

**GRANITE CITY SCHOOL DISTRICT**

**Alternative Education Program**

**2024-2025**

# **Student Handbook**



**LAKE EDUCATIONAL SUPPORT SERVICES CENTER**

**3201 East 23<sup>RD</sup> Street**

**Granite City, IL 62040**

**Website <https://www.gcsd9.net/10/home>**

**School Phone Number: 618-452-7864**

**Office Hours: 7:00 AM – 3:30 PM**

## **BOARD OF EDUCATION**

Mr. Tallin Curran, President  
Mr. Eric Stacy, Vice President  
Mrs. Erica Venne, Secretary  
Mrs. Linda Knogl, Treasurer  
Mrs. Becky Bradley, Member  
Mr. Don Lienemann, Member  
Mrs. Lori Silva, Member

## **CENTRAL OFFICE ADMINISTRATION**

**618-451-5800**

Dr. Donald Harris, Superintendent  
Mr. Zach Suhre, Chief School Business Official  
Dr. Adam Garrett, Executive Director of Human Resources  
Ms. Kristen Novacich-Koberna, Executive Dir. of K-12 PD/Curriculum  
Dr. David Keel, Executive Director Educational Operations & AEP  
Mrs. Michele Watkins, Director of Special Education/Region 1  
Mrs. Jill Relleke, Special Education Coordinator/Supervisor  
Mrs. Stephanie Boyer, Special Education Certified & Licensed Prof.  
Mr. Brad Ervay, Director of Information Services  
Mr. Brad Smith, Director of Technology  
Mr. Eric Smith, Supervisor of Facility Management  
Mr. Chris McCullough, Supervisor of Food Services  
Mr. Chris Mitchell, Manager of District Communications

## **CONTENTS**

<b><u>Staff, Mission Statement &amp; Program Information</u></b>	<b><u>5-8</u></b>
Staff Contact Information, Mission and Goals, Program Guidelines,	
<b><u>Enrollment/Registration</u></b>	<b><u>8</u></b>
Districtwide Enrollment	
<b><u>Attendance/Dismissal</u></b>	<b><u>8-11</u></b>
Attendance Information, Absence Call-In, Attendance Law, Homebound, Make-up Work, Truancy, Emergency Closing of Schools,	
<b><u>Academics</u></b>	<b><u>12-17</u></b>
Elementary and Secondary Education Act Compliance, Equal Educational Opportunities, Family Life & Sex Education Classes, Electronic Networks, English Language Learners, Grading Scale, Reporting Student Progress, Student Classification, Special Education, Driver's Safety/Training, Graduation Requirements, Textbooks, Testing	
<b><u>Discipline</u></b>	<b><u>17-30</u></b>
District #9 Student Discipline Policy, Bullying and Harassment, Controlled Substances, Search and Seizure Information, Self Defense, Student Code of Dress, Fighting, Harassment & Teen Dating Violence Prohibited, Insubordination/Disrespect, Tobacco, Cyberbullying, Vandalism	
<b><u>Food Service/Cafeteria</u></b>	<b><u>30-31</u></b>
Breakfast & Lunch, Cafeteria Rules, Food Allergies, Free Breakfast and Lunch Program,	
<b><u>General Information</u></b>	<b><u>31-41</u></b>
Audio/Video Surveillance, Asbestos, Environmental Quality of Buildings and Grounds, McKinney Vento Homeless Act, Mandated Reporter, Media Exclusion, Monitors/Aides, Student Records, Pest Control, Sex Offender Notification Law, School Resource Officer, Social Work Services, Student Biometric Information, Surveys, Student/Teacher Relations, Substitutes/Student Teachers, Telephone, Visitors	
<b><u>Health/Well Being/Safety</u></b>	<b><u>41-50</u></b>
Administering Medicines to Students, Undesignated Medications Form (page 42), Communicable and Infectious Diseases, Diabetic Care, Fire Emergency Drills, Head Lice, Health Services/Emergency Aid to Students, Prevention of Anaphylaxis, Immunization, Health, Eye and Dental Examinations, School Operation During a Pandemic, Student Insurance, Student Safety, Suicide and Depression Awareness and Prevention	
<b><u>Technology</u></b>	<b><u>51-53</u></b>

Blogging/Social Websites, Electronic Devices, Internet Usage, Student Online Personal Protection Act

**Transportation**

---

**53-56**

Bus Conduct, Riding A School Bus, Transportation

THIS STUDENT HANDBOOK CANNOT BE ALL-INCLUSIVE OF EVERY SITUATION THAT MAY OCCUR. TEACHERS AND ADMINISTRATORS HAVE THE DISCRETION TO MAKE DECISIONS ON A CASE-BY-CASE BASIS THAT ARE APPROPRIATE FOR THE SITUATION.

**THIS HANDBOOK IS SUBJECT TO CHANGE WITHOUT NOTICE.**

**THE UPDATED VERSION WILL BE POSTED ON THE DISTRICT'S WEBSITE.**

[www.gcsd9.net](http://www.gcsd9.net)

## **STAFF INFORMATION**

### **Hours of Operation**

Alternative Education Program

Monday through Friday

8:00 a.m. – 1:30 p.m.

### **Contact Information**

Mike Dowdy Principal <a href="mailto:mike.dowdy@gcsd9.net">mike.dowdy@gcsd9.net</a>	618-452-7864
Christina Hill Administrative Assistant <a href="mailto:christina.hill@gcsd9.net">christina.hill@gcsd9.net</a>	618-452-7864
Officer Paul Blankley School Resource Officer <a href="mailto:paul.blankley@gcsd9.net">paul.blankley@gcsd9.net</a>	618-452-7864
Jeanne Burke School Nurse <a href="mailto:jeanne.burke@gcsd9.net">jeanne.burke@gcsd9.net</a>	618-452-7864
Carissa Warfield School Social Worker <a href="mailto:carissa.warfield@gcsd9.net">carissa.warfield@gcsd9.net</a>	618-452-7864
Emilee Gilley AEP 5 <sup>th</sup> /6 <sup>th</sup> Grade Teacher <a href="mailto:emilee.gilley@gcsd9.net">emilee.gilley@gcsd9.net</a>	618-452-7864
Angie Suhre AEP 7 <sup>th</sup> Grade Teacher <a href="mailto:angie.suhre@gcsd9.net">angie.suhre@gcsd9.net</a>	618-452 -7864
Tiffany Wenge AEP 8 <sup>th</sup> Grade Teacher <a href="mailto:tiffany.wenge@gcsd9.net">tiffany.wenge@gcsd9.net</a>	618-452 -7864
Natalie Roy AEP 9 <sup>th</sup> – 12 <sup>th</sup> Grade Teacher <a href="mailto:natalie.roy@gcsd9.net">natalie.roy@gcsd9.net</a>	618-452 -7864
Kyle Kozer AEP 9 <sup>th</sup> – 12 <sup>th</sup> Grade Teacher <a href="mailto:kyle.kozer@gcsd9.net">kyle.kozer@gcsd9.net</a>	618-452 -7864

Jayma Shrum  
AEP 9<sup>th</sup> – 12<sup>th</sup> Grade Teacher  
[jayma.shrum@gcsd9.net](mailto:jayma.shrum@gcsd9.net) 618-452 -7864

Joe Valencia  
AEP 9<sup>th</sup> – 12<sup>th</sup> Grade Teacher  
[joe.valencia@gcsd9.net](mailto:joe.valencia@gcsd9.net) 618-452 -7864

**Staff**

Lisa Jones:	5/6 Paraprofessional
Maryann Woodson:	7/8 Paraprofessional
Tisa Denzmore:	7/8 Paraprofessional
Kathy Miles:	9-12 Paraprofessional
Stacey Pfister:	9-12 Paraprofessional
Brianna Strum:	9-12 Paraprofessional
Frank Haynes:	Monitor
Franzy Pickerell:	Lead Cook
Robert Weathers:	Lead Custodian
Marc Mason:	Custodian

**MISSION AND GOALS FOR THE ALTERNATIVE EDUCATION DAY PROGRAM**

The primary purpose of the Alternative Education Public Day Program is to deter out-of-school suspensions and expulsions or removal from district so that a student's educational process is not interrupted. At the same time, this program is designed to hold students accountable for their behavior and equip them with a toolbox of coping mechanisms. Moreover, The Alternative Education Program is an in-district program designed to improve communication along with problem solving skills while addressing social/emotional aspects in the learning environment.

While attending the Alternative Education Program, students would continue to work on curriculum that aligns with their homeschool grade level curricula while receiving direct instruction from the teacher and paraprofessional at the center. Home school's will provide the same textbooks that are utilized in the classrooms of their respective buildings. Students will earn credit for completed work. The daily social/emotional lessons will be incorporated and designed to:

- a. Improve communication skills
- b. Improve social skills
- c. Improve decision-making skills
- d. Prevent bullying/violence
- e. Instill a sense of responsibility and ownership for behaviors and actions.
- f. Learn Mindfulness techniques and how to regulate when dysregulated.

**Program Guidelines**

- Students **MUST** complete a Required Intake/IOEP Form.
- Students will learn in an environment where they are respected.
- Students will be responsible to respect others.
- IOEP Plans will address: academics, attendance, behaviors & transition to adulthood.
- Students are expected to adhere to District 9’s behavioral rules and expectations, which are outlined in their home school Handbook. Placement at GC Alternative Education Day Program is determined on an individual student basis.

**Determination of Placement at GC Alternative Day Program**

- Collaborative meeting with administrator and parents/legal guardian
- Administrator recommendation

**Reason for Placement at Alternative Education Day Program**

- Failing grades and/or behind on credits
- Attendance issues - Truant
- Discipline – culmination of misbehavior and gross misconduct
- High potential for dropout
- Anxiety or other social/emotional issues

**Length of Stay**

- Students will remain at the Alternative Education Program per student’s Academic Plan. Students may only return at semester break or at any time as determined by administration. Students will be required to meet the terms of the Individualized Optional Education Program goals and objectives.

**Parent Communication**

- Progress reports, quarter report card and semester report card
- Email and phone calls may be utilized to report progress or concerns
- Skyward
- Parent/Teacher Conferences
- End of Year Student/Guardian/staff meeting

**DISTRICT-WIDE ENROLLMENT** (Policy 7:50)

Granite City families must register their children **EACH YEAR** prior to the start of school. This involves updating residency information, emergency contact information, and health information. Health information may include proof of disease immunization or detection and the required physical exam, as required by State law and Board Policy 7:100.

**ATTENDANCE INFORMATION**

Parents are responsible for notifying the school office of their child's absences. A report on each absence must be made by a parent or guardian within 72 hours of the absence before a student may be excused for an absence.

Subject to specific requirements in State law, the following children are not required to attend public school:

- any child attending a private school (including a home school) or parochial school,
- any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complication as certified by her physician),
- any child lawfully and necessarily employed,
- any child over 12 and under 14 years of age while in confirmation classes,
- any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and
- any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include:

- illness (including up to 5 days per school year for mental or behavioral health of the student),
- observance of a religious holiday or event,
- death in the immediate family,
- family emergency,
- situations beyond the control of the student as determined by the school board,
- circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety,
- attending a military honors funeral to sound TAPS,
- attend a civic event, or
- other reason as approved by the building principal.
- Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.



Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at 618-452-7864 before 9:00 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 a student's absence, an automated call home will occur. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

### **ATTENDANCE LAW**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) 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 from 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.

### **HOMEBOUND STUDENTS** (Policy 6:150)

Students who must be on homebound due to a serious medical condition are unable to attend and/or participate in GCHS events and activities. Students are also not allowed on campus during their homebound time frame except to attend a pre-arranged meeting with a counselor, administrator, or the homebound coordinator. Students who plan to return to school prior to their homebound end date must secure a doctor's release before coming back to school. This release must be presented to the homebound coordinator on or before the day he/she returns. Students on homebound any part of the semester are required to take all semester exams.

### **MAKE-UP WORK**

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

### **TRUANCY**

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

### **EMERGENCY SCHOOL CLOSINGS (Policy 4:170)**

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 6 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 cancelled.

## **ACADEMICS**

### **ELEMENTARY & SECONDARY EDUCATION ACT COMPLIANCE (Policy 6:170; 5:190)**

As a parent of a student in the Granite City School District, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law allows you to request the following information about your child's classroom teachers and their paraprofessional assistants:

- 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 this information, please call the Personnel Department at 451.5800.

**EQUAL EDUCATIONAL OPPORTUNITIES** (Policy 7:10, 2:260)

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

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

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

**FAMILY LIFE & SEX EDUCATION CLASSES**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**ENGLISH LANGUAGE LEARNERS** (Policy 6:160)

The District offers opportunities for resident 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 programs.

**GRADING SCALE for Grades 9-12**

<b>A</b>	90 - 100	<b>NG</b>	No Grade
<b>B</b>	80 - 89	<b>X</b>	No Credit
<b>C</b>	70 - 79	<b>R</b>	Credit – No Grade

<b>D</b>	60 - 69	<b>W</b>	Withdrawal
<b>F</b>	Below 60	<b>I</b>	Incomplete Work*

**GRADING SCALE for GRADES 5-8**

<b>A</b>	90 - 100
<b>B</b>	80 - 89
<b>C</b>	70 - 79
<b>D</b>	60 - 69
<b>F</b>	Below 60

**PROGRESS REPORTS**

A progress report will be provided to all students at regular intervals. Parents may check academic progress through Skyward Parent Access. Teachers and counselor’s welcome emails, phone calls, and/or conferences with parents. Progress reports will not be mailed home.

**STUDENT CLASSIFICATION** (Policy 6:280)

Student classification takes place after the completion of summer school. Any classification adjustments will occur once qualifications have been earned.

- Freshman:** 1st year of attendance
- Sophomore:** 2nd year of attendance
- Junior:** Must earn a total of 9 credits during 1<sup>st</sup> and 2<sup>nd</sup> year
- Senior:** Must complete State Test during Junior year

**SPECIAL EDUCATION** (Policy 6:120)

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 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

#### Certificate of high school completion

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. Students will have the opportunity to participate in one graduation ceremony.

#### Discipline of Students with Disabilities

##### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

##### Discipline of Special Education Students

The district shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. 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.

##### Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

#### **DRIVERS' SAFETY/TRAINING** (Policy 6:60)

Drivers' Safety is required for graduation and is the classroom portion of the program. Driver's training is the behind-the-wheel portion of the program and is offered to students at a cost,

**currently \$250.00.** In order for students to be eligible to take a driver education course, they must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling.

### **GRADUATION REQUIREMENTS** (Policy 6:300)

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 graduation 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.
4. Participating in the State assessment required for graduation.

Specific course work for each student is set up between the student and his/her counselor.

Students must accumulate at least 20 credits, including the following:

- Four years of language arts.
- Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- Two years of science.
- Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
- One semester of health education.
- Minimum of six semesters (twelve quarters) of physical education, (physical education taken each semester except when taking health or driver's education)

- One semester of Consumer Home Management, or Economics, or Adulting (one additional social studies course required if Adulting is taken for consumer education graduation requirement).
- Successful completion of nine weeks of a Driver's Safety course or copy of Driver's License.
- For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

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.

Graduation ceremonies are held for students meeting the graduation requirements in May and on the last day of summer school for summer graduates. Winter graduates are allowed to participate in the May ceremony of their graduation year. **A mandatory graduation practice is held prior to each graduation ceremony. Students who do not attend this practice are not allowed to participate in the graduation ceremony.**

### **INSTRUCTIONAL FEES, MATERIALS , CHROMEBOOKS AND TEXTBOOKS** (Policy 6:210)

Basic textbooks/chromebooks are made available or issued to each student. Each textbook/chromebook is numbered, and a complete record of issued items is maintained. When a book/chromebook is lost, an obligation may be issued to the student. At the end of the semester, or upon transferring or being dropped, all books/chromebooks checked out in a student's name are to be returned.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: SAT and PSAT.

Parents/Guardians 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/Guardians can assist their students to 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 during the night before exams;



3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **DISCIPLINE**

### **Behavior of Students (Policy 7:190)**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The

prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
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, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); (c) it is used during the student's lunch period; or (d) 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. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in 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 using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **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.

### **Weapons Prohibition**

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 but not more than 2 calendar years:

(1) A firearm, meaning 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 Prohibited**

“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.

### **Re-Engagement of Returning Students**

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

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT (Policy 7:20, 7:190)**

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are

available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **SUBSTANCE USE/ABUSE POLICY** (Policy 6:30; 7:190; 7:210)

The Board of Education, administration, and staff reaffirm that the consumption of alcoholic beverages and the non-medical use of drugs and other forms of substance abuse are hazardous to the health of students. The consumption, possession, or distribution of alcoholic beverages or the illicit use, possession, or distribution of drugs/substances (including medical marijuana), or possession of drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time.

This policy extends to all school-sponsored functions and related activities, whether held before or after school, evenings, or weekends. Students will not be permitted to attend school when they are under the influence or exhibiting symptoms of substance abuse. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had illicit substances in their possession.

Furthermore, given reasonable grounds to believe that a search may turn up an illegal substance, school officials may search for and seize all illicit substances brought onto school buses, school property, and/or school - sponsored trips away from school. Searches may include the use of specially trained dogs. Seized illegal substances shall be turned over to proper authorities and may result in criminal prosecution.

If a student is thought to be “under the influence” of alcohol and/or drugs, the school nurse and an administrator will complete a drug assessment, which may include an oral, fluid, and/or breath scan drug test. A refusal to take the assessment will be considered as an admission of guilt, and positive test procedures will be implemented.

Parents/guardians wishing to contest the results of a drug test may, independently and at their own expense, have their child re-tested at Occupational Health at Gateway Regional Medical Facility in Granite City. The student must report within **30 minutes of leaving the school building**. Appropriately deemed consequences, which may include suspension and/or expulsion, will be handled on a case by case basis by administration.

### **SEARCH AND SEIZURE** (Policy 7:140)

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 Searches

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 reasonably 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.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

#### 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.

#### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **SELF-DEFENSE**

This means the student did not contribute in any way to the start of a conflict. There should also be an attempt to retreat as well as an attempt to neutralize a hostile situation without escalating it.

## **DRESS CODE**

Student Code of Dress (Policy 7:160AP)

Granite City Community Unit School District #9 recognizes that dress and appearance are a matter of personal taste. Clothing must be worn and fit appropriately. At no time should bellies, bottoms, backs, bras, bandannas, boxers or bedroom attire (pajamas) be visible. Any attire which is unsafe, inappropriate, revealing, obscene, or which disrupts the educational process will not be permitted.

### **Guidelines for Student Attire:**

- Tops must touch the bottom attire all the way around when a student is sitting, standing, or walking.
- Shirts must have sleeves. Tank tops/camisoles are not permitted as tops.
- All undergarments must be covered by outer attire.
- Bottom attire (skirts/shorts) must extend to the mid-thigh.
- No holes are allowed in clothing above the mid-thigh.
- Leggings must not be sheer and worn with a top garment that covers the hips
- Pants must be worn at waist level.
- Shoes must be worn, no slippers.

### **Unacceptable attire includes, but is not limited to:**

- Facial and other piercings which are a safety concern
- Clothing with ads, representations, or slogans about unlawful products, alcohol, weapons, tobacco, or with obscene language or images is not allowed
- Dress indicating affiliation with any group that advocates dangerous or unlawful activity
- Sagging pants
- Chains/straps, collars with sharp or pointed protrusions
- Slippers
- Hats, hoods, visors, and bandanas
- Costumes

Teachers and administrators will screen students for dress that may disrupt the learning environment. Students in violation of the dress code will need to correct the offense or will be sent to the ISS room until a change can be made. Repeated violations by a student may result in additional disciplinary action. This policy is subject to change given fads and fashion trends;

Policy 7:160 AP Page 2

Superintendent and/or building administrators will make the final determination if a student is sent to the office for an offense.

### **Religious Exemptions**

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object to the student's compliance with any portion of this STUDENT CODE OF DRESS K12 Policy based upon a sincerely held religious belief. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions: What is the basis for the request for religious exemption?

What religious teaching, religious belief or religious practice prohibits compliance with this student dress code policy?

In addition, all written objections must be accompanied by a signed statement of either a religious official, (such as minister, rabbi, imam, or other) or another person who can verify the nature and good faith basis of the sincerely held religious belief. The Superintendent or the building administrator shall review all objections to the STUDENT CODE OF DRESS K-12 Policy. Students with legitimate religious objections shall not be required to comply with those portions of the STUDENT CODE OF DRESS K-12 Policy which conflict with such good faith, religious requirements. If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the Board of Education who will review the application and make a determination within 30 days of the appeal.

### **FIGHTING**

Fighting is defined as the exchange of mutual physical contact, such as pushing, shoving, and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined. When two or more students attack another student or engage in group fights, this could be considered a "mob action."

Appropriately deemed consequences, which may include suspension and/or expulsion, will be handled on a case by case basis by administration.

### **HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

#### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects

the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **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 Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, a complaint manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **INSUBORDINATION/DISRESPECT**

Students are expected to follow all reasonable requests from the staff. Insubordination is a situation in which a student purposely and willfully refuses a direct command. Disrespect to a staff member i.e., calling a teacher by his/her first name, questioning authority, back talk will result in appropriate deemed consequences by administration on a case by case basis. A request to go to the office is always reasonable. Any student refusing a reasonable request could be suspended from school for up to ten days, and a parental conference may be held prior to the student returning to class. Students sent to the office must remain in the office until an administrator has seen them.

### **TOBACCO PRODUCTS (USE AND POSSESSION OF)**

Students are not to use or have in their possession any tobacco/nicotine products or related materials while in any school building, bus, or on school grounds as specified by federal law. The City of Granite City has determined that the health, safety, and welfare of its citizens, and especially its minor citizens, will be served by prohibiting the possession of tobacco/nicotine products and smoking/vaping paraphernalia by minors, per City Ordinance #7282.

Tobacco/nicotine products and related materials include cigarettes, electronic cigarettes or e-

cigarettes, chewing tobacco, snuff, cigars, lighters, matches, etc. Acting as a lookout for smokers/vapers will result in discipline.

**STUDENT TO STUDENT HARASSMENT / BULLYING / CYBERBULLYING** (Policy 7:20)

**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 is an important District goal.** Bullying and harassment will not be tolerated. This will result in a conflict resolution with administration and could result in serious consequences.

No student should accept being harassed by other student(s). Students should report any type of harassment by other student(s) to a teacher, counselor, nurse, or principal. Harassment includes threats, name-calling, hazing, and inappropriate touching, gestures, symbol display, or verbal/non-verbal/written communication that makes a student feel uncomfortable or unsafe even if the bullying person engaging in such behavior doesn’t feel he/she is harassing. Such behavior may result in police involvement in addition to school discipline. This includes harassment of a racial, sexual, or non-sexual nature. Students who engage in any form of harassment will be subject to disciplinary action, which will be based upon the severity of the offense.

**VANDALISM**

Students are responsible for the proper care and security of all school books, supplies, and materials issued to them. Students who disfigure property, break windows, or otherwise damage school property or equipment will be required either to pay for the damage done or replace the item. Vandalism will result in possible suspension or expulsion.

Unauthorized use of any school equipment, property, materials, passes, etc., may result in suspension or expulsion. Anyone wishing to post materials anywhere on school property must have the materials approved and stamped in the main office by a principal. These materials must pertain to specific school - related/activities.

**FOOD SERVICES/CAFETERIA**

**Breakfast/Lunch**

A free breakfast and lunch will be provided to all students. Breakfast will be served upon arrival and Lunch will be served from 11:20 a.m.-12:40 p.m

**CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered. The cafeteria offers daily breakfast 30 minutes prior to the start of school and offers a daily lunch. The lunchroom management appreciates every student’s cooperation. All students should display good

manners at all times and should always return trays, utensils, and litter to the proper areas. No cutting in line will be allowed. The high school does not issue IOU's.

**Food and drinks may only be consumed in or just outside of the cafeteria.** Students should leave the table and floor around their place clean for others. The last person at the table is responsible for making sure the table is clear of litter. Any refusal to cooperate will result in disciplinary action. If a student wants to work in the cafeteria, he/she should see the lead cafeteria lady. Students may bring sack lunches from home. No other outside food is allowed in the cafeteria (i.e., fast food). Parents may not bring in food purchased off-campus during lunch periods as this violates federal law and district policy concerning competitive food sales.

Each student will be asked to memorize a 6-digit PIN number. He/she will be asked to enter the number on a keypad. Once the PIN number is entered, the information will be transmitted to the cashier, and a picture of the student will appear on the monitor along with his/her personal information. Using someone else's ID number to purchase a lunch will result in appropriate school discipline.

### **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 (618) 451-5808. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so 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.

### **COMMUNITY ELIGIBILITY PROGRAM**

GC CUSD #9 has implemented an option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Program option (CEP). All enrolled students, K-12, are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of this school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. Please note that all free meals must be complete meals. You cannot choose only one component. For example, should your child choose to bring their lunch and want a milk, it will be necessary for them to purchase the milk for \$.60 each.

Please note, this CEP program does not exempt students from the extracurricular fees if they are a participating member of one of the athletic teams or the band. If a family believes they would still meet the qualifications for these fees to be waived, the family must complete a Household Income Form, unless they are eligible with direct certification.

## **GENERAL INFORMATION**

### **AUDIO & VIDEO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school buses 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.

### **ASBESTOS**

Our district buildings have been inspected for asbestos-containing materials as mandated by the USEPA, 40 CFR 763, Asbestos-containing Materials in Schools. A management plan has been prepared by an accredited management planner, Asbestos Consultants of America, Inc., to offer direction and guidance in the management of the asbestos in our buildings. These reports have been officially accepted by the State of Illinois and are available for inspection. Copies of these reports may be supplied upon request at cost of duplication.

### **ENVIRONMENTAL QUALITY OF BUILDINGS AND GROUNDS** (Policy 4:160)

The superintendent shall take all reasonable measures to protect: (1) the safety of district personnel, students, and visitors on district premises from risks associated with hazardous materials, and (2) the environmental quality of the district's buildings and grounds.

### **MCKINNEY VENTO HOMELESS ACT** (Policy 6:140)

Keeping children and youth in homeless situations connected to school provides them with a source of stability and normalcy in otherwise chaotic and frightening circumstances. School stability supports academic achievement and mental and emotional security. If your family is suffering from lack of adequate housing, living in a shelter, or has been displaced by a natural disaster, assistance may be available to you and your family. Contact the school administration, school social worker, or the district homeless liaison at 618-451-5800.

### **MANDATED REPORTERS**

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.

### **MEDIA EXCLUSION FORM**

Occasionally the media visits the school as part of a story on school activities or other general news. The district's web page and yearbook also contains information and/or photographs of our students. Parents have a right to complete a Media Exclusion Form to have their child excluded from such coverage. Parents wishing to complete this form must contact the principal and complete the form on an annual basis.

### **MONITORS/AIDES**

The Board of Education has appointed campus monitors/aides with duties and responsibilities to assist teachers and administrators with maintaining order, discipline, and providing supervision on campus. **They are authorized school personnel. In the absence of a teacher or an administrator in disciplinary and supervisory situations, these staff members stand in their place, and the students are held directly responsible to them.** Failure to cooperate with them in maintaining discipline on campus will result in disciplinary action in accordance with school policies and procedures.

### **PEST CONTROL** (Policy 4:160)

District buildings are treated monthly for pest control by a licensed professional exterminator. Effective 2001, buildings will be notified four (4) days in advance of this treatment. All spraying is done after attendance hours or on weekends.

### **SCHOOL RECORDS** (Policy 7:15, 7:340, IL School Student Records Act, FERPA)

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the building principal will



make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the district may request an additional 5 business days in which to grant access. 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 have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The district will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student 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 included.

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 sent 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 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district.

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.

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.

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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.

5. 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.

6. The right to prohibit the release of directory information.

Throughout the school year, the district may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
  
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- 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
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*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.*

7. 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.

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

8. 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.
9. 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:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **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 – 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.

## **SCHOOL RESOURCE OFFICER**

Our school resource officer's role is a positive one. The SRO is here to support our educational mission by protecting our students and staff on campus and maintaining order. In conjunction with specialized SRO training, knowledge regarding laws, crimes, threats, and the community makes the SRO a vital resource for both students and staff.

## **SOCIAL WORKER SERVICES** (Policy 7:250)

Responsibilities of the social workers include crisis intervention and special education evaluations. The social workers also conduct various group sessions throughout the buildings as an extension of the material that students are learning in class. These topics may include, but are not limited to, bullying, peer relations and emotional health. The social workers complete social history and adaptive behavior assessments on all students who are referred for special education services. In addition, they assist the school in child abuse referrals, consultations with teachers, referrals for assistance from outside agencies, provide direct services to students, serve as a liaison between the home, school, and community, assist with various assessments, and participate in multi-disciplinary conferences.

## **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 a fingerprint, voice recognition or retinal scan.

## **STUDENT PRIVACY**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the district's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

### **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:

Political affiliations or beliefs of the student or the student's parent/guardian.

Mental or psychological problems of the student or the student's family.

Behavior or attitudes about sex.

Illegal, anti-social, self-incriminating, or demeaning behavior.

Critical appraisals of other individuals with whom students have close family relationships.

Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or

providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## **STUDENT/TEACHER RELATIONS**

Students should fully understand that any staff member in the building has the authority to interact with them to clarify a situation or correct misconduct at any time. Students shall always address and refer to the staff as Ms., Mrs., or Mr. No student shall enter an office or speak to a person who is engaged in another conversation until invited to do so. Foul language or inappropriate comments have no place in our school and will not be tolerated. Calling a person of authority by his/her last name is not acceptable. The teacher or other assigned person is in complete charge of the classroom.

The cooperation of all students is necessary for efficient school operation. Since teachers are responsible for the success of their classes, they have the authority to make any sensible rules which they think necessary to produce good conduct in their classes. Teachers will manage student conduct in the classroom including but not limited to the following behaviors:

preparedness, homework, attendance, tardies, minor classroom disruptions, inappropriate tone/attitude, jackets in the classroom, electronic devices, inappropriate comments, and food or drink. If these minor infractions are not corrected by the student, then the student's parent/guardian may be contacted, and the student may receive an office referral.

The teachers expect an attitude of respect from students. The students also should expect to be treated with respect. **Any request or command to cease and stop during a confrontation must be obeyed.** Failure to do so will result in appropriate discipline pending administrative review with a possible recommendation for expulsion. Any contact, intentional or unintentional, with a staff member, regardless of intent, will result in appropriate discipline pending administrative review with possible recommendation for expulsion. Staff members, being human, do make mistakes; however, most problems can be cleared up through friendly discussion with them. However, this should not be done in the presence of other students. **If a problem cannot be solved through friendly discussion with your teacher, and a misunderstanding still exists, come to the office and talk it over. Disrespect, foul language, or a visible display of anger has no place in solving teacher/student problems.**

### **SUBSTITUTE TEACHERS/STUDENT TEACHERS**

Our school is fortunate to have capable people to help us whenever our regular teachers are attending conferences, are out sick, or are training novice teachers. A substitute teacher/student teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. The substitute teacher/student teacher has the same authority as your regular teacher. Treat a substitute/student teacher as you would your regular teacher.

### **TELEPHONES/CELL PHONES**

Cell/Smart phones may be brought to school, but must be completely powered off during school hours. To ensure phones are not a distraction, phones will be placed in a student's assigned zip lock bag and placed in classroom bins. The bins will be stored in a secure location in the classroom during school hours and returned to students prior to dismissal.

### **VISITORS** (Policy 8:30)

All visitors, including parents and siblings, are required to enter through the front door of the building and press the speaker button to communicate with the school secretary. Visitors should identify themselves and inform 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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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 and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by state law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **HEALTH/WELL BEING/SAFETY**

### **ADMINISTERING MEDICINES TO STUDENTS (POLICY 7:270)**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours, they must request that the school



dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. The School 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 the medication's storage by school personnel. Parent(s)/guardians(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid Antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

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

### **COMMUNICABLE DISEASE** (Policy 7:280)

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.

### **CARE OF STUDENTS WITH DIABETES** (Policy 6:120-AP4)

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 school principal.

Parents/guardians are responsible for and must:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated 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.

### **FIRE AND EMERGENCY DRILLS** (Policy 4:170)

Safety drills will occur at times established by the school board. 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **HEAD LICE** (Policy 7:250)

The school will observe the following procedures 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.

### **HEALTH SERVICES**

The school nurse is available to students for personal consultations. Students who become ill at school must report to the nurse before leaving the building. Students who are injured at school

should be sent to the nurse by the teacher, or the nurse may be sent for, depending on the injury. The nurse will administer any first aid needed and contact the parent or guardian. The nurse will file an accident report on any injury that may require medical attention. If the family has purchased school insurance, a claim form may be picked up at the main office. If a student has an accident and is covered by insurance, he/she must file a claim to collect. Students **should** have a hall pass from their teacher to visit the health office. No one will be admitted between classes unless it is an emergency. Females in need of feminine products may request a token from their teacher or the nurse. Feminine products are available in the women's restrooms and the nurse's office.

### **Emergency Aid to Students**

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

### **PREVENTION OF ANAPHYLAXIS (Policy 7:285)**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

### **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

#### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of 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.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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 by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof 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. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **SCHOOL OPERATION DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

### **(Policy 4:180)**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **STUDENT INSURANCE**

GC CUSD#9 offers parents the opportunity to purchase low cost student accident insurance for their children. All pre-K, elementary, and intermediate students were given the information to bring home. For 7-12 students, information regarding this program, application, and costs can be obtained from the school office. The insurance policy is a discreet contract between the insurance company and the insured student/family. The school district acts only as an agency for distribution of the enrollment forms and to assist in completing the initial accident report. The school district strongly urges parents to consider this insurance option.

## **STUDENT SAFETY**

### **EMPLOYEE CONDUCT STANDARDS** (Policy 5:120)

### **AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the district's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone

- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and district employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

## Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the building principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

*Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*



## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **National Suicide Prevention Hotline**

*Dial 988*

### **Crisis Text Line**

*Text HOME to 741741 to reach a volunteer Crisis Counselor*

### **Centerstone of Illinois, Inc. 24-Hour Crisis Line**

(618) 465-4388

### **Chestnut Health Systems 24-Hour Crisis Line**

(618) 877-0316

## **TECHNOLOGY**

### **BLOGGING/SOCIAL WEBSITES** (Policy 7:190)

If the school becomes aware of a negative posting by a student on a website outside of the school, made during the school day, the student may be assigned consequences for the post that causes school students or staff members to feel threatened or compromised. Disciplinary action may be taken in response to postings containing threats, bullying, inappropriate pictures, allegations of inappropriate behavior, or such content that is likely to cause disruption in the school.

### **ELECTRONIC DEVICES** (Policy 7:190AP5)

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the building principal specifically grants permission. The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker, unless use is authorized by the teacher or for the reasons in number two, below.
2. They must be turned off or silenced during the regular school day unless: (a) the supervising teacher grants permission for them to be used; (b) use of the device is provided in a student's individualized education program (IEP); (c) the device is used during the student's lunch period; or (d) the device is needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., Bring Your Own Technology (BYOT) programs. Examples of electronic devices that are used as study aids

include: devices with audio or video recording, MP3 players, some cellular phones, smartphones, laptop computers, Chromebooks®, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are not used as study aids include: hand-held electronic games, MP3 players used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular and smartphones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. If applicable, using technology as a study aid must always follow the established rules for the BYOT program. Using technology at all other times must always follow the established rules for cellular and smartphones and other electronic devices at school. The School District is not responsible for the loss or theft of any electronic device brought to school.

### **INTERNET USAGE**

All usage of the Internet through the Granite City School District network is governed by Board Policy 6:235-E2. A copy of this policy will be available in all rooms with internet access. A signed copy of this policy must be on file before any student has internet access. Violation of this policy could result in suspension from school, and the student could be removed from the class. Students are warned that harassment or threats of an electronic nature involving the internet and/or cell phones are specifically prohibited. Depending on the severity of the action, a student could be subject to appropriate discipline action as deemed by the administration. In addition, the City of Granite City has an internet and cell phone ordinance which could result in considerable fines and/or community service. Students who violate these rules will be referred to the SRO and/or the assistant principal in charge of discipline.

### **STUDENT ONLINE PERSONAL PROTECTION ACT (Policy 7:345)**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology

vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

## **TRANSPORTATION**

### **BUS CONDUCT** (Policy 7:220)

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.

5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **RIDING A SCHOOL BUS** (Policy 4:170; 7:190; 7:220)

Riding a school bus is a privilege that can be taken away for disruptive or unsatisfactory conduct. All students being transported are under the authority of the school bus driver and must obey his/her requests. Specific regulations are posted in the buses. The school bus is an extension of the school and is thought of as a classroom. Bus passes (I.D. cards) are required to ride the school bus. Due to insurance regulations, students may not ride any bus other than the one to which they are assigned. Detention or suspension will be issued at the principal's discretion (even a first offense). During bus suspension, it is the parent's responsibility to provide transportation to and from school. Bus suspension is not an excuse for absence and could result in a truancy referral.

### **TRANSPORTATION** (Policy 4:110)

Door to door Transportation will be provided to the Alternative Education Program. Students will be picked up at their home, by bus, between 6:45 and 7:45 a.m. and will be returned home between 1:30 and 2:15 p.m. **Note: Students are not permitted to drive themselves to school.**

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.

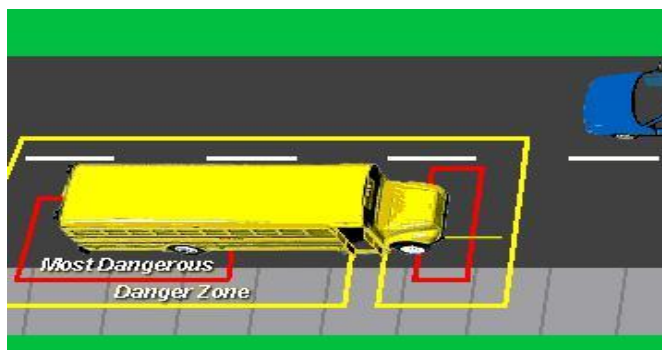
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student

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.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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 a 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. 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.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. 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.
9. 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.
10. Never run back to the bus, even if you dropped or forgot something.





**Granite City Community Unit School  
District #9**

Dr. Donald Harris | Superintendent of Schools