participate in games/meets if they drop below a "C" in two or more core (Math, Reading, ELA, Spelling, Science/Social Studies) subjects. Eligibility will be ran by the office ONCE a week. These standards shall apply to all students representing Grand Prairie Grade School in any extra-curricular activities. Students are ineligible to participate in any extra-curricular activity on days when they are not in attendance. A ½ day of attendance is required to participate in all extra-curricular activities. Students who are too ill to be in school will NOT be allowed to come only for special events (i.e. pictures, parties, presentations, sports, or academics.)

9.30 - Student Athlete Concussions and Head Injuries

Students and parents must sign an agreement complying with this policy before participation in extra-curricular activities.

EQUAL EDUCATIONAL OPPORTUNITIES - TITLE IX

No student or employee shall be denied, based on sex, race, religion, handicap, or economic status, equal access to programs, activities, services, or benefits provided by Grand Prairie Grade School or be limited in the exercise of any right, privilege, advantage, or opportunity as required by Title IX of the 1972 Educational Amendment. Questions or concerns may be directed to Superintendent/Principal of the district.

Chapter 10 - Special Education

10.10 - Education of Children with Disabilities

SECTION 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination against any person with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Grand Prairie school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and its students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school district.

10.20 - Discipline of Students with Disabilities

Procedures for Suspension of Special Education Students

The following procedures shall be used in suspension cases involving special education students:

1. Prior to the suspension of a special education student, the school shall determine if the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education.
2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Franklin and Jefferson Counties Special Education Cooperative.
3. If the misconduct is the result of the student's handicapping condition, he/she shall not be suspended except as provided by Section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
4. The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the education process.
5. A conference shall be held with the student's parents, the appropriate local district staff, and the Franklin and Jefferson Counties Special Education Cooperative staff familiar with the student's handicapping condition in order to re-evaluate the appropriateness of the student's

program and to make appropriate alterations if necessary.

6. Suspension of an individual student should not exceed individually or in aggregate ten (10) school days in a given school year for non-emergency reasons.

Procedures for Expulsion of Special Education Students

The following procedures shall be used in expulsion cases involving special education students:

1. The school district may expel students from school for severe disruption to the school. An expulsion may be for a period of ten (10) days, but not beyond the remainder of the school term. (Illinois School Code, Section 10-22.6; Opinion of the Illinois Attorney General).
2. An expulsion shall occur only after the student's parents have been afforded the right to a hearing before the school board of the district of residence. The parents shall be notified of the hearing by certified mail, and the notification shall state the date, time, place and purpose of the hearing. (Illinois School Code, Section 10-22.6).
3. Prior to the expulsion of a special education student the school district shall determine if the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education (herein after referred to as the Rules and Regulations). Such determination shall be made by the local district staff and with Franklin and Jefferson Counties Special Education Cooperative staff familiar with the student's handicapping condition and educational program in a conference with the student's parents. If the misconduct is not determined the result of the student's handicapping condition, the local district staff may choose to expel the student. Such an expulsion shall be considered a change in the student's educational placement. Procedures required by the Rules and Regulations regarding changes in educational placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.
4. If the misconduct is the result of the student's handicap, he/she shall not be expelled. In such cases, the student's program shall be reviewed in a multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged. The Rules and Regulations shall also be followed.

Chapter 11 - Student Records & Privacy

11.10 - Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian,
2. Mental or psychological problems of the student or the student's family
3. Sexual behaviors or attitudes
4. Illegal, anti-Social, Self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the students parent/guardian,.
8. Income other than that required by law to determine program eligibility,

The student's parent/guardian may inspect the Survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

11.20 - Student Records

The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act protect the privacy of student education records. Parents are afforded the right to inspect or review educational records, seek to amend educational records, and consent to the disclosure of personally identifiable information from education records except as specified by law. Access to records will be granted within a reasonable time but not more than 10 days after the request. These rights will transfer to the student when he/she reaches 18 years of age or enters a post-secondary educational institution. Student records will be forwarded to the appropriate school of record upon transfer or graduation from Grand Prairie.

Parents of students in two households are entitled to copies of progress reports at each grading period. Information will be provided as requested.

STUDENT RECORDS

The school district follows the policies and procedures outlined in the Illinois School Student Records Act. The following types of student records are kept in the principal's office:

A. Permanent - all information kept permanently concerning students. The permanent record card indicates the student's name, gender, address, birth date, social security number, attendance, grades, academic record, parent's names, address, and telephone number. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, transferred or permanently withdrawn from the school district.

B. Temporary - all information not required to be in the permanent record such as test scores, special education records, teacher evaluation of student, disciplinary information, and health cards. The temporary record shall be maintained during the period of usefulness to the school and the student, but not longer than five years after the student has graduated, transferred or permanently withdrawn from the district, The parent/guardian of a child under eighteen (18) or a designee of such parent/guardian shall be entitled to inspect and copy information in the student's school records at the student's request. The parent/guardian has the right to inspect and review the student's education records within fifteen (15) days of the district receiving a written request for access. Parents or eligible students should submit to the school Superintendent a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The district shall notify the student's parents/guardian and the student when it plans to destroy a student's permanent or temporary record, When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act shall become exclusively those of the student.

PUBLISHING STUDENT PICTURES

Students may occasionally appear in photographs and videotapes taken by authorized school personnel. These pictures may appear in the school yearbook, newsletters, local newspapers, or school websites. Unless a parent specifies otherwise in writing, no consent or notice is needed before the school uses pictures taken during school functions.

View student privacy laws here:

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:1e10d5ac-b69d-3787-9ee0-a6fd0fea528f>

Chapter 12 - Parental Right Notifications

12.10 - Teacher Qualifications

PARENT RIGHT TO KNOW

ALL TEACHERS AND PARAPROFESSIONALS AT GRAND PRAIRIE CCSD #6 ARE CERTIFIED AND HIGHLY QUALIFIED FOR THEIR TEACHING OR OTHER

ASSIGNMENTS FOR THE CURRENT SCHOOL YEAR. The district will not hire personnel who are not qualified or certified for their position.

For No Child Left Behind at the beginning of each school year, districts must notify parents that they have the right to request specific information about the professional qualifications of their child's classroom teachers. The information includes whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, the graduate certification or degree, and the field of discipline of the certification and/or degree. All paraprofessionals must meet their respective qualifications as well.

SUPPORT PROGRAMS

The McKinney-Vento Homeless Assistance Act (PL100-77) ensures that students considered as homeless are eligible for all services provided within the district.

Student Assistance Team provides support/interaction for identified students needing additional intervention strategies than those available in classroom instruction/curriculum, including chronic truancy and behavior modification.

Reading Resource is available to all students in the district. Additional 1-1 or small group instruction assists K-8 students with identified reading skills.

Every Student Succeeds Act is a federal program designed to help students in grades K-8 who need additional assistance in reading/mathematics.

Various instructional and support services are provided through the Franklin-Jefferson Counties Special Education Cooperative. These include speech/language, psychological and social services, and learning resource assistance.

Speech/Language Pathologist screens all students in K-8 in the fall to determine the need for further evaluation of the student's speech/language needs. Referrals for screening can also be made by a parent or teacher.

School Psychologist assists in the review of individual academic progress/behaviors of identified children leading to recommendation for meaningful educational experiences.

School Social Worker is the liaison between the family and the school to consult with the students, teachers, and parents about educational and personal history regarding student behavior.

Learning Resources program in cooperation with regular classroom instruction provides supplemental support/additional instruction and assistance to those students who are eligible.

12.20 - Standardized Testing

Grand Prairie Grade School uses a variety of assessments to measure student progress. Various instructional strategies and assessments are utilized in the classroom to accommodate individual student learning styles. Students in grades 3-8 are given the Illinois Assessment for Readiness (IAR) and Illinois Science Assessment (ISA) for grades 5 and 8 each spring to measure student achievement relative to the Common Core Standards. Results from this instrument are used to make decisions regarding curriculum and instruction within the district. Student attendance during these testing periods is extremely important.

12.40 – Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education 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 course in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

12.60 – 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 the school at 618-249-6289.

12.70 – School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

12.80 – Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school secretary.

Notification will be given before application of the pesticides. Prior notice is not required if

there is imminent threat to health or property.

12.90 - Mandated Reporter

School personnel are **required** by law to report **suspected** cases of child abuse/endorment to the Division of Children and Family Services. School responsibility ends with the report.

12.120 – Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at:
<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at:
<http://www.isp.state.il.us/cmvo/>

