

Student – Parent Handbook



Griggsville-Perry School District #4 2015-2016

(217) 833-2352 Elementary/High School

(217) 236-9161 Middle School

(217) 833-2352 Central Office

(217) 833-2630 Transportation

www.griggsvilleperry.org

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2015-2016 Griggsville-Perry School District Calendar Summary

August

- 18th – Teacher Institute
- 19th – 1st day for students

September

- 7th – No School
- 23rd – ½ day students – ½ day teacher work day

October

- 12th – No School
- 22nd – Parent Teacher Conferences 4:00 – 7:00 pm
- 23rd – Parent Teacher Conferences – 8:30 a.m. – noon (no student attendance)
- 28th – ½ day students – ½ day teacher work day

November

- 11th – No School
- 20th – No School
- 26th – 27th – No School

December

- 9th – ½ day students – ½ day teacher work day
- 21st – 31st – No School

January

- 1st – No School
- 4th – No School – Teacher Institute
- 18th – No School
- 27th – ½ day students – ½ day teacher work day

February

- 12th – No School
- 15th – Emergency Day (No school unless snow day used)
- 24th – ½ day students – ½ day teacher work day

March

- 7th – Emergency Day (No school unless snow day used)
- 24th – No School – Teacher Institute
- 25th & 28th – No School

April

- 15th – Emergency Day (No school unless snow day used)
- 18th – Emergency Day (No school unless snow day used)
- 27th – ½ day students – ½ day teacher work day

May

- 26th – Middle School Promotion; last day students
- 27th – High School Graduation – teacher institute
- 30th – No School
- 31st – Emergency Day (No school unless snow day used)

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General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public viewing at the unit office.

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

Steven Myers - President
Eric Kunzeman - Vice President
Chontel Whitaker - Secretary
Brad Dehart - Member
Marsha Dehart - Member
Aaron McCarter - Member
Darin Mountain - Member

Regular board meetings will be held on the third Wednesday of every month in the unit office building at 7:00 p.m.

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

Janet Gladu, Superintendent
Jeff Bourne, Elementary/High School Principal
_____, Interim Middle School Principal
Scott Cowell, Athletic Director
Allison Nisbet, Guidance Counselor
Susanne Brawdy, School Social Worker

The schools are located and may be contacted at:

Griggsville-Perry Elementary/High School
202 N Stanford
PO Box 439
Griggsville, IL 62340
(217) 833-2352

Griggsville-Perry Middle School
201 E. North Street
Perry, IL 62362
(217) 236-9161

Griggsville-Perry District Office
202 N Stanford
PO Box 439
Griggsville, IL 62340
(217) 833-2352

School District Philosophy and Mission Statement

The Griggsville-Perry schools, in active partnership with parents and community, are committed to providing an educational program dedicated to teaching and learning within a caring environment. This will be accomplished by a knowledgeable and dedicated staff who will emphasize strong self-esteem and academic achievement. This achievement, as well as the essential skills that students shall master to become responsible citizens, will be our priority.

Disclaimer

The Illinois Compiled Statute grants the right for school districts to adopt and enforce all necessary rules for the management and government of schools (105 ILCS 5/10-20.5). This handbook does not create a contractual relationship with any party. It is a summary of district policy and procedures and is not all-inclusive. The handbook may be changed during the school year without notice. There will be situations arise that will require administrative consideration, judgment, and action not covered by this handbook or district policy. In such circumstances, only prudence and the Illinois School Code shall limit administrative response. The building administration may establish

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written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools.

This handbook will be distributed to all parents and guardians within 15 days of the beginning of the school year or upon the student's enrollment.

All school personnel in charge of students are authorized to impose appropriate disciplinary measures (other than suspensions, expulsion, corporal punishment, or in-school suspension) when students misbehave. They may use reasonable force as needed to maintain the safety for other students, school personnel, their person, or for the purpose of self-defense or defense of property. Teachers may remove students from the classroom for excessive disruptive behavior.

In addition to traditional disciplinary measures, the administration is authorized by law to suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, for up to 10 consecutive school days. The School Board may suspend a student from school or from riding the bus in excess of 10 days, and may expel a student for up to 2 years.

Upon Board adoption, this handbook shall supersede any conflicting policies or procedures.

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, sexual orientation, physical or mental handicap, disability, or status as homeless.

Academic Requirements for Promotion from the Middle School

Students must be passing 4 of the 5 core academic classes at the end of each year (5-8) to be promoted to the next grade level. Students failing 2 or more of the 5 core academic classes will be retained. The five core academic classes are as follows: Language Arts, Reading, Math, History/Geography/Social Studies and Science.

Academic Required for Promotion for High School Graduation

Thirty (30) units are required for graduation. Each student is required to register for eight courses per semester unless special arrangements are made with the administration.

- Fine Arts: Chorus, Art, Spanish, and Speech
- Driver's Education: Book phase of Driver's Education class must be taken for graduation per state law.
- Office help is restricted to juniors or seniors with above-average attendance.

All Griggsville-Perry High School Graduates must meet the following requirements:

- | | |
|---|---|
| • English | 4 |
| • Math | 3 |
| • Science (1 may be agriculture science) | 3 |
| • Social Studies (1 must be American History) | 3 |
| • Health | ½ |
| • Resource Management | ½ |
| • PE | 4 |
| • Fine Arts/ Foreign Language | 2 |
| • Vocational Education | 1 |
| • Government | ½ |

College bound students should check with the high school guidance counselor on the specific graduation requirements needed for entrance into secondary education institutions.

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Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the school principal.

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her 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 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 or procedure.

Accidents and Injuries

Any accident at school should be reported immediately to the teacher in charge. The teacher/school nurse will see that first aid is given if necessary, and an Accident Report will be filled out. In order for student insurance to pay, the injuries must be reported immediately.

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.

Accreditation

The Griggsville-Perry Unit School District is a member of the North Central Association of Colleges and Secondary schools and is recognized by the Illinois State Board of Education, Public School Approval Section. This recognition gives our graduates the privilege of entering any college or university, provided they have taken the high school subjects, which are required by the University or College for admission.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Asbestos

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular business hours. The superintendent is the Asbestos Program Manager and all inquiries regarding the plan should be directed to the superintendent's office. They have developed an asbestos management plan for our facilities which includes: this notification letter, education and training of our employees, and a set of plans and procedures designated to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials. We have begun implementing the asbestos management plan. We are intent on not only complying with, but also exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

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Athletic & Non-Athletic Eligibility, Including Extracurricular Activities Code of Conduct

The Athletic code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Requirements for Participation in Extracurricular Athletic Activities

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance; and
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
5. A signed agreement by the student's parent/guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Eligibility

Selection of members or participants in extracurricular athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular athletic activities, a student must maintain passing grades in all classes. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

IHSA [or] IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IHSA [or] IESA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

Absence from School on Day of Sport or Activity

A student who is absent from school after noon is ineligible for any sport or 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: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by school officials.

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

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be

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issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

Code of Conduct

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

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Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations will be based on the following:
 - c. First violation
 - Use, possession, buying, selling, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
 - d. Second violation
 - Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
 - The student may be required to practice with the group (unless suspended or expelled from school).
 - e. Third violation
 - Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the building principal.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

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Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular athletic activity. Failure to sign the district's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in sports or activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume sports and activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the district policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Drugs, Alcohol and Tobacco

Except with the respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport, which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Attendance

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

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There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of 21.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, or sell tobacco materials;
2. Use, possess, distribute, purchase or sell alcoholic beverages;
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon, or any item that is a "look alike" weapon;
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Awarding Credit – High School

Students are awarded credit for successful completion of courses. ½ credit is awarded for each passed semester. High school students who fail during the school year must repeat the failed semester(s) in order to get credit. John Wood Community College (JWCC) offers a summer school for students. It is generally based on class standing (junior, senior, etc.). JWCC also offers classes during the school year. Several other options are available. See the guidance counselor if further information is needed.

Board Policies

Griggsville-Perry Unit School District's board policies may be viewed at the superintendent's office.

Book Fee/Rental

Students who qualify may receive free textbooks by having their parents fill out the appropriate forms and submit the forms to the Superintendent. Forms are available in the school office upon request.

Activity Fee

There is an activity fee for all students K-12. The fee is \$20 for grades K-8 and \$25 for grades 9 – 12. These fees go toward end-of-the-year field trips, assembly costs for students, guest speakers, and each student receives an all-sports pass for all regularly scheduled home contests in the district. When shown at the door of the middle school or high school, the pass allows the student free admission for the competition. It does not allow free admission to any tournaments or post-season competitions.

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Participation Fee

Each student participating in athletics will be assessed a participation fee. At the middle school, the one-time fee is \$40 per individual student. At the high school, the one-time participation fee is \$60 per athlete with the exception of football. The additional participation fee for football is \$300. These fees must be paid in the school office before participating in any athletic activity, unless prior arrangements are made through the superintendent.

Bus Transportation

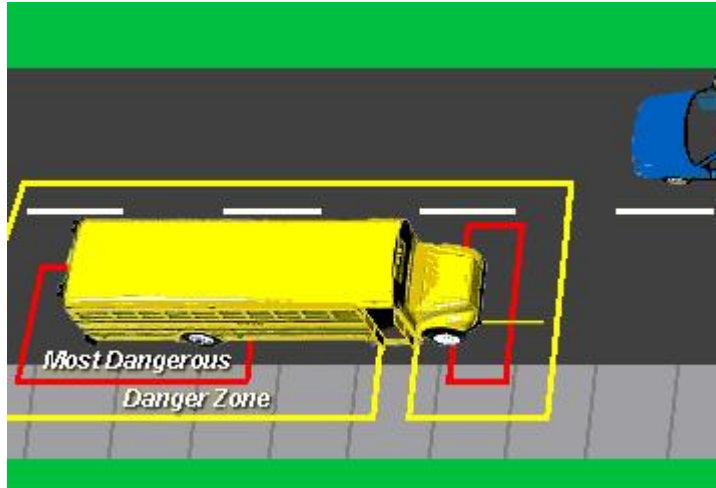
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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



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

For questions or concerns regarding school transportation issues, contact the building principal at (217) 833-2352 for the elementary and high school or (217) 236-9161 for the middle school.

Cafeteria Rules (High School)

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, or drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

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Cafeteria Rules (K-8)

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Candy, Food Items, Drinks

No food or drink of any kind is permitted in the classroom without prior permission from the principal. Soda machines will be turned off during class hours.

The sale of edible items such as candy, soda, doughnuts, cupcakes, cookies, etc., may not be conducted on school grounds without the permission of the Principal.

Care of Students with Diabetes

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Certificate of High School Completion (High School)

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cheating/Plagiarism

Plagiarism is the act of claiming the work of another to be your own. It is the theft of another person's ideas and work. Students caught in the act of plagiarism will not receive credit for the work and will be subject to discipline. Consequences for cheating/plagiarism will be 1st offense – 0 on assignment/project; 2nd offense – 0 for nine weeks; and 3rd offense – failure of semester.

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Classification of Students

Students are classified according to the number of units of credits earned. The classifications are as follows:

- Freshman – all 1st year students
- Sophomores - all 2nd year students, who have earned a minimum of 7 credits
- Juniors – all 3rd year students who, earned a minimum of 14 credits
- Seniors – All students in their 4th year, who have earned a minimum of 21 credits & who will graduate provided they successfully complete the work for the current school year

Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Computer Lab

1. The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges.
2. No food, gum, or drink in the computer lab.
3. Do not attempt to enter files of others.
4. Do not share passwords.
5. Students who attempt to enter restricted areas on the computer programs or do not follow the instructions of the lab supervisors may have computer privileges removed.
6. Always log out – do not leave open files on the network.
7. Students must be supervised by an adult in the lab at all times. Teachers are responsible for supervision.
8. Access to the Internet is to be used for research/homework purposes. E-mail and/or chat rooms are not to be used unless homework/classroom related.
9. Teachers must sign up for lab use.

Credit for Proficiency, Non-District Experiences and Course Substitutions

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned at a Vocational Academy.

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Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

College Visitation

Senior class members are allowed to take five days per year to visit a college, university or technical school of their choice. Military testing or visits count as college visits. Junior class members are allowed to take two days per year to visit a college, university or technical school of their choice. It is recommended that college visits should not take place the day before or the day after a vacation. Students are responsible for any assignments while they are absent. The counselor and the principal must pre-approve these visits.

Approval requires:

- A minimum of 1-week notice.
- Signed permission from a parent.
- Visit complete prior to May 1.
- Verification from college or absence is unexcused.
- Students must be academically eligible to take a college day.
- Failure to follow guidelines results in loss of future college days.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9 – 12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course, and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced Placement Computer Science

The advanced placement computer science course, if available, is equivalent to a high school mathematics course. A student in grades 9 – 12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course

Daily Schedule

Students should not arrive before 8:00 a.m. nor remain in the building after 3:30 p.m., unless they are under the direct supervision of school faculty. Students participating in athletics or other activities are to leave the building upon completion of their activities.

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Dances/Proms

Attendance at school-sponsored dances is a privilege.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Elementary & Junior High Dances

Elementary and junior high dances are exclusively for Griggsville-Perry students. No students from Griggsville-Perry High School or other local schools will be admitted. Dances will be planned for specific age groups only, such as 4th through 6th and 7th through 8th. Students not in those grades will not be allowed to attend.

High School Dances

Homecoming and Prom dates must be 9th grade or older but no older than 20. If a student has a date from another school, the principal must approve this. A list will be assembled of all students who will be attending the dance and the principal will check to see that all students coming from other schools are in good standing prior to the event. Griggsville-Perry School reserves the right to refuse entrance to a school-sponsored dance if a student is accompanied by a date that was not on the list and did not receive approval.

Homecoming Royalty

Attendants each from the junior, sophomore, and freshmen classes will be selected from their class by secret ballot. The attendant will select their escorts from their respective class. Students in grades 9 – 12 will vote for Homecoming King and Queen by secret ballot.

Prom Queen/King Election

The senior class selects four candidates for Queen and four candidates for King by secret ballot. The junior and senior classes will select the Queen/King by secret ballot.

Detentions

After School Detention

After school detention is held from 3:30 pm to 4:15 pm, unless otherwise assigned by administration.

Students will comply with detention rules or be subject to additional detention time. Any detention not served at assigned time will be doubled. If a doubled detention is not served at the assigned time, the student will be placed in in-school suspension.

In-School Suspension

In-school suspension is held from 8:30 am – 3:30 pm.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

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District Grading Scale

The following serves as a guideline that teachers follow regarding student test and course work:

Numeric Grade	Letter Grade	4.0 Scale	Weighted Scale
95-100%	A	4.0	5.0
90-94%	A-	3.7	4.7
88-89%	B+	3.3	4.3
84-87%	B	3.0	4.0
80-83%	B-	2.7	3.7
78-79%	C+	2.3	3.3
74-77%	C	2.0	3.0
70-73%	C-	1.7	
68-69%	D+	1.3	
64-67%	D	1.0	
60-63%	D-	0.7	
59% or below	F	0	

Weighted Classes/Grades

The following classes will be weighted for the purposes of GPA: Biology II (Anatomy and Physiology), Advanced Biology, Environmental Biology, Physics, Chemistry I & II, Calculus, College English, Spanish III & IV, Pre-Calculus, Statistics/Discrete Math, Psychology, Sociology, and Economics.

Semester grades that fall below "C" for these classes will no longer be weighted. Point values for C- and lower will be the same as all other classes.

Elementary Grades

Reports showing the teachers evaluation of each student's work are made periodically throughout the semester. After parents have carefully examined the report card, it should be signed and returned to the teacher promptly. Students in grades 2 through 12 will receive computer-generated report cards. Special education students shall receive goal progress sheets along with report cards. No letter grades will be given the first 9 weeks in kindergarten. In place of letter grades, a report of progress will be given. Midterm reports will be given for each student in grades 1 – 8.

In the elementary grades, subjects are graded as follows:

- Kindergarten is rated using Satisfactory/Unsatisfactory
- 1st – all subjects are graded S/U the first nine weeks. After that, letter grades are earned for Reading, Language, Phonics, Spelling and Math. Science, Social Studies, Health and Handwriting are graded S/U.
- 2nd – Handwriting and Social Studies are graded S/U. Letter grades are earned for Reading, Math, Spelling, Language and Science.
- 3rd – All subjects receive letter grades.
- 4th – All subjects receive letter grades.

The teachers welcome conferences with parents to discuss a child's progress. Please call the teacher and arrange a convenient time for a conference, or send a note with your child. A formal Parent/Teacher conference is held in the fall for grades K- 12, and parents are urged to attend.

Middle School/High School

Reports of the students work are made every nine weeks with "D" and "F" slips sent to parents after 4 ½ weeks of each grading period. Semester grades are averaged on a 2/5 for 1st nine weeks, 2/5 for 2nd nine weeks, and 1/5 for semester exams for high school students.

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For high school students grade point averages will be calculated at the end of each semester to determine the student's class rank using semester grades for all classes.

Discrimination and Harassment

All students have equal access to all of the classes and activities of the school. No rule, whether disciplining or otherwise, shall have as its purpose discrimination with regard to race, color, creed, national origin, sex or handicap.

Sexual intimidation and/or harassment by any school employee, other student, or the effect of any school policy or practice will not be tolerated. Each district has a coordinator whose purpose is hearing and reacting to any grievances or complaints concerning the meaning, interpretation or application of established district policies; and/or civil rights legislation such as Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Illinois Human Rights Act of 1980, and Age of 1975. The coordinator for Griggsville-Perry Unit #4 is Superintendent Janet Gladu.

Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Students shall not wear clothing that is sexually suggestive or indecent, which would cause a disturbance or interfere with normal classroom activities, or which constitutes a health or safety hazard.
- Students shall not wear clothing with extremely low-cut necklines (hand from collarbone) or which are too tight or strapless.
- Shirts and pants or skirts must overlap at the waistline at all times, and pants should ride no lower than the student's natural waistline.
- No midriff may show at any time.
- Tank top straps should be at least two finger-widths wide.
- Yoga pants may be worn under other clothing such as skirts or shorts or with a top of appropriate length.
- No short tops or overalls (without shirts).
- Shoes or boots shall be worn at all times.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Pants with holes/rips above the knee that show skin, underwear, shorts, etc. are unacceptable and not allowed.
- Proper hygiene must be followed.
- No coats or book bag/backpacks are to be in the classrooms. They are to be kept in lockers during the school day.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health and safety of the student, other students, staff or others may be subject to discipline.

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Early Graduation

Student will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the Principal two months prior to the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (I.e. announcements, cap and gown, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and the guidance counselor prior to the beginning of the students seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Electronic Signaling 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, video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other 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 allowed to use electronic devices during non-instructional time, which is defined as before and after school.

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 of oneself or another person through the use of a personal electronic device.

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

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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.

Cell phones and other electronic devices may be searched by school officials in accordance with handbook procedure.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners program.

For questions related to this program or to express input in the school's English Language Learners program, contact Janet Gladu at (217) 833-2352.

Entries & Withdrawals

Readmitting Students who have Dropped Out

School districts are now required to deny reenrollment to any student above age 17 who has dropped out of school and could not, because of age and lack of credits, graduate before his/her 21st birthday. Students who fall in this category will receive counseling and will be encouraged to attend an alternative education program.

Admission of Home-School or Private School Students

A home-school student or private-school student whose curriculum is not accredited with the Illinois School Board Association must meet the following criteria in order to enroll in the Griggsville-Perry CUSD #4 in grades 1 -12.

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These students will be placed by administrator and committee recommendation in the appropriate grade based on their achievement:

1. Score on a standardized test,
2. Evidence of successful completion of a curriculum that meets the Illinois Standards, or
3. Evidence of achievement at the grade level the student is entering (another standardized achievement test).

A committee composed of a general education teacher, special education teacher, guidance counselor, and building principal shall place a student who does not meet the above guidelines after reviewing the results of a standardized achievement test administered at the school.

Withdrawal from School

If a student withdraws from school for any reason, he/she should obtain a clearance slip from the office and pay all debts in order to be in good standing and have transcripts transferred. A student who owes money to the school will not receive his/her transcript or any recommendations from teachers until all debts are paid in full. Any withdrawal request should be made in writing by the parent.

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, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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: Superintendent Janet Gladu, 202 N. Stanford, Griggsville, Illinois 62340 (217) 833-2352.

Exemption from PE Requirements (3rd – High School)

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

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

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

Exemption from Physical Education Requirement (High School)

A student in grades 9 – 12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit,
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Student Handbook.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Fines, Fees & Charges; Waiver of Student Fees

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.,
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have any questions regarding the fee waiver process, you may contact the building principal at: Elementary/High School – (217) 833-2352 or Middle School – (217) 236-9161.

Money should not be collected for any purpose without approval of the principal. Gifts for departing students, sponsors, coaches, etc. must be approved before any collections are permitted. All money to be collected for any purpose must go through the office personnel for the issue of a receipt. No coaches, students, or personnel with the exception of the appropriate office personnel shall collect or otherwise handle any money directly paid from students or parents.

Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 833-2352 (Elementary/High School) or (217) 236-9161 (Middle School).

Federal law protects students from discrimination due to a disability that substantially limits major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide

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the needed supports so that your student can access his or her education as effectively as students without disabilities can.

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

Fund Raising (High School)

During the year, classes and clubs often participate in fund raising activities, which enable them to sponsor the Junior-Senior Prom or go on various trips. Students who refuse to participate in class fund raising activities will be ineligible to attend the Junior-Senior Prom or go on the Senior Trip unless they pay their "fair share". This amount is determined by the class officers and Sponsor and approved by the administration.

The fundraising schedule will be given at the beginning of the year.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Graduation Behavior

It is the philosophy of the Board of Education that the 8th grade graduation and the high school commencement exercises be ceremonies of dignity and respect. Students may choose not to participate if they feel that these guidelines cannot be followed. Students who choose to participate should realize that the ceremony is a school function and that all school policies apply. The following procedures and rules apply to said ceremony:

1. The attire of graduates worn under gowns is to be proper and appropriate and shall follow the school dress code.
2. Music for both the processional and recessional of graduates will be arranged for by the high school principal.
3. Candidates for graduation are required to display respect toward all presenters/speakers participating in the commencement program.
4. The use of all types of firecrackers, mechanical noisemakers, and all other types of paraphernalia commonly associated with spontaneous celebrations is prohibited during the ceremony.

All speeches must be approved by the Principal 48 hours before the graduation ceremony.

Diplomas will not be handed out during commencement exercises. Graduates will receive only diploma covers during the ceremony. Diplomas will be distributed immediately following the ceremony to all graduates who adhere to the guidelines. Any candidate for graduation failing to adhere to the guidelines will not receive his/her diploma the night of graduation. In this event, the candidate for graduation will receive his/her diplomas after appearing before the Board of Education with his/her parent/guardian at which time his/her conduct will be reviewed.

Graduation Requirements

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

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4. Participating in the State assessment required for graduation.

Credits for Graduation

Students must have 30 credits to graduate.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Guidance & Counseling (High School)

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Guidance & Counseling (K – 8)

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

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.
9. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from

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outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. 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.

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) up to 3 months after the child's birth or miscarriage.

For information on home or hospital instruction, contact Janet Gladu (217) 833-2352.

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Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school or origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired, or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Homeroom

1. The atmosphere in the room during homeroom should be one of study; therefore, no gum, food, drink, or talking without permission is allowed.
2. Passes for restroom will be issued only for emergency uses. There will be a special pass used for restroom purposes.
3. Passes can be issued by the homeroom teacher to the library for individual days or times. Pass procedure:
 - a. All students must arrive to homeroom with a pass already issued and signed by the teacher for the particular purpose.
 - b. All students named on the pass must come to homeroom and may leave only when authorized by the homeroom teacher after roll is completed.
4. No locker passes will be given by the homeroom teacher.
5. All students will be given an assigned seat.
6. No verbal passes will be granted to students.
7. Students who need to leave early to attend activities are allowed to do so as the schedule of events or announcements state.
8. Failure to comply with homeroom policies will result in a detention after school as well as the following policies:
 - a. 1st offense results in a teacher-pupil conference.
 - b. 2nd offense results in a principal-pupil conference.
 - c. 3rd offense may result in an in-school suspension.
9. All homerooms will utilize these unified policies.
10. All policies described on this sheet have the intent and purpose of providing an atmosphere where all students have the opportunity to study and reduce hallway traffic, which may be very disruptive to other classes in progress.
11. If a student appears on the ineligible list, no passes from homeroom or study hall will be honored except to receive direct tutoring.

Home-schooled Students

Students entering the Griggsville-Perry School District, after a period of home schooling, will be placed at the most appropriate grade level according to available data, including, but not limited to the following:

1. Placement testing,
2. Grades/records/documentation from the completed homeschooling program.

Grade level placement will be at the discretion of the building administrator.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

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Honor Roll

High School Honor Roll

To be placed on the Honor Roll, a student must have a 3.5 GPA or better for each nine weeks or semester it is figured. The honor roll is figured using the same scale used for figuring the GPA. Students with an A in all subjects will be placed on the High Honor Roll for the nine weeks or semester.

Middle School/Elementary School Honor Roll

- High Honors: Straight A's in all subjects (4.0 average)
- Honor Roll: 3.5 and above (no D's)

High School Semester Exam Policy

Students in all classes may be excused for semester tests if they have one or no excused absences for the semester and they have no lower than a C class average. Any unexcused absence or tardies for a class will cause the student to take the semester exam regardless of the grade earned in the class. Exempt status may be adjusted as deemed necessary by the administration.

Students may opt to take the tests even if they are not required if they wish to attempt to raise their grade. If students do not take the test, their grade for the semester will be the average of the two quarter grades. Students who are exempt but take the tests anyway will not have their grades lowered if they do not do well on the test. Students who are required to take the tests and fail to do so will receive a zero grade for the semester exam, and that zero will be averaged as 20% of the final semester grade.

Honors and Awards

High School

A student must be in attendance at the Griggsville-Perry School for a period of not less than two years to be eligible for any scholastic awards given at graduation. Students who graduate early will not be eligible for valedictorian and salutatorian, but will be given recognition at graduation.

Valedictorian and Salutatorian shall be determined after the 8th semester. There shall be no co-officers unless in cases of absolute ties.

Girl and Boy Citizen Awards

The faculty will nominate three girls and three boys from the junior or senior class. The nominees must have a "C" average and have a good record of attendance, reliability and general school citizenship. The one girl and one boy receiving the highest number of votes from the student body are declared to be the girl citizen and the boy citizen of the school.

W. O. Cunningham Award

This award is sponsored by the family and relatives of W. O. Cunningham, a longtime resident of Griggsville. It's awarded to a senior who has excelled at GPHS, and will be determined by the secret vote of the high school faculty based on the following criteria: school citizenship (attitude, respect) 20%; participation in school and community activities 20%; scholarship 20%; potential for success 20%; and attendance and punctuality 20%. The formal presentation of this award will take place at graduation.

DAR Award

Daughters of the American Revolution Good Citizen Award. This award is sponsored by the National Society of the Daughter of the American Revolution. The Daughters of the American Revolution will honor one student (boy or girl) from each of the fifty states, selected from the senior classes of public high schools, as excelling in the following qualities which determine good citizenship: dependability – truthfulness, honesty, punctuality; service – cooperation, helpfulness, responsibility; leadership – personality, self-control, initiative; and patriotism- Unselfish loyalty to American ideals.

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The faculty chooses the senior who best exemplify outstanding qualities of leadership, dependability, service and patriotism in their school, home, and community. From these three, the senior class chooses the school's one Good Citizen. The winning citizen will take a test to compete for National Scholarship awards of \$5,000, \$2,000 and \$1,000.

SAR Award

Sons of the American Revolution Good Citizens Award. This is sponsored by the National Society of the Sons of the American Revolution. The Sons of the American Revolution will hone one boy from each of the fifty states, selected from the senior class of public senior high schools, as excelling in the following qualities which determine good citizenship: dependability – truthfulness, honesty, punctuality; service- cooperation, helpfulness, responsibility; leadership – personality, self-control, initiative; patriotism – Unselfish loyalty to American ideals, The same process of selection used for the DAR award will apply to the SAR award; winner will receive a pin and certificate of award. The State and National Scholarships are available to the SAR award winner.

Star Greenhand Award

Presented to the greenhand member (1st year member) who accumulates the most points based upon FFA activities participating in, scholarship and SAE. The award is presented at the chapter banquet.

Activity Award Trophy

Presented to the FFA member who accumulates the most number of points from attending FFA activities during the year. The new year starts after the chapter banquet, where the award is presented.

Livestock Judging Trophy

Presented to the FFA member who accumulates the highest number of points from livestock judging contest scores. The winner must attend at least six judging contests. The points for the award begin the first judging contest following the chapter banquet. The award is presented at the chapter banquet.

Bert Weas Memorial Award

Presented to the outstanding 4 year member of FFA, based upon scholarship, SAE, FFA activities, other school and community activities. Presented at the chapter banquet to a senior accumulating the highest number of points in all areas combined.

Athletic Awards and Trophies

Harry Laird Award

This award is given to a senior boy who has distinguished himself in athletics while at Griggsville-Perry High School. The recipient is graded on scholarship, leadership, cooperation, and athletic ability. Versatility in sports is necessary. A committee of four, consisting of a Board member, a fan, the principal and the coach, selects the boy. Co-awards may be given.

Senior Female Athlete Award

This award is given to a female athlete who has excelled in athletics. The coaches vote upon the award. The award is based on leadership, athletic ability, and cooperation, involvement in sports, dependability, and attitude.

In the Middle School

High honors and second high honors in each grade level will be given an academic award.

Attendance Awards: Students with perfect attendance during the year will receive a Perfect Attendance Trophy. Students who have been present 99% of the year (missed no more than 2 days) will receive an Outstanding Attendance Certificate.

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Principal's Award: students who meet the following criteria will be given the Principal's Award:

1. No unexcused absences,
2. C or higher grade for all classes each nine weeks,
3. No formal discipline, and
4. Participation in at least one extra-curricular or non-required school-sponsored activity.

Immunization, Health, Eye & Dental Examinations

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

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Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

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

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

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

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

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

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

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

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

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

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

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

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

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

Interviews with Law Enforcement

Interviews of students by law enforcement officials will be allowed after verification of credentials by the principal. An attempt will be made to contact the student's parent or guardian to inform them that the student is subject to an interview. Interviews will be conducted in a private setting. The principal or representative will be present during the interview if a parent is not available.

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Invitations and Gifts (K-8)

Party invitations or gifts for classmates (unless the entire class is being invited) should not be brought to school to be distributed. Items such as these are of personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Kindergarten

Each spring, a day is set for registration of all children who expect to attend kindergarten the following September. The child must be five years old by September 1. A physical and immunizations are required by the State of Illinois for kindergarten students. Parent/Teacher conferences are held in the fall and again in the spring. Reports are sent home at the end of each semester. Parents are urged to visit the class. Rugs, books, sweaters, etc., must be labeled with the child's name. Students should come dressed to spend 15 minutes outside (including boots). Written excuses for absences and tardiness are required.

Lockers

Each pupil has been assigned a locker without cost (unless damaged) where all belongings are to be kept. Lockers are to be kept locked at all times to protect property. Middle School students (5th – 6th) will be assigned a locker with a lock. It is suggested that 7th and 8th grade students provide their own locks for the hall locker. Students must keep valuables in lockers. The school will have little sympathy with lost property that was made readily accessible. Students should not bring large sums of money to school. Lockers are the property of the school district which reserves the right to search any and all lockers at any time with/without the students' knowledge and/or presence. All lockers must be kept neat and orderly enough that the locker door can be kept closed when not accessed by the student. This is for safety as well as neatness in the hallways. If the locker is not kept in the proper manner, the student will be instructed to clean the locker either before school, at noon or after school.

Lost and Found

The school assumes no responsibility for lost property. Any student who finds an article should take it to the Principal's office, where the owner may claim it upon proper identification.

Make-Up Work (5th – High School)

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers on the first day they return from an absence. Students who are unexcused from school will not be allowed to make up missed work.

Mandated Reporter

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

Medication at School

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.

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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.

Membership in Class Organizations

1. Students are not required to be in class organizations. Membership is voluntary, but members are expected to pay dues, attend meetings and participate in moneymaking activities.
2. Students not paying dues, failing to attend meetings, or failing to participate in class activities will be dropped from the organization and will not be allowed to participate in class activities, such as the senior class trip.
3. Any student dropped from the organization may be re-admitted when back dues and other obligations are met.
4. Each class may have their own constitution that must be followed.

High School Class Membership

In order to stay a member of a High School class in good standing, a student must:

1. Pay dues as set by each class.
2. Participate in activities connected with each class.
3. Behave at meetings and activities.
4. Attend school on a regular basis – no truancy.
5. Follow guidelines/constitution as may be set by each class organization.

Senior Class Trip Will Be Earned by Seniors Who:

1. Are paid class members at the end of each school year.
2. Will definitively be graduating.
3. Are eligible in every subject the week prior to and at the time of the trip.
4. The Principal and Sponsor will confer regarding issues that could prevent a student from attending the senior trip (such as behavior, attendance, etc.). Absences greater than 10 days will be reviewed. However, more than 10 days absence will jeopardize eligibility for the trip.
5. Dues that are paid and fundraising monies become the property of the class and are non-refundable and non-transferable.

Organizational Trips

The Superintendent must approve all organizational trips, and the organization must pay all expenses. Guidelines for contests: FFA, and Speech, the school pays only entry fees and transportation. Students must be academically eligible at the time of the trip.

FFA

1. Dues must be paid each year in September by the deadline date.
2. Members must be enrolled in an Agriculture class. Graduates may retain membership for 3 years following graduation.
3. Chapter officers are elected in May. Greenhand officers are elected in September.
4. All officers must pass every class each 9 weeks and/or semester grading period. Receiving an F in these time periods will result in immediate termination from office and the remaining officers will select a replacement for the remainder of the year.

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5. With the exception of first year members, most chapter awards are determined in a time period from banquet to banquet each year. The banquet is usually held in late April.
6. Members representing the FFA at contests or other activities will be determined at least one week prior to the event. Contest participants will be determined by interest level, skill and usually a chapter contest. Numerous contest opportunities are provided each year.
7. Academic eligibility will conform to school policy.
8. The officers and advisor shall rule on any questionable policy.

Science Club

1. Membership is open to juniors and seniors who are currently enrolled in a science class or previously a member in good standing.
2. Meetings will be held once a month during homeroom and evenings.
3. Members must be academically eligible in all classes to participate in an activity.

Scholastic Bowl – Middle School/High School

1. Be on time for practice. Let coach know personally if you are unable to attend or will be late.
2. All practices, except holidays, or other school-excused activities, are mandatory.
3. Three excused absences are allowed from practice. After three, there will be a conference between the coach and the student to set priorities.
4. Students with two unexcused absences from practice or matches will be dropped from the team.
5. You are responsible for learning the material assigned to you. Students who are not willing to learn their student materials and prepare for the matches are not needed.
6. Good grades are top priority. If you have trouble in a subject, ask for help early. Do not wait until the end of the quarter. Grades are checked weekly; a student must be eligible to participate in a match.
7. At all times, show respect to your coach, stats, officials, opponents, and your teammates. Remember that we are all working to be the best that we are capable of becoming.
8. All students are to ride to the match on the bus. Students must also return on the bus unless riding home with a parent/guardian. Coach must be informed in writing by a parent/guardian before a student leaves.
9. At all matches, sit together as a team, encourage teammates and be a good representative of Griggsville-Perry High School and Griggsville-Perry Middle School. No foul language is allowed.

National Honor Society

The Griggsville-Perry Chapter of the National Honor Society is an elite organization of students exhibit the highest qualities of scholarship, leadership, character and service. In order to be considered for membership or be a member, a student must maintain a cumulative GPA of 3.7 (no rounding) or above by the end of his/her fifth semester. Potential candidates must be enrolled in or have completed two high school weighted classes. Only juniors and seniors are eligible for possible membership. Candidates who qualify academically are notified during their sixth semester, usually in April.

Nondiscrimination on the Basis of Handicap/Disability

The Board of Education has designated the Superintendent to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and with the American with Disabilities Act. The Superintendent may be contacted at Griggsville-Perry Unit School District, 202 N Stanford, Griggsville, Illinois 62340 or (217) 833-2352.

Office Hours

The principal's office is open all regular school days from 8:00 am until 4:00 pm. Students arriving earlier than 8:00 am will not be able to enter the building. Appointments may be made by phoning the school office at (217) 833-2352 – Elementary/High School or (217) 236-9162 – Middle School or the central office at (217) 833-2352.

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Parent Responsibility Law

The Illinois Parental Responsibility Law provides a civil remedy to school districts, teachers, and students who suffer property damage or physical injury because of willful or malicious acts of minors (those under 18). Under this statute, a parent does not have to be proven guilty of a negligent or willful act in failing to restrain the child in order to be held financially responsible for the damage caused by the child.

Parental Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place during open house, each fall.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Janet Gladu at (217) 833-2352.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Janet Gladu at (217) 833-2352.

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The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Parking (High School)

Students may park their vehicles in the lot designated for students and located at the south side of the high school between the hours of 8:00 a.m. and 4:00 p.m. Vehicles must be parked straight, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. Students are not allowed to go to or be in any cars/vehicles during school hours without permission of the administration.

The lots designated on the southwest side of the high school and in front of the high school/elementary are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Parking (K-8)

The school has locations in front of the school available for school visitor parking.

Those dropping off and picking up children may do so in front of the schools between 8:00 – 8:30 a.m. and 3:30 – 3:45 p.m.

Vehicles may not be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Personal Property Protection

A student's personal property is his/her own responsibility.

It is not advisable to:

1. Carry large sums of cash.
2. Leave lockers open or unlocked.
3. Tell others your locker combination.

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4. Leave clothing, books, and other equipment in any open area unattended.
5. Leave wallets, purses, etc. on benches in locker rooms, cafeteria tables, hallway benches, etc.

It is advisable to:

1. Check large sums of cash into the office if necessary to bring it to school.
2. Mark equipment for easy identification.
3. Pay reasonable attention to personal property and schoolbooks assigned.

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: Janet Gladu, 202 N Stanford, Griggsville, Illinois 62340 or (217) 833-2352.

Physical Education

Physical Education consists of individual as well as team sports. Excuses should be brought from the doctor if the child is to be excused from PE. Girls and boys, grades K-4 must wear tennis shoes. Shoes worn during PE may not be the same ones that are worn as street shoes. Some of the typical activities that are offered are rhythms of various kinds, movement experience, soccer, body mechanics, and a variety of recreational games. Grades are given at the end of each nine weeks. Students 6 – 12 must wear PE shorts and shirt and have a pair of gym shoes that are not worn as street shoes. Students in grade 5 do not dress out but must have a pair of gym shoes that are strictly for PE. It is suggested that students write their names across the back of PE shirts to avoid misplaced uniforms.

Prevention of and Response to Bullying, Intimidation and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important 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 (bullying through the use of technology or any electronic communication) 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

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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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. 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.

Complaint Managers

Janet Gladu
202 N Stanford
Griggsville, IL 62340
(217) 833-2352
gladuj@griggsvilleperry.org

Jeff Bourne
202 N Stanford
Griggsville, IL 62340
(217) 833-2352
bournej@griggsvilleperry.org

Middle School Principal
201 E. North Street
Perry, IL 62362
(217) 236-9161

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

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

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

Proof of Residence

Griggsville-Perry Unit School students must show legal residency within the Griggsville-Perry Unit School District or pay tuition. Tuition for the 2015-2016 school year will be determined after the audit has been completed. It will be no less than \$9000.00

In accordance with state guidelines, Griggsville-Perry Unit School has adopted the following student residency policy.

Regular Education Students

In addition to satisfying all other requirements for enrollment, a student desiring to attend Griggsville-Perry Community Unit School District #4 must be a legal resident of the school district. The residence of the student parents/guardian is deemed the residence of the student.

For purposes of this section, legal custody is defined to mean:

1. Custody exercised by a natural or adoptive parent with whom the student resides;
2. Custody awarded by a court to a person with whom the student resides;
3. Custody exercised pursuant to a statutory short term guardianship; provided, however, that within 60 days of the student's enrollment, the court awards permanent guardianship and custody to a person with whom the student resides; custody exercised by adult caretaker relative or the student who receives aid under the Illinois Public Aid Code for the student residing with the adult caretaker relative; and

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4. Custody exercised by an adult who demonstrates that he has assumed, exercises legal responsibility for the student, and provides a regular fixed nighttime abode.

Special Education Students

The residence status of special education students desiring to enroll in the school district will be determined as follows:

The residence of the parent/guardian is the school residence when:

1. The parent is the legal guardian and resides in Illinois;
2. The court appointed legal guardian resides in Illinois;
3. An Illinois public agency is the legal guardian of the student and the student resides in the parent's home or in the same school district as the parent;
4. Parents retain legal guardianship, but a court orders a residential placement;
5. If parents are separated or divorced and when only one parent has legal guardianship or custody, the school district in which the parent having legal guardianship or custody resides in is the resident district. When both parents retain legal guardianship or custody, the resident district is the district in which either parent who provides the student's primary regular fixed nighttime abode resides; provided that the election of resident district may be made only one time per school year.
6. If the parent/guardian lives outside of Illinois, that parent/guardian must pay the school district for the educational services.

The residence of the student is the school district of residence when:

1. Parent has legal guardianship but the parent's location is unknown;
2. A legal guardian has been appointed, but the guardian's location is unknown;
3. The student is 18 or older and no legal guardian has been appointed;
4. The student is a legally emancipated minor; or
5. An Illinois public agency has legal guardianship and has placed the child in a residential facility outside of the parent's school district.

Non-Residents

Resident students properly enrolled at the beginning of a school year who subsequently move out of the school district may complete that school year on a tuition-free basis.

Students who do not qualify as legal residents of the school district under the above criteria will be permitted to enroll only on a tuition-paying basis, with prior written approval of the Superintendent.

Review of Non-Residency Determination

If the Superintendent or other administrator determines that a student who has enrolled in the school is not a legal resident as defined above, the Superintendent shall notify the person who enrolled the student of the student's nonresident status and of the person's right to a hearing before the Board of Education or its appointed hearing officer in accordance with guidelines adopted by the Superintendent. If the person who enrolled the student requests a review by the Board of Education or by its hearing officer, the decision of the Board shall be final.

During the pending review of the administration's determination of non-residency, the student shall remain enrolled in the School District's educational programs at the request of the person who enrolled the student, subject to continuing obligation to pay tuition to the School District for the non-resident student.

Anyone who knowingly or willfully presents false information to the School District for enrolling a student on a tuition-free basis shall be referred to the State's Attorney Office for prosecution and may be subject to tuition charges dating back to the date of improper enrollment.

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Non-Residency Review Hearing Procedures

If the Superintendent or other administrator determines that a student attending the School District educational programs is not a resident of the School District as defined in the District's Student Residency Policy, such Administrator shall send a Notice of Non-Residency to the person who enrolled the student via certified mail. Such notice shall state the amount of tuition due to the School District for attendance in the School District and shall inform the person of his right to seek a hearing with the Board of Education's hearing officer. A written request for such a review hearing must be mailed, certified mail, to the Superintendent within 10 calendar days of receipt of the Notice of Non-Residency.

Within 10 calendar days of receipt of the request for hearing, the Superintendent shall notify the person requesting the hearing, via certified mail, of the date, time and location of the hearing, which must occur not less than 10 calendar days, nor more than 20 calendar days after the notice of hearing, is given. The person who enrolled the student is entitled to representation, at his own expense, at such a hearing. The person who enrolled the student bears the burden of proving that the student is a legal resident of the School District.

If the Board's hearing officer conducts the hearing, the hearing officer shall issue a written report of his findings within 5 calendar days of the hearing. Such report shall be mailed, certified mail, to the Board of Education and to the person who enrolled the student. Within 5 calendar days of receipt of the findings, the person who enrolled the student may file written objections to the finding to the Board of Education. Such objections must be mailed, via certified mail to the Superintendent.

Within 15 calendar days of the hearing, the Board of Education shall determine whether the student is a resident of the School District and the amount of any tuition due. The decision of the Board of Education shall be mailed to the person who enrolled the student. The decision of the Board of Education shall be final.

Radios, C.D. Players, MP3 Players, iPods, TV's, Cameras, Laser Lights, Playing Cards & Trading Cards

Students are not to use radios, CD players, MP3 players, iPods, TV's, cameras, laser lights, playing cards, or trading cards during class time. Video games are not to be brought to school at all. Violation of this policy will result in the equipment being confiscated until the parent/guardian can pick it up.

Recruiters and College Visits

Recruiters for colleges, trade schools, and the military come to our school to see junior and seniors.

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses, and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Safety Drill Procedures

Safety drills will occur at times established by the building administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

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Schedule Changes

Students, who wish to add a class after the first two weeks of school, must have teacher, parent, and administrative approval. Seniors cannot drop a required class.

School Lunch Program

Breakfast is served every day from 8:00 a.m. – 8:25 a.m. Lunch is served every day from 11:00 a.m. to 1:40 p.m., except when there is a 12:30 p.m. or earlier dismissal.

Griggsville-Perry School District participates in the Community Eligibility Program. The district provides healthy breakfasts and lunches each school day at no charge to enrolled students. Extra milks must be paid for at a cost of \$0.30 each.

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 the program are available from the school office upon request.

School Volunteers

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

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

Search and Seizure

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonable related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

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Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Sex Discrimination

No student shall be refused admission into or be excluded from any course of instruction offered in the schools because of that person's sex. No student shall, solely by reason of that person's sex, be denied equal access to physical education and inter-scholastic athletic programs or comparable programs supported from school district funds. Comparable programs will be defined in guidelines promulgated by the State Board of Education in consultation with the Illinois High School Association.

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 courses in biology.

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

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Janet Gladu
202 N Stanford
Griggsville, IL 62340
(217) 833-2352
gladuj@griggsvilleperry.org

Complaint Managers

Janet Gladu
202 N Stanford
Griggsville, IL 62340
(217) 833-2352
gladuj@griggsvilleperry.org

Jeff Bourne
202 N Stanford
Griggsville, IL 62340
(217) 833-2352
bournej@griggsvilleperry.org

Middle School Principal
201 E. North Street
Perry, IL 62362
(217) 236-9161

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Sign-out Procedures

Students, who have medical/dental appointments, must bring their note to the office before first period begins. The principal's secretary will give the student an "early dismissal slip" which will let the teacher know what time the student is to be released. The student should then turn the signed form in to the office and sign out prior to leaving school. Parents must pick up students from the office. Students will not be allowed to wait on the front steps. Students are to sign back in upon returning to school. Failure to sign out will result in a discipline referral. Any student signing out for an appointment must bring a slip from the doctor or health professional for the absence to be excused. If the student is not being accompanied by a parent/guardian, the parent/guardian must have contacted the school the morning of the appointment.

No student, without written or verbal consent of the parent/guardian, shall be permitted to leave the school premises during the day. In all cases, students must receive permission from authorized school personnel, before they may leave school. Failure to do so will result in an office referral. In cases of illness or emergency, the principal will weigh each matter individually. Students are to sign out when they have permission to do so.

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Smoking

Smoking or possession/use of any tobacco product on school property is prohibited at any time. This policy also applies to extracurricular activities. This policy applies to students, parents and spectators. We will be working with law enforcement personnel to insure this policy is followed.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3 – 8 and 11 will take standardized tests during a window set up by the Illinois State Board of Education. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The may require documentation explaining the reason for the student's absence.

In the event of an absence, the student's parent or guardian is required to call the elementary/high school at (217) 833-2352 or the middle school at (217)236-9161 before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Student Athlete Concussions & Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as fingerprint, voice recognitions or retinal scan.

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Student Conduct/Discipline

Students attending Griggsville-Perry Schools are expected to reflect the standards of good citizenship by conducting themselves properly at all times. School and classroom rules have been established to provide all students with an atmosphere in which they can be successful in reaching their academic potential. Behavior, which creates a hostile environment that interferes with school learning, shall be cause for disciplinary action.

Education and discipline are best accomplished when there is cooperation between home and school. The following statements will serve as guidelines for students, parents, teachers, and administrators to provide an appropriate educational atmosphere. It is impossible to identify in this section of the student guidelines every type of infraction of rules and/or misconduct. Therefore, the type of and/or length of disciplinary action will be left to the administrator dealing directly with the breach of conduct. Teachers are responsible directly for the enforcement of rules in their classroom and administering a fitting punishment at that level, such as a referral to the office. Teachers and administrators shall also assume the responsibility for the enforcement of the rules elsewhere on school property or school related activities at home or out of town. Misbehavior at any school function may result in immediate removal from school premises. Subsequent misbehavior at such events may result in the student losing the privilege of attending future events.

Violations in the conduct rules may result in the following types of measures: verbal warning, written warning, and detention, out of school suspension, which may range from 1 to 10 days, natural consequence of action, isolated instruction, and/or recommendation of expulsion from school or remainder of current term. All expulsions must be the action of the local Board of Education. Only the authority of the Board of Education may reinstate a student who is expelled. All but expulsions may be adjusted at the discretion of the administration.

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members and school facilities. Students may be disciplined for misconduct, which occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district or while being transported to, and from school sponsored activities or events. Students may also be disciplined when the misconduct is directed against school employees, their families, or their property because of their status as employees.

The Board of Education has given the Principal or the Principal's designee the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Inappropriate activity is defined as any conduct, behavior or activity that causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students or school personnel.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 12. Being absent without a recognized excuse.
- 13. Being involved with any public school fraternity, sorority, or secret society.
- 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 15. Violating any criminal law, including but not limited to, assault, battery, and arson, theft, gambling, eavesdropping, and hazing.
- 16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- 18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

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19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school detention provided the student's parent/guardian has been notified.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

1. A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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 or other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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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 amount of time of their request.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. (High School Only)** A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with

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legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
6. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
7. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
8. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
9. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
 - a. Name
 - b. Address
 - c. Gender
 - d. Grade level
 - e. Birth date and place
 - f. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - g. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - h. Academic awards, degrees, and honors
 - i. Information in relation to school-sponsored activities, organizations, and athletics
 - j. Major field of study
 - k. Period of attendance in school

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

11. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. (High School Only)** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the

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parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Rights and Responsibilities

Students, as citizens of the United States, are guaranteed certain individual rights as well as individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of the students while at school. Some responsibilities that are required of students while at school are:

1. To become aware of the school rules and policies and follow them.
2. To respect the rights and individuality of other students, teachers, and school administrators.
3. To refrain from obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school programs and do your best.
6. To refrain from gross disobedience, misconduct, or behavior that materially or substantially disrupts the educational process.
7. To maintain the best level possible of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and/or school sponsored activities.

Students with Food Allergies

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

If you student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (217) 833-2352.

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

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

Suspensions and Expulsions

Suspension is defined to mean exclusion of a student from school or from riding the bus for a period not to exceed, at any one occurrence, 10 days by summary action of the superintendent or building administrator. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period, not longer than 2 years, by the Board of Education. Expulsion may be preceded by suspension.

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Out of School Suspension

- a. Except as set forth in paragraph B below, the following due process procedures will be followed prior to suspension. The suspending school official will give the student an informal hearing to advise the student of the charges and the disciplinary charges being considered. The student will have opportunity to respond to the charges with the suspending school official. The suspending school official will then make a decision and inform the student.
- b. Students whose presence pose a danger to person or property and/or disrupt the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing as set forth in paragraph A will follow as soon as possible.
- c. Suspensions will be reported immediately to the parent/guardian by certified mail. The letter will include the date and time of the hearing, reasons for the suspension, and notice of the parent's right to review.
- d. A copy of the suspension notice will be sent to the Board of Education via the Superintendent.
- e. A request by the parents for a review hearing must be submitted in writing within 10 days of receipt of the suspension notice. The review hearing will take place within 10 school days of the receipt of the request or on a date mutually acceptable to all parties.
- f. Students who are suspended from school will be required to complete all assignments missed during that period to stay current with the class. Students will receive 50% credit for the assignment(s).
- g. Students who are in out-of-school suspension will not be allowed to participate in or attend any after-school events. If you are assigned out-of-school suspension on Friday, you will not be able to participate in extracurricular events over the weekend. Students must return to regular classes to be eligible.
- h. Students with 2 or more unexcused absences (excluding suspensions) or students suspended more than once will not be permitted to attend any field trips or extracurricular events. This includes all extracurricular events and sports: homecoming, prom, senior trip, 8th grade trip, art club trip, band trip, basketball, baseball, softball, cheerleading, and other events not mentioned.

Expulsion

When gross disobedience or misconduct results in expulsion, the student will be excluded from school prior to the expulsion hearing with the procedure as follows.

The Board of Education may expel a student for gross disobedience or misconduct. Such expulsion will take place only after a review hearing has been held by the Board of Education, findings have been submitted by the Board appointed hearing officer, and the Board has taken action.

The student and parent/guardian of the student will be notified by certified mail at least 5 days prior to the date of the hearing of the following: statement of the incident or incidents, date, time and place of the hearing (mutually convenient to all parties), and a copy of the review hearing procedures as set forth below.

Expulsion Review Hearing Procedures

The hearing will be held in closed session at the request of the parent/guardian or school administration.

The student will be afforded the following:

- The right to be represented by counsel (at the expense of the student or parent).
- The right to present evidence and call witnesses.
- The right to cross-examine opposing witnesses.

A written decision will be issued to the student and parent/guardian within 10 days of the review hearing conducted by the Board of Education, including a statement of facts and the basis for the decision.

If the Board of Education finds that the action was unjustified or unreasonable (suspension or expulsion), the following procedures will be followed:

- The student's record will be expunged of all notations or remarks concerning the suspension/expulsion.

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- The student's absence(s) will be recorded as "excused."
- All educational opportunities and/or services missed by the student will be afforded.
- Tutoring will be provided for the number of days suspended, if requested or deemed necessary.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the superintendent's office.

Telephone Usage

The school office phone is for emergency calls only.

Theft

Any student found directly involved in the theft of property belonging to the school district, student or employee of the school district, will be subject to an office referral and consequences that the principal deems inappropriate. In addition, if the amount of the theft exceeds \$50.00, the matter will be turned over to the police department.

Title I – Developmental Reading and Math

A yearly federal grant is written for Title I. The students served are outlined in this grant. The program is written for reading, math, and language arts instruction to help student who need a little extra help. Students are placed into the program on the basis of PARCC scores, teacher recommendations, AIMSWEB benchmarking scores and/or other criteria. Computers and supplementary materials are used for some instruction. The program is correlated with classroom instruction. Students receiving services may be monitored using AIMSWEB, which is a system designed to assess student progress on a frequent, on-going basis. Grades may be given to students. A parent advisory council (PAC) is made up of the teacher and parents of children in the program. The PAC meets one or more times a year and helps make suggestions for the program.

Treats and Snacks (K-8)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school.

Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Truancy

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

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

Unsafe School – Transfer

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Vandalism

The cooperation of the entire student body is required to keep the school and its equipment in the best of condition. Thoughtless or intentional damaging of school property will result in the student being held responsible for the replacement cost and/or repair and will be referred to the principal.

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Violent Offender Community Notification

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 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 Police's website at: <http://www.isp.state.il.us/cmvo/>.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of each building and proceed immediately to the main office. Visitors should identify themselves and inform the office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave the may be subject to criminal penalties for trespass and/or disruptive behavior.