

**Germantown Hills**  
District 69  
Parent/Student Handbook

**2018-2019**

**Warrior Code of Conduct**

**W**-Willing to Cooperate

**A**-Always Safe

**R**-Respectful of Others

**R**-Responsible for Actions

**I**-Initiate Good Behavior

**O**-Offer a Helping Hand

**R**-Ready to Learn

**S**-Speak Kindly

**4B's**

**Be Ready to Learn**

**Be Respectful**

**Be Safe**

**Be Responsible**

### Quick Reference Information:

**Phone Number: 309-383-2121**

- Option 1 – Report Absence
- Option 2 – Elementary School Office
- Option 3 – Middle School Office
- Option 4 – Superintendents Office

**District Web Address:** <http://ghills.metamora.k12.il.us/>

**Facebook:** <http://www.facebook.com/GHSD69>

#### School Hours:

	<b>Doors Open</b>	<b>Classes Begin</b>	<b>Dismissal</b>	<b>School Office Hours</b>
<b>K - 4</b>	8:15 a.m.	8:30 a.m.	3:05 p.m.	8:00 a.m. – 4:00 p.m.
<b>5 - 8</b>	7:45 a.m.	7:5 a.m.	2: p.m.	7:30 a.m. – 3:30 p.m.

#### School Cancellation/Delayed Starting Time

**District Website**                    <http://ghills.metamora.k12.il.us/>  
Information will be posted on the school website.

**School Messenger**                    Mass telephone messaging system

**Television**                    WEEK                    WMBD                    WHOI

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## **INTRODUCTION**

This handbook has been designed to inform parents and students of Germantown Hills District #69 about the policies, procedures, regulations and activities at the elementary and middle schools. Please review this handbook with your student, so you both are knowledgeable as to its contents. Open lines of communication between school, home and community aid in the educational process. Anytime you have questions or concerns, please call your student's school office. Your interest and concern for your student is vital to his/her education.

### **Mission Statement**

Our mission is to empower all students to reach their full potential as life-long learners through excellent instruction, supportive programs and community involvement.

### **Vision Statement**

Germantown Hills School District will be known as the premier K-8 district in Illinois by:

**Progressive, research-based instruction**

**Rigorous curriculum to engage students**

**Enhanced educational environment**

**Maintain fiscal responsibility w/ District assets**

**Implement current technology**

**Educational leader in Illinois**

**Reciprocal involvement w/ the community**

- Education is a shared responsibility of students, family, school and community.
- Each student has the right to learn and grow in a safe and nurturing environment.
- Teachers are the foundation of the educational process and have a tremendous influence on students.
- Teachers value learning and continually seek opportunities to grow professionally.
- Developing strong community partnerships is essential.
- The District should be a good steward of the resources received from the community.
- Our District supports the community through effective use of facilities and resources.

### **Responsibilities of Students**

Students are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an atmosphere conducive to the teaching and learning process. There are certain special responsibilities required of students in school. The responsibilities include:

- Adhere to rules and regulations established by the School Board and implemented by school administrators, teachers, and other school personnel.
- Respect one's rights and the rights of other students and school personnel.
- Be punctual and present for school.
- Refrain from behavior that disrupts the education of any and all students.
- Maintain the best possible level of academic achievement.
- Respect the authority of school administrators, teachers, and staff by maintaining discipline in the school and at school-sponsored activities.

More specific information about these responsibilities is contained in respective sections of this handbook.

### **Kindergarten Eligibility**

Students who are five (5) by September 1 may enter Kindergarten. Germantown Hills offers the option of half and full day Kindergarten. Both options are established and maintained with an instructional program that fulfills the District's curricular goals, objectives and the requirements of the State Board of Education. A student enrolled in kindergarten may change his/her attendance status once during the school year. Requests for early admission are subject to school board approval.

### **Class Placement**

Students in grades K-8 are placed in classes by a random, heterogeneous method of selection. The intent is to maintain a balance of sexes and ensure total class membership does not remain constant for two consecutive years. Any deviations from class assignments determined by the above designated method may occur with Board approval only, except when school problems, pupil personality conflicts, etc., exist. Requests not to have a specific teacher may be made in writing, but will be subject to Administration approval.

### **Academic Promotion Policy**

Decisions to promote a student to the next grade level shall be based on the successful completion of the grade level curriculum, attendance and performance on standardized tests.

No student shall be promoted to the next grade level based solely upon age or any other social reasons unrelated to the student's academic performance.

The Administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students who have

been determined not to qualify for promotion to the next grade level.

Promotion of students receiving reasonable accommodations (pursuant to statute 504 of the Rehabilitation Act) and/or students who have individualized programs is determined by the student’s educational team.

**Program of Instruction**

Our program of instruction consists of self-contained classrooms with one teacher for the basic subject offerings in Kindergarten through 5th grade.

Only six, seventh and eighth grades follow individualized student schedules moving from subject to subject. Class transitions occur every 50 minutes for core classes.

**Specials:**

<b>P.E.</b>	<b>K-8 daily K required to wear appropriate footwear to school 1-5 required to keep P.E. shoes at school 6-8 required to have P.E. uniforms and shoes at school</b>
<b>Art</b>	<b>K-5 once per week 6-8 art elective</b>
<b>Library</b>	<b>K-5 once per week</b>
<b>Music</b>	<b>K-5 once per week</b>
<b>Band</b>	<b>5-8 band elective</b>
<b>Chorus</b>	<b>6-8 chorus elective</b>
<b>Computer</b>	<b>K-5 once per week 6-8 incorporated within curriculum and elective</b>

**Parent-Teacher Conferences**

Parents are encouraged to attend the parent-teacher conference scheduled once during the year, usually in October. Parents will receive notification for steps in completing online registration for a said conference. If a parent doesn’t have Internet access or if they need help, they can call the school office for assistance. Parents are also encouraged to contact teachers anytime a need to communicate arises.

### Grading System

<b>Grading system for K</b>	Skills are measured by whether the student is making <i>satisfactory progress</i> or if a skill <i>needs improvement</i> using check marks and plus signs.
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<b>Grading scale for 1-2</b>	
These grades are not correlated with letter grades.	<b>M=Meets Expectations</b> – Understands and applies key concepts, processes, and skills
	<b>D=Developing</b> – Beginning to understand and apply key concepts and skills.
	<b>N=Needs Support</b> – Not understanding key concepts, processes and essential skills. This is an area of concern.

<b>Grading scale for 3-8</b>	A+=99-100	C= 79-82
	A= 96-98	C-= 76-78
	A-= 94-95	D+=74-75
	B+= 92-93	D= 72-73
	B= 88-91	D-=70-71
	B-= 86-87	F=0-69
	C+= 83-85	

S (Satisfactory) and U (Unsatisfactory) grades are used as designated below:

	<b>3</b>	<b>4</b>	<b>5</b>	<b>6,7,8</b>
<b>Art</b>	X	X	X	X
<b>Music</b>	X	X	X	X
<b>P.E.</b>	X	X	X	
<b>Computer</b>	X	X	X	
<b>Conduct</b>	X	X	X	
<b>Work/Study Habits</b>	X	X	X	
<b>Handwriting</b>	X	X	X	

	<b>3</b>	<b>4</b>	<b>5</b>	<b>6,7,8</b>
<b>Social Studies</b>	x	x		
<b>Science</b>	x			
<b>Written Language and English</b>	x			

**Physical Education (P.E.) Participation**

Daily Physical Education is required at Germantown Hills District #69. There are instances when participation in Physical Education may be limited due to injuries and illness. All students will be allowed 3 “non-participation days” with a written note from home. Any non-participating day after the allotted three without a doctor’s note will result in an automatic zero for the day. If a student does not participate in P.E., regardless of having a parent/doctor note or not, he or she will not be allowed to participate in recess or school sanctioned physical activity for that day (i.e., basketball, softball, track, etc.).

**Honor Roll (Grades 5-8)**

Honor rolls will be based on the following:

- ALL A HONOR ROLL - All A's
- A/B HONOR ROLL - All A's and B's
- B HONOR ROLL - All B's

Honor rolls are based on all academic subjects.

In order to keep parents informed, Grades 5-8 will send home a notice of below-average performance halfway through each grading period. All students’ grades may be viewed by parents using our Skyward software. Parental online access is private and limited to their own student’s grades.

**Supportive Services**

Germantown Hills District #69 is a member of the Woodford County Special Education Association. As a partner with that organization the following supportive services are available to students and their families:

- School psychological services
- School social work services
- Special education programs
- Student individual or group counseling
- Occupational therapy
- Physical therapy

- Speech and language services

These services are made available to students who have a disability that hinders their educational or social/emotional growth. Criteria for placement in a special services program vary, depending on the needs identified. In many cases, a teacher refers students for special services. However, a parent may also request that a student be tested if a problem is suspected. In either case, the parent must sign a parental permission form before the testing process can be initiated.

At the beginning of each school year, the speech/language pathologist conducts a group screening of all children in Kindergarten and 1st grade. New students, teacher referrals, and children who participated in speech therapy in the past are screened annually. Questions should be directed to the District’s speech pathologists.

## SCHEDULES AND ATTENDANCE

### School Hours:

	Doors Open	Classes Begin	Dismissal	School Office Hours
<b>K - 4</b>	8:15 a.m.	8:30 a.m.	3:05 p.m.	8:00 a.m. – 4:00 p.m.
<b>5 - 8</b>	7:45 a.m.	7:55 a.m.	2:30 p.m.	7:30 a.m. – 3:30 p.m.

Bikers/Walkers will be dismissed from class after all bus students have boarded on regular attendance days.

**All students are expected to leave school promptly when dismissed. They are to go straight home. No students are to play on the playground equipment before or after school for safety reasons.**

1.) Students must be escorted by a parent/guardian to the main office, to sign the student in, when arriving to school late. 2.) The parent/guardian must sign out the student at the main office when leaving prior to the end of the school day.

### Attendance

**Illinois State Board of Education requires attendance tracking.**

### What constitutes a full-day of student attendance?

A full-day of attendance for students in grades 2 through 8, must be a minimum of five clock hours (300 minutes) of instruction under the direct supervision of:

- (i) a certified teacher, or
- (ii) non-teaching/volunteer personnel when engaging in non-teaching duties and supervising those instances specified in Section 10-22.34(a) and Section 34-18.

A full-day of attendance for students in full-day Kindergarten or 1st grade must be four clock hours (240 minutes) of instruction or more.

**What constitutes a half-day of student attendance?**

On a regular school day, students in grades 2<sup>nd</sup> -8<sup>th</sup> grades who receive less than 300 minutes of instruction but at least 150 minutes of instruction can be claimed for a half-day of attendance. Students in grades 2<sup>nd</sup> – 8<sup>th</sup> are not in attendance for at least 150 minutes of instruction cannot be claimed.

On a regular school day, students in Kindergarten and 1<sup>st</sup> grade who receive less than 240 minutes of instruction but at least 120 minutes of instruction can be claimed for a half-day of attendance. Students in Kindergarten and 1<sup>st</sup> grade who are not in attendance for at least 120 minutes of instruction cannot be claimed.

**This means that if your student is absent for over 30 minutes of instruction this will count as a half day absence. You will be notified when your student reaches either five (5) or ten (10) absences.**

School attendance is the responsibility of both children and their parents. The person with custody of a school-aged child has the responsibility of ensuring that the child(ren) attends school the entire time school is in session.

**ARRIVAL AT SCHOOL USING REGULAR SCHOOL DAY SCHEDULE**

Students and parents are asked to sign in at the office anytime they come to school after **7:55 a.m. (middle school) and 8:30 a.m. (elementary school)** and sign out if they leave during the school day. Students should not enter the building without teacher permission before the first bus arrives (Approx. 7:30 for the middle school and 8:15 a.m. for the elementary). **A student will be counted as tardy if they are not in their classroom by the tardy bell. Students in grades 6-8, will receive a detention after three (3) tardies and for each subsequent tardy for the remainder of the semester. Once a student arrives at school, he/she is not allowed to leave the school grounds without a note from home and office permission.**

**Students with poor attendance risk losing class credit. A phone call from a parent/guardian is required for each absence. The student(s) and parent(s)/guardian(s) will be informed about attendance in this manner:**

3 consecutive days absent from class	<ul style="list-style-type: none"> <li>● A doctor’s note is required upon return to school to receive excused absences</li> </ul>
5 days absent from class	<ul style="list-style-type: none"> <li>● Letter to parents/guardians informing them of the attendance policies and procedures</li> </ul>
10 days absent from class	<ul style="list-style-type: none"> <li>● Maximum allowed for the school year</li> <li>● A doctor’s note will be required for each additional absence after 10</li> </ul>

	<p><b>total absences. Any absences after 10 without a doctor's note will be marked as unexcused.</b></p> <ul style="list-style-type: none"> <li>● <b>Letter to parents/guardians explaining that further absences need to be accompanied by a doctor's note in order to excuse the absence</b></li> <li>● <b>Further absences may result in a letter also being sent to the Truancy Officer at the Regional Superintendent's office notifying them of possible chronic truancy. A contact will be made to both the student and the parent(s)/guardian(s), by the Truancy Officer</b></li> </ul>
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**Notes:**

1. Pre-arranged absences count toward the student's ten (10) days. Any student whose out-of-school suspension takes him/her over the ten day attendance limit will be given one more day of absence without requiring a doctor's note.
2. Administration may excuse an absence(s) over the allowed 10 days for students with a documented chronic medical illness for example, Epilepsy, Leukemia, and Diabetes, etc. Parents(s) should submit a doctor's note to the attendance office indicating the nature of the chronic illness and how it may affect a student's school attendance. A doctor's note will be accepted after the 10 days, and the days excused, if the physician specializing in the medical condition specifically states the number of days that the student needs to remain at home due to the illness, but does not require making a doctor's follow up appointment. For each incident that the student is absent beyond the 10 days, it may be required that the parent notify the specializing physician and have him/her fax the school at 309-383-4739 stating the absence was due to the medical condition.

All absences will count toward the ten days except the following:

- Doctor's excuse (when seen and documented by a licensed physician)
- Funeral of close friend or relative
- Court appearance
- Field trip
- Other absences may be excused at the discretion of the Administration.

**Absence-Excused**

Excused absence shall include personal or family illness, personal injury, doctor and dental appointments, death in the family, school related activities, observance of religious holidays, judicial proceedings or compelling family circumstances. If your child is ill or will miss school for an appointment, etc, please call the school office by 8:00 a.m. Your phone call will assist us in knowing if your child is absent with your approval.

**Students must be fever-free for 24 hours before returning to school.**

**If you fail to contact the office, school personnel are required to contact parents to inform them of their child's absence.** An explanation of an absence is required. If a student is ill and absent from school for a period of ten (10) days or more, written documentation will be required from a doctor before the student is allowed to return to school. Other absences including vacations, etc., may be excused with the discretion of the Administration.

### **Absence-Unexcused**

"Truancy" is defined as an unexcused absence from school. If a student is chronically or habitually truant, actions may be taken against the parents of the student. If the parents do not cause the student to attend school after they have been notified of the truancy, notice will be sent to the Regional Superintendent of Schools for his/her action.

### **Absence-Makeup Work**

Requests for homework assignments should be made through the school office from 8:00-9:30 a.m. Homework requests made by 9:30 a.m. will be ready for pick-up the same day after 3:30 p.m. Homework requests made after 9:30 a.m. will be ready for pick-up the following day.

All absences, both excused and unexcused, require all work to be made up. The time given for make-up work is number of days absent plus one before a penalty may result.

If a student is absent the day of a test, project, quiz or paper, but was present when the assignment was made, he/she is expected to turn in the work on the day he/she returns to class. Projects with long-standing due dates will also be expected upon return, unless prior arrangements have been made directly with the teacher.

Requests for homework for pre-arranged absences (vacations, weddings etc.) must be done in writing ahead of time. However, the feasibility to provide work in advance is determined by the individual teacher.

**Grades 5-8:** Parents or students may retrieve homework after school from 3:30 P.M. to 6:00 P.M. On the wall outside of each teacher's door will be a tack strip. Stapled to that tack strip will be the assignments and any handouts. The student's name will be written atop the assignment sheet in bold letters. After gathering the homework sheets, you or your student may go to the locker to retrieve books needed to complete the assignments. Please remember to bring your student's locker number and combination. Some teachers post homework on their website accessible through the district website. Refer to that teacher's syllabus for more information.

### **School Cancellation/Delayed Starting Time**

In the event weather or emergency conditions give cause to cancel, delay starting time,

or close school early; the television stations will be notified. The information will also be available on the school's website and in addition the automated phone service "Skylert" will be implemented.

If no announcement is made, school will be held. Students must know where they are to go in case of an emergency school closing during the day or in case of illness. A form requesting this information for our records will be sent home with your child at the beginning of the year. Please complete the form and promptly return it to school.

## **HEALTH, SAFETY AND WELL-BEING**

### **Building Security**

For the safety of our students, all exterior doors are locked during the school day. All school visitors are to stop at the appropriate school office to get a name-tag before going to the classroom.

### **Visiting Classrooms**

Parents are encouraged to visit their student's classroom. Please contact your student's teacher and make arrangements with the school office for a convenient time. Children not enrolled in the school will not be allowed to visit classes.

### **Health/Physical Exams**

Your student's physical, dental and vision exams are due prior to first day of school.

### **Physical Examination**

All children enrolling in Kindergarten and 6th grade for the first time, or students transferring into Illinois from outside of the state or outside of the country must show proof of having a physical examination within one (1) year prior to the start of the school year. The State of Illinois Certificate of Child Health Examination form is the **ONLY** form that will be accepted. The entire exam form must be completed. This includes the immunization section, the health history section, and it must be signed by the parent/guardian.

*This exam must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing him/her to perform health examinations, or a physician assistant to whom has been delegated the performance of health examinations by his/her supervising physician. The physician is required to review and sign any portion of the Certificate of Child Health Examination completed by a registered nurse who is not an advanced practice nurse.*

### **Vision Examination**

All children enrolling in Kindergarten for the first time, or a child who enters an Illinois school system for the first time, shall show proof of having an eye examination. The exam shall take place one year prior to the start of the school year by a physician who performs eye examinations or an Optometrist. The State of Illinois Eye Examination

Report is the ONLY form that will be accepted.

### **Dental Examination**

*Before May 15 of the current school year, all children enrolling in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade for the first time shall show proof of having a dental examination by a licensed dentist. The State of Illinois Proof of School Dental Examination Form is the ONLY form that will be accepted.*

### **Sports Physical**

All students in grades 6<sup>th</sup> through 8<sup>th</sup> grades who plan to participate in a school sponsored sport are required to have a sports physical on file in the Jr. High office prior to trying out for any school team. The sports physical is good for one (1) year from the date it was given. *This exam must be performed by a physician licensed to practice medicine in all of its branches.*

### **Required Immunizations**

<b><u>GRADE LEVEL</u></b>	<b><u>SHOT</u></b>	<b><u>REQUIREMENT</u></b>
Kindergarten	DPT or DTaP	4 or more doses with the last dose having been received on or after the 4th birthday. The first 3 doses in the series shall have been received no less than 28 days apart. The interval between the 3rd and 4th or final dose shall be at least 6 months.
Kindergarten	POLIO	3 or more doses of polio vaccine (OPV) or (IPV). A child who received any combination of IPV and OPV shall show proof of having received at least 4 doses, with the last dose received on or after the 4th birthday. Doses in the series shall have been received no less than 28 days apart. A child who received IPV exclusively or OPV exclusively shall show proof of having received at least 3 doses, with the last dose received on or after the 4th birthday. Doses in the series shall have been received no less than 28 days apart.
Kindergarten	CHICKEN POX  (Varicella)	2 doses on or after the first birthday, proof of prior varicella disease as described in Section 665.250(g), or laboratory evidence of varicella immunity.
Kindergarten	MEASLES	2 doses of vaccine, the 1st dose on or after the 1st birthday and the 2nd dose no less than 28 days after the 1st dose or other proof of immunity described in Section 665.250(c).
Kindergarten	RUBELLA	1 dose on or after the 1st birthday. Proof of disease is not acceptable unless laboratory evidence of rubella immunity is presented.

Kindergarten	MUMPS	1 dose on or after the first birthday. Proof of disease, if verified by a physician or laboratory evidence may be substituted for proof of vaccination.
6th	HEPATITIS B	3 doses of hepatitis B vaccine, or other proof of immunity. The first 2 doses shall have been received no less than 28 days apart. The interval between the 2nd and 3rd dose shall be at least 2 months. The interval between the 1st and 3rd dose shall be at least 4 months. Proof of prior or current infection, if verified by laboratory evidence, may be submitted for proof of vaccination.
6th	Tdap	Beginning with school year 2013-14, any child entering, advancing or transferring into 6 <sup>th</sup> , 7 <sup>th</sup> or 8 <sup>th</sup> grade will be required to show proof of receipt of one dose of Tdap vaccine regardless of the interval since the last Dtap, DT or Td dose. Most students may have already received the vaccine and simply need to provide the school with verifying documentation from the health care provider.
6th	MENINGOCOCCAL CONJUGATE VACCINE (MCV4)	Beginning the 2015 - 2016 school year, 6th graders must have 1 dose of MCV4--the first dose received on or after the 11th birthday.
6th	VARICELLA	Students entering 6th or 9th grade must have 2 doses of Varicella Vaccine, the 1st dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.

### Lice/Nit Policy

A student with lice and/or nits will be temporarily excluded from school until treated and free of lice and/or nits. To return to school, a parent/guardian must accompany the child to the office to be checked by the office personnel or medical coordinator. If determined free of nits and/or lice, the student may resume riding the bus and resume school attendance. Classroom peers will be checked for lice and a note to classmates' families will be distributed without disclosing the infested child when a case of lice is found.

### Health Management Plan

We would like to protect the well-being of our students with special health needs. This includes assisting teachers, students and administrators to adapt to a student's health problem(s).

Because of this commitment, it is important that parents or guardians share certain confidential information about the student's health problem. This information will be used to plan for the care and management of the student. It will be shared with those members of the professional school staff who have direct responsibility for the student when in school or participating school activities.

In the event your child may have an asthma attack at school, it is important for the school staff to be able to provide the best care possible for your child. It is also

important to have an emergency plan in place even if your child has not had an asthma attack in several months.

Please contact the school office and complete the Asthma Inhaler-Self Administration Authorization Form and the Asthma Management Plan.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).
3. Complies with State and federal law and is in alignment with Board policies.

If there are any changes in your child's health status, medications or treatments, please notify the school office so the emergency plan can be updated. If you have any questions or concerns, please contact the school office.

### **Communicable and Infectious Diseases**

Students known to have chronic infectious diseases (as defined by the Illinois Department of Public Health) will be individually evaluated in order to determine if their behavior or physical conditions pose a high risk of the spread of diseases. The school infectious disease review team will work with local, regional or state health officials, the family physician, the student, the student's teacher and the student's parents to establish the most appropriate education program for a student identified as having an infectious disease. Cases of communicable or infectious diseases will be handled according to Board of Education Policy 7:280.

### **Medications**

Generally, a district employee shall not administer medication being used by a student at school. This policy includes even common and widely used over-the-counter medications and prescription drugs such as aspirin. However, students recovering from temporary illnesses or students on permanent medication who require medication during the school day may bring medication to school if these guidelines are followed:

1. A permission form from the parent to administer the medication shall be required. Permission forms may be picked up from the school office.
2. Medication shall be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and

pharmacy shall be indicated on the containers.

3. Parents will be contacted if this procedure is not followed.

### **Vision/Hearing Screenings**

Vision and hearing screenings will be done as mandated by the Illinois Department of Public Health for all students in Preschool, Kindergarten, 2nd grade, 8th grade, Special Education, students new to the District and teacher referrals. Screenings are typically administered in the Fall. (This is determined by the Department of Public Health, not the school.)

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. **Your child is not required to undergo this vision screening** if an optometrist or ophthalmologist has completed and signed a report form indicating that an **examination has been administered within the previous 12 months and that evaluation is on file at the school by the first day of school.** If a vision examination report is not on file at the school then your child, in the mandated age/grade/group, will be screened.

Formal, written confirmation of an ear exam by a physician and audiological evaluation by an audiologist within the last 12 months can replace a screening. Children wearing hearing aids will not be screened.

### **Emergency Management Plan**

In the event of a major emergency, the staff will activate the Emergency Plan. The staff and students will conduct periodic evacuation and take-cover drills. In the event of an emergency, please do not try to contact or come to the school. Information will be provided to all parents as soon as possible through Skylert (mass telephone messaging system).

### **Playground Safety/Conduct Rules**

Playground equipment has been installed for the enjoyment of all students. For the safety of all students, the playground rules must be followed. Playground rules and expectations will be discussed by the students' homeroom teacher.

### **School Bus Safety/Conduct/Suspension Policy**

A school bus driver must devote his/her time to driving the bus, and therefore, should not be distracted by the conduct of the students. In addition, due to the number of students depending on this transportation, the bus must adhere to its assigned schedule as closely as possible. The following partial list should provide a basis for student conduct and safe transportation:

- Students are to be at the bus stop 5 minutes prior to their assigned pickup times to allow the bus to maintain its schedule.
- Students waiting for the bus should be off the road and out of danger of passing vehicles.
- If students must cross the road at a discharge point, each student should wait on the shoulder until the driver signals the students to cross.

- Students must wait until the bus comes to a complete stop and the door is open before attempting to board the bus.
- Students boarding the bus should do so in an orderly fashion, refraining from pushing and shoving.
- Students must remain in their seats while the bus is in motion.
- The bus must come to a complete stop before students leave their seats.
- Students should NEVER change seats while the bus is in motion.
- Hands and heads must be kept inside the bus at all times, but out of the aisle.
- Students are not to eat, chew gum, or drink on the bus.
- Each student should assist in keeping the bus clean and sanitary by not dropping paper, etc. on the floor.
- Students are to refrain from loud talking and laughing or unnecessary confusion that may divert the driver's attention from the road.
- Books, band instruments, and all other objects must be kept out of the aisles.
- Students should NEVER throw any articles (papers, books, clothing etc.) either while on the bus or out of the bus.
- All talking, etc. must stop when a bus approaches and crosses a railroad crossing.
- Students are to obey the driver's requests promptly.
- Drivers will not stop at places other than the student's regular drop off point.
- Each student is to ride his/her assigned bus and may not ride a different bus to a different destination.
- Cellular communication and electronic gaming is not allowed on a school bus for students in grades K-2. For students in grades 3-8, cell phones must be turned off. Hand-held electronic devices may be used when/if they do not interfere with bus safety.

The following procedure will be used for enforcing bus safety rules:

1. Bus drivers will report incidents of misconduct in written form to the school office.
2. The student will be called to the office to review the incident. A copy of the reported violation will be mailed to the parent.
3. Should a student be involved in misconduct on the bus a second time within the same year, the same procedure will follow, and bus-riding privileges will be suspended for five (5) days.
4. A third violation within the same school year will result in permanent suspension of bus-riding privileges for the remainder of the school year.
5. Bus-riding privileges, either temporary or permanent, may be suspended as a result of any serious or flagrant violation of rules.

### **Walker Safety/Conduct Rules**

Students in grades 3-8 have the privilege of walking or riding their bicycle to school on days that weather permits. For students in grades 3 and 4, a walker/bike rider permission slip must be on file in the office. This note must be updated yearly. This rule applies to those students who are assigned a bus but who choose to walk or ride a bike.

Students walking/biking to school must conform to the following rules to aid in safety precautions:

- Students are to stay on the right side of the road at all times.
- Students are to cross only at the crosswalks. A crossing guard is present at the intersection of Rt. 116 and Schmitt Lane each school day.
- Students must stand behind the guard at all times.
- Students must wait until the guard gives the okay to cross the highway.
- Students must WALK the entire way across the highway.
- Students riding bicycles must walk the bicycle across the highway.

**Failure to follow these rules may result in a loss of student's walking and/or bike riding privileges.**

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Secretary to the Superintendent. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property due to a pest outbreak.

## **DISCIPLINE**

### **Discipline Policy**

Our goal is to teach our students to resolve conflict independently and work toward self-discipline. We use discipline to address inappropriate student behavior and set clear expectations for behavior change(s) moving forward.

Students are expected to behave in an appropriate manner, displaying respect for themselves, their peers and school personnel. Participation in school activities may be restricted at the Principal's discretion.

Below are some examples of behavior that will not be tolerated and will be subjected to disciplinary measures:

- A. Fighting, spitting, the use of foul language, and/or violent acts, will not be tolerated.
- B. Assault refers to an apparent attempt or willful offer, with force of violence, to do harm to another without the actual doing of the hurt threatened, i.e. lifting a fist in a threatening manner, or verbally threatening another. This act may bring about a suspension.
- C. Battery refers to intentionally or knowingly without legal justification and by any means, (1) causing bodily harm to an individual or, (2), making physical contact of an insulting or provoking nature with an individual. This act may bring about a suspension.
- D. Bullying is any activity which includes physical or verbal harassment or intimidation.
- E. Student Harassment: Student harassment includes, but is not limited to,

repetitive teasing, bullying, threats, intimidation, ridicule, or gossip towards one or more students. Students may report harassment to the Principal or any staff member orally or in writing. Consequences for harassment include, but are not limited to, warnings, detentions, suspension or expulsion.

- F. Theft, extortion, or knowingly possessing property without the permission of the owner.
- G. Disrespect, insubordination, failure to follow directions, verbal or physical abuse or harassment towards school staff.
- H. Carrying or possession of weapons. Handling or transmitting any object that can be considered a weapon. Weapons include but are not limited to guns (B.B. included), knives (pocket knives included), look-alike guns and knives, explosive powder (fireworks), matches, etc., or any type of toy weapons.
- I. Vandalism or the attempt to cause damage to school/personal property.
- J. Violating the Board policy prohibiting gangs and gang activity (See Gang Activity Section).
- K. Cheating as it applies to plagiarism, copying during a test, using or copying another's homework, and giving or selling answers, papers or assignments.
- L. Gum chewing, eating candy, or food in the classrooms or hallways unless school personnel give permission.
- M. Improper cafeteria behavior.
- N. Computer Violations (See Computer/Technology Section).
- O. Possession or consumption of intoxicating substances to include; alcohol, drugs, controlled substances.

### **Bullying Policy**

The District will not tolerate any bullying, intimidation, or (sexual) harassment. Bullying is contrary to State law and the policy of the school district. Some examples of bullying are face-to-face, through a phone, or online.

No person can be harassed, bullied, or intimidated due to their race, size, gender, nationality, religion, sexual orientation, or physical/mental disabilities or appearances.

Bullying is any severe, pervasive, verbal act or conduct, including communications made in writing or electronically (on school premises or outside of school if the threat has an adverse impact on the educational setting), directed toward a student over a period of time that has or can be reasonably predicted to have the effect of; (1) Placing the student in harm; (2) Causing effect on the student's physical or mental health; (3) Interferes with the student's academic performance; (4) Interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, sexual harassment, public humiliation, theft, or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or similar electronic school equipment or other comparable conduct.

Students who believe they are victims of bullying will have the option to discuss the matter with a designated teacher, administrator, or the school counselor. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good-faith complaints will not be disciplined.

Any student that is guilty of bullying could have consequences of suspension, expulsion, or other consequences the schools discipline policy. Parents of the students will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Controlled Substance Policy**

- Tobacco products, including electronic smoking devices, are prohibited on school property and at school events.
- Possession and/or use of tobacco products are forbidden on school property and at school events and will be punished by suspension.
- Possession and/or use of drugs *or look-alike drugs*, alcohol and other intoxicants are expressly prohibited on school property and at school events.
- Possession, transfer, sale, or use (including being in an impaired state from use prior to coming onto school property or attending school events) of an alcoholic beverage, narcotic drug, marijuana, hallucinogenic drug, amphetamine, barbiturate, or other intoxicant will be punished by suspension or expulsion. Since this is an illegal activity, proper authorities will be notified.

### **Gang Activity**

Gang activity is prohibited on or near school grounds, on school buses, or off school grounds at any school activity. Students are prohibited from engaging in gang activity. A “gang” is any group of two (2) or more persons whose purpose includes the commission of illegal and disruptive acts. Students shall not engage in any gang activity on or about school grounds, on or near school buses, or off school grounds at any school activity including but not limited to:

- Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, fake tattoo or other things that are evidence of membership or affiliation in any gang.
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes), showing membership or affiliation in a gang, and using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity.

## **COMPUTERS/TECHNOLOGY**

### **CELLPHONES and OTHER ELECTRONIC DEVICES**

During classes, cell phones and other electronic devices are to be OFF and left out of sight in a purse or pocket unless directed by staff. Students in the middle school may use their phone for the purpose of listening to music or for a classroom project if permitted by the individual classroom teacher (study hall, reward, etc.). Parents should

use the office to contact their student. If a student is caught calling, texting or answering his/her cell phone during the school day, the following will result: On a first offense, the student will receive a warning. On a second offense, the student will receive a detention and the phone must be retrieved from the office by a parent. For the third offense, a one (1) day in-school suspension will be the rule and the student will lose the privilege of having his/her phone at school. Subsequent infractions will result in additional suspensions.

No student, for any reason, is to use his/her cell phone to make arrangements to go home. If a student needs to go home because of illness, then the student should get a pass from his/her teacher and go to the office.

### **TRANSMITTAL OF INAPPROPRIATE MATERIALS**

Students shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of sexual message in electronic or any other form, including contents of a cell phone or other electronic device, will result in discipline up to and including expulsion. Such actions may also be reported to local law enforcement and child protection services.

### **NOTIFICATION-Illinois Public Act 98-129**

As of January 1, 2014, Illinois Public Act 98-129 allows elementary and secondary schools to request or require students to provide social media passwords. Social media password information may be requested if the school believes the student's account on a social media networking site has evidence that the student has violated a school rule or policy.

### **INTERNET USE POLICY**

Germantown Hills School District #69 provides its employees and students ("users") with access to computing equipment, systems and local network functions. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The following procedures do not attempt to state all required or prescribed behavior by users; however, some specific examples are provided. The failure to follow these procedures will result in the loss of privileges, disciplinary action and/or appropriate legal action.

### Access Rights and Privileges

1. The School District has the right to place reasonable restrictions on the use of equipment, resources, and material students and employees access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code and the law in their use of the District's equipment and network. This access has not been established as a a public form. All access and rights are privileges granted by the District, and users should expect no privacy rights. Access to the District's Internet must be for educational purposes or research and be consistent with the educational objectives of the District.
2. All District employees and students will have access to the Internet through the District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. Students have access to District provided Internet e-mail.
4. Students may be permitted to access an external Internet e-mail service or their personal e-mail account for the purpose of legitimate instructional or school-based needs.

### Unacceptable Uses

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post, or cause to have posted, personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures with names, or video bites, clips, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, and/or unacceptable, even if only for the purposes or "browsing" "snooping" or "electronic discovery."
5. Users may not deliberately disrupt or harm hardware or software, interfere with computer or network performance, interfere with another user's ability to use equipment and systems, or destroy data.
6. Users may not use the District's private network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, accessing or sharing unauthorized copyright music, movies or other intellectual property, etc.

7. Users may not utilize peer-to-peer file sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
8. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
9. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
10. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
11. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
12. Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
13. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening or disrespectful language.
14. Users may not engage in personal attacks, including prejudicial or discriminatory attacks. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
15. Users may not play Internet computer games. Approved educational games may be available on some computers or with teacher approval.
16. Users may not re-post a message that was sent to them without permission (written) of the person who sent them the message.
17. Users may not forward or post chain letters or engage in "spamming."  
Spamming is sending an annoying or unnecessary message to a large number of people.
18. Users will not install or reproduce unauthorized or unlicensed software on District resources.
19. Users may not plagiarize works that they find on the Internet or other resources.
20. Users may not post anonymous messages of any kind.
21. Users may not use the network while access privileges are suspended or revoked.
22. Users may not use technology resources and Internet for private business activities or unreasonable personal use.
23. Users may not use the District's private network for political lobbying.
24. Indemnification- The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

25. Security- Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another user's individual account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
26. Vandalism- Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, system software, any other network or technology hardware. This includes, but is not limited to, the uploading or creation of computer viruses.  
Any misuse, vandalism or Internet activity by users deemed inappropriate by the Administration may lead to the following actions: When an unacceptable use occurs, the minimum discipline may be a detention. The maximum discipline may be, but is not limited to, payment for hardware damage, payment for time required to repair workstation software or server software, legal fees and loss of computer and Internet privileges.

#### System Security Obligations

1. Users are responsible for the use of their individual access accounts(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including co-workers, friends and families. Under no conditions should a user provide his/her password to another person.
2. An attempt to log on the District's private network or any other network as a system administrator is prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
4. Users should immediately notify a teacher or system administrator of any possible security problem.
5. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.

#### Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might be accessible via the Internet. All use of the Internet shall be consistent with the District's goal of promoting educational excellence.

2. The System Administrator will set up and maintain the filtering software algorithms, logic tables or “rules” in consultation with, and approval by, the Administration.

### Due Process

1. The School District will cooperate fully with local, state or federal officials in any investigation concerning or relating to any illegal activities conducted through the District’s private network.
2. In the event there is reasonable suspicion a student has violated the District’s Acceptable Use Policy, the student will be provided with a notification of the alleged violation and an opportunity to be heard. Disciplinary actions may be taken.
3. Employee violations of the District’s Acceptable Use Policy will be handled in accord with law, School Board Policy or collective bargaining agreement(s), as applicable.

### Administration

1. The System Administrator has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the the School District’s technology systems and services from unauthorized access, loss or misuse.
2. No Warranties- The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s’ errors or omissions. Use of any information obtained via the Internet is at the user’s risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **COMPUTER USAGE**

Any misuse, vandalism, violation of the School District’s Internet Use Policy, computer usage, or activity deemed inappropriate by the library or teaching staff or by the school district administration may lead to the following actions and disciplinary measures. Major violations may preclude the user from the outlined offense progression:

### 1st Offense:

Detention/Warning

2nd Offense:

Loss of network/technology usage for one week

3rd Offense:

Loss of network/technology usage for any use (other than testing) for a semester

4th Offense:

Loss of network/technology usage for the school year

(Computer-based testing will be done in a small group setting for supervision purposes)

**STUDENT-OWNED DEVICES HANDBOOK POLICY- (BYOD) Grades 5-8**

- All student owned devices are the responsibility of the student. The District will not be held liable for any damages, loss or theft of said devices.
- The District will provide no tech support for student owned devices.
- All student owned devices will be subject to District policies regarding school appropriate material and will be subject to the same consequences.
- All student owned devices will be subject to District policies regarding usage (i.e., web-filtering, handbook policies, etc.).
- All student devices must be registered with the office prior to usage.
- Classroom teachers have the final say in whether or not student devices will be used in their classrooms.

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

**LIBRARY RULES AND POLICIES**

The District operates a library for student use. The following guidelines and rules must be followed by all students:

1. K-4 students may check out library materials for one (1) week and for 2 weeks for Grades 5–8. Materials may be renewed once; any further renewals must be done with the librarian's permission only.
2. Middle school (grades 5–8) students may check out a total of two (2) items at any one time. If more materials than this are needed, special permission must be given by the librarian.
3. Materials must be checked out in one person's name only. No student may check out books using another student's identification or for another student
4. A fine of five cents per day is charged for overdue books for students in

- grades 5–8, and no new books may be checked out until overdue books are turned in. No fines are charged for K-4 students; however, a student may not check out new materials until overdue materials are returned.
5. If a student is ill and not at school on the due date, an overdue fine will not be charged; however, the student should return the book the first day he/she is back at school.
  6. A student must pay for lost materials. The cost will depend on what it costs the school to replace the lost item. Any item(s) overdue as long as one month is considered lost.
  7. Talking and noise must be kept to a minimum in the library.
  8. Library use during study hall (grades 6-8) is a privilege. Any student who misbehaves will be returned to study hall and lose library privileges for the remainder of the grading period.

## **SCHOOL DRESS CODE/STUDENT APPEARANCE**

Part of navigating the real world is understanding the importance of context. Choosing the right attire for different contexts is an important life skill. Our dress code encourages students to keep their focus on learning, maintaining age-appropriate expectations, and provide an environment that allows students to feel comfortable and express their individuality appropriately. The staff has taken great strides to ensure this dress code applies equally to both boys and girls. We strive to enforce these rules respectfully and without judgment.

With these interests in mind, Germantown Hills has derived its School Dress Code. This code is straightforward.

1. All students must be covered completely from mid-thigh to top of chest in non-see through materials.
2. The front and back of a shirt (or top of any kind) must be connected over both shoulders.
3. Clothing must cover all undergarments.
4. Hats and head coverings (except those worn for religious purposes) are only allowed outside of classrooms.
5. Clothing must be free of obscene or inappropriate words and/or logos and should not promote or advertise alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior or other inappropriate images as deemed by school Administration.
6. Shorts may only be worn to school during the first and fourth grading periods.

When a student's outfit does not meet the School Dress Code, he or she will be asked politely to address the issue. This can be done in whatever way the student feels works best for him/her. Options include:

- Adjusting the fit of the clothing (if possible to do so and meet the requirements of the dress code).

- Putting on something else that is already at school (for example, P.E. clothes, a jacket, etc.).
- Calling home and requesting a change of clothes.

Germantown Hills staff will address non-compliance with the School Dress Code in a respectful and professional manner; our intent is not to shame the student for their wardrobe choices. We would expect that no student need to be asked more than twice, in one school year, to adjust their attire to meet the code. Having to ask more than twice becomes an issue of disrespect rather than an issue about dress.

We appreciate parent and student cooperation in our efforts to make our Dress Code and its enforcement fair and balanced.

## **AFTER-SCHOOL ACTIVITIES**

Students who do not attend school for 150 minutes of class time (not including travel time or lunch) are not allowed to attend after-school activities on that day.

Attendance at school-sponsored events is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the administration approves a student's guest in advance of the event.

All school rules, including the school's Discipline Code and Dress Code are in effect during school-sponsored dances. In particular, students shall not:

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

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

## **GRIEVANCE/EXPULSION**

### **Grievance Procedures**

When a student and/or parent disagree with an issue involving the student, the following

steps must be followed:

1. The student and/or parent should discuss the matter in question with the person or persons directly responsible for the disagreement at a time mutually convenient.
2. If no satisfaction is attained, the matter should be directed to the Principal. All parties involved will have input.
3. If no satisfaction is attained, the matter will then be directed to the Superintendent. All parties involved will have input.
4. If the matter is serious and not resolved, the student and parents may request permission from the Superintendent to speak on the matter at the next School Board meeting.
5. If student and/or parent wish to file a grievance based on a perceived denial of a right, they should follow Board Policy 2:260 and the Uniform Grievance Procedure.

### **Suspension/Expulsion/Due Process**

When citizens act irresponsibly, violate the rights of others or present an actual or threatened danger to persons or property, they are subject to loss of their rights. When a student commits acts of gross disobedience or misconduct, the right to an education may be temporarily forfeited. Behavior that will result in a suspension or expulsion includes:

- Behavior that is injurious to persons or property.
- Behavior that substantially and materially disrupts the educational process or discipline in school.
- Repeated minor incidents of misbehavior for which other disciplinary measures have failed to deter.
- Gross disrespect.

Suspension- is defined as an exclusion of a student from school and/or denial of educational service to which the students would be otherwise entitled, for a period not to exceed ten (10) days.

The following procedures will be utilized prior to the imposition of a suspension, except as set forth in (4) below:

1. The suspending school official shall give the student oral or written notice of the charges and the evidence to support such charges.
2. If the student denies the charge, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official.
3. The suspending school official shall make a decision and then inform the student, if the suspension is to be imposed.
4. A student whose presence poses a continuing danger to persons or property, or who poses an ongoing threat of disrupting the academic process, may be immediately removed from the school. In such cases the requirements of notice and hearing set forth in paragraphs (a) and (b) below shall follow as soon as possible.
5. Immediately upon the imposition of suspension, the student and the parents or

guardians of the student shall receive written notice of the following:

- a. The reasons for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
- b. The beginning date and total number of days of the suspension.
- c. The right to a review of the suspension set forth in 4-33.6 of the Illinois School Code.

### **Expulsion Due Process**

Expulsion is defined as an exclusion of a student from school and/or denial of educational services, to which the student would be otherwise entitled for a period of more than ten (10) days not to exceed one school term.

A request for review for a hearing shall be submitted in writing within five (5) school days, after receipt of the expulsion notice. The review hearing shall take place within ten (10) school days of the receipt of the request or at mutually acceptable time to all parties involved.

The following procedures will be followed prior to the imposition of an expulsion:

1. An expulsion will take place only after a review hearing by the Board of Education or after the Board has taken action upon findings submitted by a hearing officer appointed by the Board.
2. The student and the parent or guardian of the student shall be notified by registered or certified mail of the following:
  - a. The reason for the expulsion, including a copy of the specific rules and regulations allegedly violated by the student.
  - b. The time, place, and date of the hearing and the review hearing procedures.

## **PERSONAL BELONGINGS**

### **Bicycles/Skateboards/Rollerblades/Roller shoes**

The school district is not responsible for lost or damaged bicycles. Bicycle locks are highly recommended. Bicycle safety rules will be followed. Rollerblades, roller shoes, and skateboards are not allowed on school property without permission from school personnel.

### **Book Bags in Classrooms**

For students in grades 6-8, book bags are not allowed to be carried from class to class during the day.

### **Lost and Found**

Any articles that are found should be turned into the office immediately. Any articles not claimed will be donated to a charity at the end of each semester of the school year.

### **Lockers**

Each student in grades 3-5 will be issued a locker for his/her books and personal belongings. These lockers **do not** have locks on them. Lockers with locks are issued to

students in grades 6-8, and students are not to share their locker combination with other students. Lockers are to be used for the personal property of those students to whom they are assigned.

Students are not to place stickers or other permanent marks on lockers. Students shall care for the locker by keeping the locker clean. Lockers are school property, District owned; therefore, authorized personnel may examine them at any time. **Students must have permission from administration to decorate lockers for birthdays or other individual special occasions.**

### **Searches**

In order to maintain security and safety, school authorities may search and inspect any school-controlled property as well as any student belongings left in any school-controlled property. School authorities may request the help of law enforcement officials for this purpose.

## **ADMINISTRATIVE**

### **Equal Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Mr. Dan Mair, Superintendent, at (309) 383-2121.

### **Billing for Medicaid Reimbursements**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided for students are partially reimbursable. Unless a person objects in writing, Germantown Hills School District #69/WCSEA will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or any time in the future.

### **School Material Fees**

Consumable and non-consumable school materials are issued to students for their use during the school year. Non-consumable materials should be kept clean and handled carefully. Lost or damaged non-consumable materials must be paid for with payment based on the judgment of school personnel.

School material fees are established each year by the Board of Education. All fees are to be paid in full by October 1<sup>st</sup> of the current school year. Parents or guardians may arrange a payment plan with the superintendent. The Credit Bureau of Greater Peoria will be notified of those persons failing to pay book fees. Final report cards will not be released until all fees and penalties are paid.

### **Field Trips**

Students will take field trips throughout the school year. Most of these are at minimal cost and have an education base. Notification of the field trips will be through newsletters or notes from the teacher. All students must return to school following a field trip, unless an exception is made by the building administrator.

### **Lunch Program/Cafeteria**

Germantown Hills District #69 offers a hot lunch program for all students. Applications for free and reduced price lunches are available in the school office. The district's computerized lunch system will allow parents to **PREPAY** their child's lunch account on a weekly, monthly, or annual basis. Purchases from the school cafeteria will be deducted automatically from each student's account. Parents may request lunch account information any time by calling the appropriate school office. Notification will be sent home to inform parents of low funds in the student's account. If a student's lunch account is \$15.00 or more in debt, the student(s) may be served an alternative meal if they elect to eat hot lunch.

### **School Counselor**

The school counselor aims to work with teachers, administrators, and parents to promote healthy development among all students and to achieve the utmost academic, social and personal growth in their elementary and middle school years. The Counseling Program's services include implementation of a school wide character development program that complements our school mission, classroom guidance lessons, career exploration, small focus groups, individual academic and social counseling, teacher and parent consultation and advocating for all students' needs.

### **Student Photos on the District Website**

From time to time it is possible that a student's picture may appear on the School District's website as part of an individual or group activity. If it is the desire of an individual parent to **NOT** have their student's picture included on the District's website, it is the responsibility of the parent to inform the District via the Parent and Student Consent Form.

### **Holiday Parties/Birthdays/Student Distribution of Party Invitations**

Due to liability issues, siblings are not to accompany parents to classroom holiday parties. If school is cancelled on the day of the holiday party, the party will not be rescheduled.

Students will not be allowed to disseminate personal party invitations at school;

however, the office staff will be happy to assist families with class lists and an opportunity to use the school directory for address information.

Due to health concerns, neither homemade nor store-bought treats will be allowed to be brought from home and passed out for birthdays or holiday parties. The school will provide all treats for holiday parties.

#### Holiday Parties:

- No outside treats can be brought in for classroom parties (Halloween, Christmas, Valentine's Day).
- Holiday party treats will be purchased by the school and adhere to the nut-free policy and student allergy concerns.

#### Individual Birthday Treats:

- Students are not allowed to bring in an edible birthday treat for their birthday.
- Students may bring a non-food item for the class for their birthday (pencil, stickers, etc).

#### Daily Classroom Snacks:

- Students may bring in individual snacks each day.
- Due to some of our students' severe food allergies, some classrooms may be deemed "nut-free".
- To be considered "nut-free" and therefore safe for school, snacks **may not** contain traces of nuts **OR** be made on equipment that processes nuts or peanuts. No homemade snacks or bakery items are allowed in these areas. We ask parents whose students are in a "nut-free" classroom to please check labeling to see if the product was processed around nuts.
- The following is a suggested list of school snacks (in adherence to the nut-free policy):
  - Fruits/vegetables
  - Cheese/cheese sticks
  - Yogurt/Go-Gurt/pudding
  - Fruit snacks/Fruit by the Foot/Fruit Roll-ups
  - Pretzels
  - Popcorn

## **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the

information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

### **Family Education Rights and Privacy Act (FERPA)**

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older may have access and copy rights to both permanent and temporary records.

A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.

The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

**These rights are denied to any person against whom an order of protection has been entered concerning the student.**

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes is 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 if/when the District denies amendment request.

3. **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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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 said 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 /or 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; 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.

4. **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) sixty years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least (5) five 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) five 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) four years or upon a student's change in attendance centers, whichever occurs first.
5. **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
  - Gender
  - 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.

6. 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.
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

## **TRANSFER STUDENTS**

Parents should notify the school office several days prior to moving from our school. This will provide time for the school to complete the necessary forms and have the student's personal belongings ready. A minimum of 24 hours advance notice is needed.

## **FINES, FEES & CHARGES**

The school establishes fees and charges to fund certain school activities, including book fees, lunch fees, activity fees, middle school gym fees and band fees (instrument rental). Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to

pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies and/or equipment.

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

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

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

Within 30 days, the building Principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District's Superintendent at (309) 383-2121 option 5.

## **EXTRA-CURRICULAR SPORTS AND ACTIVITIES**

### **Extra-curricular Fees**

For students in grades 6-8, a fee of \$25 is required for participation in each extra-curricular sport and activity.

### **Athletic Rules and Code of Conduct**

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

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

### **GHMS Participation Policy**

No athlete can participate on two school sports teams, as defined by the Board, concurrently during the same season. Sports teams include: Cross Country, Softball,

Baseball, Dance Team, Cheer Team, Basketball, Volleyball, and Track. Students may participate in non-school athletic teams concurrently with a school team with the understanding that the school team takes precedent over the non-school team when a scheduling conflict occurs. The administration and coaches have established a “strike” system to help enforce this policy. This “strike” system will be shared by the coaches precluding each sports season. Any athlete found in violation of these policies may be dismissed from the school team on which they are participating.

### **IESA**

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

### **Requirements for Participation**

An athlete must have the following fully- executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent / guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions; and
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances; and
6. A signed agreement by the student's parent / guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

### **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage
- c. Any behavior which disrupts the appropriate conduct of a school program or activity

- d. Hazing, bullying or harassment of any kind
- e. Use of profanity
- f. Exhibition of bad sportsmanship
- g. Violation of any school rules or regulations or law.

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

### **IESA Drugs, Alcohol, and Tobacco Policy**

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

### **Rules in Effect**

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

### **Absence from School on Day of Activity**

An athlete who is absent from school more than 150 minutes (2.5 hours) of instructional time on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the Principal. Exceptions may be made by the Administration: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by Administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. Alternative transportation may be approved by direct contact between the athlete's parent/guardian and the coach. In no case will an alternative means of transportation be approved without parent/guardian consent.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's Athletic Discipline policies, rules and regulations as provided herein.

### **Eligibility Policy for Athletics/Extracurricular Activities**

At the beginning of the season for each school-sponsored sport or extracurricular activity, the Athletic Director will secure a list of all participating students from each coach or sponsor and issue a copy of each list to each teacher. These lists are to be used for eligibility purposes. In order to inform parents in a timely manner of their child's sports eligibility, teachers are required to submit eligibility lists to the Athletic Director by 1:00 P.M. each Thursday afternoon. Each Friday morning, the Athletic Director will send to the Principal the names of students on the lists who are receiving cumulative failing or unsatisfactory grades in subject areas or in conduct. Students who are failing any subject are ineligible from (and including) the following Sunday through (and including) the following Saturday. For example, a student placed on the "ineligibility" list Friday will still be eligible to participate Friday evening and Saturday. Their "ineligibility" begins Sunday and continues through (and including) the following Saturday.

To be eligible to participate in interscholastic athletics or extracurricular activities, a student shall be subject to the following constraints:

1. For eligibility purposes, the definition of failing will be as follows: A student is performing on a level such that should he/she transfer to another school, a failing grade would be certified to date for that class to the school to which he/she transfers. The grade is a cumulative average for work done from the beginning of the 9 weeks through the current date.
2. If during a week of a season a student receives one failing cumulative average (F) in any subject, one unsatisfactory cumulative grade (U) in any subject areas graded on the basis of satisfactory (S) or unsatisfactory (U), or an overall average (U) in conduct each week (U's from three teachers), he/she will be ineligible to participate in any interscholastic contests during that week. A student who receives one F or U may practice during that week.
3. If during a week of a season a student receives two or more failing cumulative averages (F) in any subjects, two or more unsatisfactory cumulative grades (U) in the subject areas graded on the basis of satisfactory (S) and unsatisfactory

- (U), an overall average (U) in conduct each week (U's from three teachers), or a combination of two or more failing cumulative averages or unsatisfactory grades as stated above, he/she will be ineligible to participate in, OR PRACTICE FOR, any interscholastic contest during that week.
4. If at the end of a 9-week grading period, a student receives one failing cumulative average (F) in any academic subject on his report card, one unsatisfactory cumulative grade (U) in the subject areas graded on the basis of satisfactory (S) and unsatisfactory (U) on his/her report card, or an unsatisfactory (U) in the area of conduct in any subject on his/her report card, he/she will be ineligible to participate in any interscholastic contests for a two-week period following the end of that 9-week grading period. A student who receives only one F or U may practice during that two-week period. A student's eligibility for a new grading period will be determined after the first two-weeks of that period.
  5. If at the end of a 9-week grading period a student receives two or more failing cumulative averages (F) in any subjects on his/her report card, two or more unsatisfactory cumulative grades (U) in the subject areas graded on the basis of satisfactory (S) and unsatisfactory (U) on his/her report card, two or more unsatisfactory cumulative grades (U) in the area of conduct in any subjects on his/her report card, or a combination of two or more failing cumulative averages or unsatisfactory cumulative grades as stated above on his/her report card, he/she will be ineligible to participate in, OR PRACTICE FOR, any interscholastic contest for a two-week period (when school is in session) following the end of that 9-week period. A student's eligibility for a new grading period will be determined after the first two weeks of that period.
  6. Any student whose name is on the ineligibility list three (3) times during the season will be dropped from the team.

For a particular season, this policy shall become effective from the first day of practice after tryouts and last through the final day of each season.

### **Athlete Concussions and Head Injuries**

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

### **Band/Chorus**

Band and Chorus students in Grade 6-8 must bring a note from a parent/guardian to

withdraw from band or chorus prior to midterm of the first grading period. At the end of this grace period, students will only be allowed to withdraw from band or chorus at the completion of each semester. A note from a parent/guardian is still required for withdrawal at either of those times. Extraordinary circumstances will be dealt with at the discretion of the Administration after consultation with the band/choral Director and the parents/guardians.

### **Germantown School District Homework Policy**

**Definition:** Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom.

**Purpose:** The purpose of homework in Germantown School District #69 is to practice newly taught skills, review previously mastered skills, develop independent study habits, or extend and enrich the curriculum. Homework will not be used as a behavior management tool or as a form of punishment.

#### **Student Responsibilities:**

- Get the assignment and ask for help if the assignment is not clear.
- Copy all assignments into planner (grades 2-8), carefully recording due dates and important information.
- Set a time each day to do homework.
- Check work and, if possible, explain it to an adult.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources, such as notes, textbooks, and study guides.
- Bring the completed work to school when it is due.
- Be responsible for getting assignments when absent from school.

#### **Parent Responsibilities:**

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a site, and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Communicate often with the student and his or her teacher, giving feedback to the teacher when there is a homework concern.
- 

#### **Teacher Responsibilities:**

- Identify purpose of homework assignments for parents and students.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.

- Follow the guidelines for the amount of time designated for homework, including special projects.
- Communicate expectations for students.
- Model homework strategies and provide models as appropriate throughout the school year.
- Review homework and return in a timely manner.
- Establish a system for reporting homework (classroom website or junior high assignment notebook site).
- Provide ways for parents to communicate with teachers about homework.
- Assign long-term projects so that the completion time includes more than one weekend and is not limited to a school vacation period.

**Grade Level Expectations:**

- Reading assignments are to be incorporated into homework time allotments at each grade level, but voluntary reading beyond homework guidelines is encouraged.
- Homework may be given Mondays through Thursdays, but not assigned on Fridays. Long-term projects should be assigned at least two weekends before the work is due.
- Homework guidelines for students with special needs may be determined by the student's education plan and should be specifically related to the students learning profile.

**Homework Support:** M.A.S.H. Program (Mandatory After School Help) (grades 5-8)

The aim of the M.A.S.H. program is to provide a quiet and suitable atmosphere in which students can complete necessary grade level learning objectives that are not able to be completed outside the school setting. Our hope is by fostering an environment that can be modeled within the home setting, students will learn the necessary skills to complete grade level learning objectives without attending M.A.S.H.

If your child completes his/her classroom work regularly, he/she will not be recommended to attend the program. However, if your child has a struggled with work completion, his/her classroom teacher can recommend him/her for MASH. A teacher will send a letter and form home with a student for the parent/guardian to sign. If the parent/guardian does not want their child to attend, they do not have to. Once the parent/guardian has approved the student to attend MASH, he/she will then stay after school on Tuesdays and Thursdays until 3:30pm. Teachers will rotate MASH supervision on a weekly basis. The student will stay in MASH until the teacher and parent have seen improvement in the student's work completion.