

# G.C.M.S. Middle School

The mission of GCMS School District is to partner with students, parents, and the community to cultivate life-long learning by providing a safe atmosphere where academic excellence, respect and enthusiasm foster future success.

## STUDENT HANDBOOK 2015 – 2016

Provided by the GCMS P.T.A.

GCMS Middle School  
316 E. 19<sup>th</sup> St.  
Gibson City, IL 60936

School Phone 217 – 784-8731  
Fax 217 – 784-8726  
Bus Garage 217-784-4800

GCMS webpage at [www.gcmsk12.org](http://www.gcmsk12.org)

Jeremy Darnell  
Principal

*This agenda belongs to:*

Name\_\_\_\_\_

Address\_\_\_\_\_

City/Town\_\_\_\_\_ Zip Code\_\_\_\_\_

Phone\_\_\_\_\_

Student ID No.\_\_\_\_\_

# GCMS MIDDLE SCHOOL

316 E. 19<sup>TH</sup> ST.  
Gibson City, IL 60936

**2015-2016**

## BOARD OF EDUCATION

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*The vision and mission of the GCMS School District is to partner with students, parents, and the community to cultivate life-long learning by providing a safe atmosphere where academic excellence, respect, and enthusiasm foster future success.*

## FACULTY

Mr. Acree	P.E., Health	Mr. Hoogstraat	Science Soc. St.
Mrs. Allen	Lang. Arts, Comm.	Ms. Lanker	Art, Home Ec.
Ms. Barnes	Math, Literature	Mrs. Leitz	Lit., Comm.
Mr. Berry	Soc. St., Fut. Con.	Ms. Maske	Reading/Tech.
Ms. Bierman	Science, Health	Mrs. Pondell	Science
Ms. Broaddus	Chorus, Music Ap.	Mr. Renchen	Band, Music Apr.
Mrs. Deschepper	Social Worker	Mrs. Ricks	Soc. St., Wrld.Cul
Mr. Dinkins	Math	Ms. Rubarts	Lang. Arts
Mrs. Doman	P.E., Health	Mrs. Thames	Math. Soc. St.
Ms. Fairfield	Special Ed.	Mrs. Trembley	Librarian
Mrs. Ferguson	Library Clerk	Mrs. Warren	Special Ed.
Mrs. Freehill	Literature, Soc. St.	Mrs. White	Guidance, Cur. Ev.
Ms. Gibson	Language Arts	Mr. Worthington	Computers

## Mr. Galindo, Superintendent

Mr. Darnell, Principal  
Mr. Berry, Athletic Director

## OFFICE STAFF

Mrs. Kristensen, Office Manager      Mrs. Broaddus, Office Assistant

## CUSTODIANS

Mr. Carl Welch      Ms. Michelle Tomes      Mr. Robert Ehmen

## KITCHEN STAFF

Mrs. Julie Stipp      Mrs. Michelle Cliff      Mrs. Phyllis Styck

## TEACHING TEAMS

6<sup>th</sup> GRADE – Mrs. Allen, Mrs. Barnes, Mrs. Leitz, Mrs. Pondell, Mrs. Ricks  
7<sup>th</sup> GRADE – Mrs. Freehill, Ms. Gibson, Mr. Hoogstraat, Mrs. Thames  
8<sup>th</sup> GRADE – Mr. Berry, Ms. Bierman, Mr. Dinkins, Ms. Rubarts

**PESTICIDE APPLICATION REGISTRY NOTICE**

GCMS Unit 5 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment.

The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people who wish to be notified prior to pesticide applications.

To be included in this registry, please complete the attached form and submit it to the Superintendent’s office at 307 N. Sangamon Avenue, Gibson City, Illinois, 60936.

\*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*    \*\*\*\*\*

I would like to be notified two days before the use of pesticides at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

**Parent/Guardian**

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student’s Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Address** \_\_\_\_\_

**GCMS Middle School Student Handbook**

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## **I. CARE OF SCHOOL PROPERTY**

Everyone should take pride in our school building and grounds, doing everything that we can to keep it clean and attractive. Students are expected to pick up all paper and litter from the classroom and hallway floors at the end of each class period.

Students marking on or damaging school equipment, books, or property, including busses, will be required to clean the article and/or pay for the damage done. Book fines will be assessed at the end of the school year for any damage to schoolbooks which is beyond normal yearly wear and tear. The law specifically provides that parents and students are responsible for damage to or loss of school property or materials loaned to the student.

Each student is assigned a hall locker and a physical education locker each year. Lockers are to be kept neat and orderly. Lockers are the property of the school district. Students will be held responsible for damage to lockers during the school year. It is the duty of the student to report damage or malfunction of the locker to the office immediately after problems occur. Food is not to be kept in lockers beyond the end of the school day. Do not write on lockers. School personnel may search lockers at any time.

## **II. SCHOOL CITIZENSHIP**

We expect student conduct to be such as to contribute to a productive learning climate. Individual rights and property are to be honored and protected. The rights of one individual shall not take precedence over those of another individual or of the group itself. All students shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property or at any school event.

## **III. VISITORS / ENTERING AND LEAVING THE BUILDING**

Visitors are always welcome at the middle school, particularly parents of students. It is our hope that students will be especially courteous to all visitors to our school. All visitors during school hours must report to the office and sign in. Request for students from other districts to visit the middle school will be considered by the principal. The office is open from 7:30 - 4:00 on student attendance days.

For security purposes, GCMS Middle School locks all doors to the building during the school day. Anyone wishing to enter the building between 8:15AM - 3:18PM must use the buzzer system at the front door nearest the flag pole. For handicapped individuals an automatic door and buzzer system is located at the entrance nearest the handicapped parking spot.

The middle school operates under a closed campus philosophy. Any student who enters or leaves the building after 8:15 AM or before 3:23 PM must sign in/out at the office. Requests by parents to take their student off campus for lunch on special occasions must be arranged with the office prior to 9:00 AM. Students will be allowed to leave with their parents only.

Students may sometimes become ill or injured during the school day. If such is the case, the individual must notify the school office before making arrangements to leave the building. Failure to do this may result in an unexcused absence upon returning to school.

## **IV. TARDINESS**

A student is tardy when he/she is not in the assigned place ready for work at the sound of the tone. If students are tardy to class, the teacher will admit them and record the tardy. Tardiness when arriving to school in the morning must be taken care of in the office. If a teacher detains a student after class, that

teacher may issue a pass slip to the next class. Students who are tardy three times during the nine-week grading period will be assigned noon detention. Detention will also be assigned each time the student is tardy three additional times during the grading period. The tenth tardy will result in Friday/Saturday School for three hours, and could require a parent conference with the principal. Tardiness beyond this point will be considered by the administration for appropriate consequences.

#### **V. DETENTION**

Detention will be assigned as a consequence for tardiness and some other disciplinary problems. In most cases, a student's initial detention will be assigned during the lunch period. If problems persist, the student will be assigned after-school detention or Saturday School. After-school detention, up to one hour, will also be assigned for offenses that are more serious in nature, such as classroom disruptions, disrespect to staff, and refusal to complete homework and/or cooperate in class. Friday/Saturday School will be assigned for more serious actions. Students who are assigned an after-school detention or Friday/Saturday School will be given a minimum of 24-hour notice in which to notify parents and make arrangements for transportation. Parents will be notified about detention via a notice from the teacher and/or the principal that is to be hand-carried home by the student. Parents will be asked to sign the notice to verify they have seen it. The student will be required to return it to school the next day. Forging a signature, defacing the notice, or failing to follow the above procedure will result in additional consequence.

Assignments to serve detention will take precedence over any activity, and failure to serve an assigned detention will result in increased consequence. Failure to attend assigned Friday/Saturday school will result in an out of school suspension and required parent conference.

#### **VI. SUSPENSIONS**

Suspensions will be used as a disciplinary measure for incidents that are serious in nature (see STUDENT CONDUCT SECTION). Two types of suspensions are used at the middle school. In-school suspensions will be used in instances of a first-offense or chronic minor offenses. The student is supervised by office personnel during the in-school suspension, is counted present for attendance purposes, and is given credit for assignments completed and turned in on time.

Students are assigned out-of-school suspensions for repeated incidents of misbehavior or for single acts of gross disobedience. During the out-of-school suspension, the student is to remain at home during the school day, is not allowed to be on school grounds, and is not allowed to attend school related activities on the date of the suspension. The student's absence is counted as excused, and all assignments can be made up for credit if the student requests the work, completes the work, and turns it in when they return to school. All tests and quizzes can be made up upon return with prior arrangements with the teachers. Students are encouraged to take books home with them to complete assignments and to review topics covered during the absence.

#### **VII. PARENT COMMUNICATIONS**

Communication between parents and teachers is encouraged. Teachers are requested to contact the home about student problems and praises whether they are academic, physical, social, or emotional. Parents are also encouraged to contact teachers with any concerns or praises. Teachers are actively teaching throughout the day. Phone messages will be delivered to teachers and they will make return contact at their earliest convenience. Teachers are available during one scheduled conference period daily. (Please refer to the middle school master schedule - available at registration or on GCMS Web Site. You will also find teachers' e-mail addresses at this site.) The school office will assist you in making contact with faculty members.

### **VIII. STUDENT ATTENDANCE**

Students are expected to attend school every day that school is in session unless the student is ill or their absence is unavoidable. Attendance is a major factor in contributing to the success or failure of a student. **Attendance is the responsibility of the student and their parents.** It is the responsibility of the parent to phone the office 217-784-8731 each day prior to 9:00 AM to report a student's absence from school, and to request student homework assignments. Homework must be picked up during school hours. An answering machine is utilized to record messages during non-school hours. Students who are not in school during the school day, or who leave school early due to illness are not to attend evening extracurricular activities.

Absence will be excused for illnesses, death, or serious illness in the immediate family, necessary doctor appointments, court dates, or because the student is away as an official representative of GCMS Middle School. Excused absences will also be permitted for students whose parents take them out of school to observe religious holy days, provided such observances are documented or affirmed in writing by the minister of the respective religious affiliation. Students who miss seven or more days per semester will be required to obtain a doctor's verification for each additional day of absence beyond the seven, for the remainder of the year. Failure to do so will result in the absence(s) being recorded as unexcused and may eventually lead to the student being considered as truant. The following absences do not count toward the initial 5 days: subpoenaed court appearances, doctor excused absences, school related absences, death in the immediate family, and the 5 days of prearranged absence referred to in the following paragraph.

It is the position of the Board of Education and the administration of the GCMS Community Unit School District to discourage requests for excused absences for such things as vacations, visiting relatives, hunting and fishing trips, shopping trips, etc. However, if parents insist on taking students out of school, they must present their request in advance. The student may be required to make up their work in advance. Normally no more than five days per school year will be allowed under the provisions of this section.

Students who find it necessary to leave school during the day are to present a note signed by their parents to the office at the start of the school day. In case of illness, it will be necessary to have permission from the office before leaving school. The school may request that visits to the doctor, dentist, or orthodontist be supported by a slip signed by the doctor or their office staff verifying time of the appointment and the time that the student left the office.

All absences other than those accepted above will be treated as unexcused. Examples of unexcused absences include oversleeping or missing the bus, as well as any absence not verified by a note from parents.

It is the responsibility of the student to obtain and complete assignments following an absence. Normally, after a one-day absence, all make-up work will be due on the second day following the student's return to school. One additional day will generally be given to complete work for each day that the absence exceeds the initial day. Specific due dates, which may vary from the above guidelines, may be arranged between the teacher(s) and parents if the absence is due to serious injury or illness. Students who are absent during the school day cannot attend any after school activities or functions.

### **IX. SCHOOL TELEPHONES**

The telephones in the office are for school business only. If students must make an **emergency call**, you may make it from the office with the permission of the office staff. Students using the phone during class time must have a hall pass and should have it signed by the office staff when returning to class. Parents are urged to keep incoming calls to students to a minimum. **Please do not ask the office to deliver messages except in cases of emergency.**

### **X. ANNOUNCEMENTS**

Announcements pertaining to student activities and matters of general interest to the school will be made each day. Special items will be announced either at the beginning of the school day or just before dismissal in the afternoon. Students and parents are encouraged to consult the monthly school calendar each day or the school website for the daily announcement blog.

#### **XI. HALL PASSES**

Students must have verification from a teacher to explain the reason for their presence in the hallways at times when they are scheduled to be in class. Hall passes must be in the possession of students at these times. Students may be required to serve detention time for each violation of the hall pass procedure.

#### **XII. GRADING**

The first nine-week grade report is to be picked up at the school, by the parents, during the scheduled fall parent-teacher conferences. The other three 9-week grade reports will be sent home with students within one week of the end of the quarter, unless otherwise stated by the district. Parents and students are encouraged to access Lumen (student data system) for constant updates on academic progress.

##### **GRADING SCALE**

A	92 - 100
B	83 - 91
C	72 - 82
D	63 - 71
F	0 - 62

Parents may contact a member of the grade level team to request an explanation of the assigned grade.

An honor roll is published each nine weeks for students who have maintained a "B" or better average for that nine-week grading period. Subjects used in figuring the honor roll are math, science, language arts, and social studies, literature and PE. The exploration courses are also included in the average for all students. In addition, any student that has an "A" average will receive recognition for high honors.

#### **XIII. 8<sup>th</sup> GRADE FINALS AND PROMOTION**

Eighth grade students will be given midyear and final exams. These exams are administered in math, science, social studies, and English. Students should understand that the exams will be over material covered throughout the school year, and will count as part of the student's final yearly grade.

At the close of the school year a promotional exercise will be held. This ceremony, which is considered a privilege for eighth graders, is held to honor the students who have successfully completed all requirements necessary to entitle them to enter 9th grade. Students are required to pass at least 3 of the 4 core academic subjects for the year, and the Constitution test. Students who have not met these requirements, who have outstanding debts to the school, who have failed to return school property, or who fail to follow the rules related to the ceremony, may not be allowed to participate in the promotion ceremony at the discretion of administration.

#### **XIV. RETENTION OF STUDENTS**

The 4 nine-week grades are averaged to compute a year end grade for each academic course. A student must pass two of the four nine weeks to earn a passing year-end grade for the course. Should a student fail to meet a minimum standard of academic achievement, it may be educationally advisable to retain that student at a grade level for an additional year. Generally, students who are failing more than one academic course, (math, science, language arts, literature, social



studies) are considered for retention. Parents and students are made aware of the student's academic progress throughout the school year by quarterly grade reports and use of our student data system Lumen. If retention of a student becomes a possibility, parents and/or guardians are requested to come to the school for a conference. At this time the matter will be thoroughly discussed, although final decisions regarding retention of a student will rest with the school personnel. A remediation plan will be developed for students who are not promoted to the next grade level.

#### **XV. LIBRARY**

The library or media center is equipped with materials and technology resources for students and faculty. Monitored internet access is available for all students who have a signed parental permission slip on file in the library. Under no circumstances are books or materials to be removed from the library without checking out with the librarian.

Library fines will be assessed for materials not returned on schedule. Books will be assessed at the rate of \$.05/day up to \$1.00, and reference materials are assessed at \$.50/day up to \$3.00. Students will be charged replacement costs for books that are lost. Students with overdue books or fines will be notified during their first hour classes. All student debts or outstanding books must be clear at the end of each quarter to ensure participation in privileged activities (i.e. dances, athletic events etc.) (See also [www.gcms.k12.il.us/middleschool/media center](http://www.gcms.k12.il.us/middleschool/media_center))

#### **XVI. SCHOOL LUNCH PROGRAM**

The middle school serves a state approved breakfast and a lunch each day to all students who wish to participate. Students are given the choice of 2 main entrees each day. The cost of breakfast and the cost of the lunch, which includes milk, are set at the beginning of each school year. Extra milk is also available. The cafeteria program operates on a debit system. Each student is assigned an account number and is expected to prepay for their lunches. A lunch payment drop box is available in the office for students or parents who wish to make payments to their accounts. If a student's account is negative, the student will only be allowed to order a school lunch after arrangements are made between a parent and the principal. Students who have a negative account balance will be provided a sack lunch instead of a hot lunch until the debt has been paid. Positive lunch account balances will be carried to the next year.

Students who wish to eat a hot lunch each day may have their names put on the permanent lunch list, or may use the daily sign-up option. All lunches must be eaten in the cafeteria. Students who sign up for school lunch but fail to purchase the lunch that day will be charged.

#### **XVII. TRANSFERS / STUDENT RECORDS / INSURANCE**

Parents are requested to notify the school office if it becomes necessary for a student to transfer to another district. When a pupil leaves our school, they should take with them a copy of their report card and a student transfer form. Upon request by the new school, the GCMS cumulative records and health card will be forwarded. Students are responsible for turning in all school property and paying all fees owed to the school district before leaving.

Parents or guardians of GCMS Middle School students have the right to access and review educational records as prescribed by the Federal Education Records and Privacy Act and the Illinois School Student Records Act. Parents have the right to direct the school district to withhold the publication of directory information. (See attached pages - PPRA & FERPA)

Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests.' School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member

(including but not limited to transportation personnel) or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service... Such individuals have a legitimate educational interest if she/he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

Student **accident insurance** is available to each student at a set cost. It should be understood that the insurance is not carried by the school, nor is the school the insurance agent. This insurance is a limited policy, is not intended to pay for all medical costs, and contains a non-duplication of benefits provision. Parents are urged to read carefully the information given to them at the time they apply for coverage.

Forms for filing a claim may be picked up at the Middle School office. Authorized school personnel may be asked to provide verification of the injury. At that point, the school's involvement ends, and any further process is between the policyholder, the insurance company, and their insurance agents.

### **XIII. STUDENT CONDUCT**

All students in GCMS Middle School shall refrain from all acts of gross disobedience, misconduct, or behavior that disrupts the education process. Those acts include, but are not limited to:

1. Smoking, chewing, or possessing tobacco on school property, or contributing to the delinquency of other students by providing them with any tobacco products.
2. Possessing, consuming, delivering, and/or being under the influence of alcoholic beverages, drugs, look-a-like drugs, Synthetic drugs, tobacco products, illegal inhalants, or narcotics, or making the same available to other students. Failure to properly check medication and/or pills, including non-prescription drugs, at the office may be considered a violation of the student code of conduct. Parents may request that their student be allowed to use cough drops during the school day by sending a note to the office prior to the start of the school day. Students with a need to have an asthma inhaler within their possession must have a completed SCHOOL MEDICATION AUTHORIZATION form on file in the principal's office. A copy of the district policy for administering medication to students is distributed to parents during registration each year.
3. Engaging in the purposeful destruction of either student or school property, or inciting others to do the same.
4. Harassing, hazing, fighting, threatening, bullying, or attempting to injure another student and/ or school employee. Harassment includes physical, verbal, or implied actions that have a purpose or effect of creating a hostile, offensive, or intimidating environment. Types of harassment include but are not limited to sexual, ethnic, racial or religious remarks and/or actions. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests of sexual favors, and any other verbal or physical conduct of a sexual or sex-based nature. Students who witness or who feel they are the victim of any of the above types of harassment are encouraged to discuss the matter with the building principal, guidance counselor, or a teacher.
5. Bringing dangerous weapons, chains, ammunition, matches, cigarette lighters or explosives (including fireworks) on school grounds.
6. Involvement in gang or cult-related activities, including display of symbols, graffiti, tattoos, dress, colors or paraphernalia, and/or the solicitation of others for membership.

All students have a responsibility to help maintain a safe environment. Any student who is aware that a weapon is on school grounds, or that a violent act is planned, is required to inform an administrator or staff member. Such information may be provided anonymously.

The above rules will apply not only during the school day, but also to any activity (including transportation to and from), in which GCMS Middle School is a participant. Violations of these principles of conduct and behavior will result in disciplinary action up to and including permanent expulsion from school and/or school activities. (GCMS BOARD POLICY on Student Discipline - A copy of the current GCMS Board of Education policy on student discipline is included as an appendix at the end of this handbook. See also GCMS web site - Board of Education/Board Policy)

#### **XIX. GENERAL RULES**

A wholesome learning situation cannot exist unless there is good pupil discipline. We expect and maintain a high standard of pupil discipline. The following are a few simple rules that each pupil must observe:

1. Bicycles, skateboards and scooters are not to be ridden on the school grounds. They are to be parked only in areas set aside for this purpose.
2. Snowball throwing is not allowed within the school area.
3. Profanity or any form of vulgarity on the school grounds will not be tolerated.
4. Students are not to bring toys, roller blades, skates, sleds, or other personal play equipment to school.
5. Electronic devices, including but not limited to laser lights, personal radios, music or video players, telephones, cameras, video games or beepers are not to be used during the school day unless permission is granted in advance by the appropriate staff. E-readers, tablets, and smart phones can be used with teacher permission for school related functions. Cell phone use in the building will be permitted before or after school hours only, and only then by special permission of GCMS staff. Cameras are not to be used on school grounds unless special permission is granted by GCMS staff. Students may carry their smart phones and tablets, but they must remain off unless teacher permission is given for use.
6. Coats, caps, hats, headbands, scarves or gloves are not to be worn in the building during school hours or at selected activities. Backpacks and book bags are to be stored in lockers during school hours.
7. Student dress should be appropriate. If a student's appearance is such that it may disrupt or disturb the educational process, he or she may be excused from school until more suitable attire is worn. Revealing clothing including short shorts, tops that reveal the mid-section, and other revealing tops are not to be worn to school. Pajamas or pajama type clothing are not permitted at school. Pants are to be worn at the waist and fastened at all times. Bib overall straps are to be fastened over the shoulders. Clothing or personal items which advertise or make other reference to gangs, cults, drugs, alcohol, tobacco products, or profanity are not to be worn or displayed at school. Clothing or personal items that may be interpreted as having a double meaning are also prohibited. Jeans or shorts with holes in them cannot reveal skin above the fingertips when the arms are in a relaxed position. The principal is the final authority in judging the appropriateness of the student's appearance. (See also Suitable Attire - Page 15)
8. Public affection is not to be displayed while at school or during school activities. The "Hands-off" rule applies to Middle School Students.
9. No running in the school building at any time.
10. Students will not be allowed to chew gum, eat candy, or have other foreign objects in their mouth during the school day.

11. Students will not be allowed to write on their hands, arms or clothing during school time, or have writing present on their bodies or clothing during school hours.
12. Students are not allowed to sell non-school fund raising type items (including candy) on busses or while at school.
13. Students are not to ride in or sit in or on vehicles before school, once they have arrived at school, at lunchtime, or before they are ready to leave school.
14. Students are responsible for damage to books, desks, and other school property, including busses. The cost that results from loss or abuse of books or school equipment shall be the responsibility of the student and/or parents.

## **XX. INTERSCHOLASTIC ACTIVITIES**

Athletics, scholastic bowl, and music are extracurricular activities for those students who wish recognition through competitive contests. For sixth, seventh and eighth grade students, the middle school sponsors basketball, wrestling, volleyball, baseball, softball, cheerleading, and track for boys and girls. Students who participate in cheerleading will not be allowed to participate in basketball or volleyball due to the overlapping of the seasons. Basketball, volleyball, baseball, softball, and cheerleading all have tryouts that must be attended to be considered for participation. Intramurals are available for 5th - 7th grade students who do not make the volleyball and basketball travel teams.

Extra-curricular activities are a privilege and participation, playing time, and expectations are established by the coaches/sponsors, and supported by the administration. We require 24 hours' notice for all coaches and administrators to discuss extra-curricular activity concerns or policies. These meetings can be arranged by calling the middle school office during the school day, or by emailing the coach.

Extra-curricular attendance is required when joining a team. Failure to adhere to team attendance policies will result in removal from the team.

Our school is a member of the Twin County Athletic Conference and the IESA (Illinois Elementary School Association). The IESA acts as the governing body with respect to all rules and regulations pertaining to all athletic activities. To be eligible for competition, a student must meet the academic eligibility requirements set down by the IESA (passing all classes on a weekly basis), and must have on file with the school, proof of insurance and a current physical examination. A copy of the student's birth certificate, which should already be on file in the student's permanent file is also required for IESA participation. Any student who is academically ineligible for any 3 weeks during an athletic season will be dismissed from the squad. For purposes of this rule, the season will begin the week of the first contest.

Band and Chorus competition is provided by the IESA in both solo/ensemble contests and organizational contests. Sixth graders are normally allowed to participate in the solo and ensemble music contests. Academic eligibility requirements for IESA music contests are identical to those for athletics.

## **XXI. ATHLETIC CODE OF CONDUCT**

1. All athletes must meet physical and scholastic requirements as stated by the Illinois Elementary School Association and the local Board of Education. Copies of IESA requirements are distributed to parents at registration.
2. Regular attendance at all games and practice sessions is expected.
3. A student not in attendance for at least 1/2 day (PM) on the day of an activity is not eligible to play unless previous arrangements have been made with the coach and principal. A student who does not participate in physical education due to injury or illness may not participate in athletic activities on that day.
4. All equipment issued is to be properly cared for and turned in at the close of the athletic season.

5. Swearing and foul language do not have a place in athletics.
6. Athletes are asked to report all injuries to their coach to help insure that accident report forms are filed in the principal's office.
7. All athletes must carry student insurance or have a waiver signed and on file which verifies insurance coverage.
8. All players are expected to ride the team bus to and from away contests. Parents are given the option to take their own child home from away contests. Parents who wish to do so are asked to sign a sheet verifying their intent before taking the student with them. Students who miss the team bus will not be allowed to participate in that night's contest. Any other exception to the above policy should be presented in writing to be approved prior to the contest by the principal and/or the coach.
9. Sportsmanlike conduct is expected at all times. Misconduct which occurs at school or while attending a school-sponsored activity, or any other place, reflects poorly on the image of athletes at GCMS Middle School.
10. The rights and property of others shall be respected. Theft and vandalism have no place in athletics and will not be tolerated.

#### **XXII. INFRACTIONS/PENALTIES**

Following is a list of the infractions, which will result in suspension from athletics at GCMS Middle School:

1. The consumption of and/or willful possession of alcoholic beverage. Extenuating circumstances, such as existing family or religious traditions, may be given consideration.
2. Smoking or use of tobacco in any form.
3. Unauthorized use or abuse of drugs, look-alike drugs, and/or controlled substances, along with the possession and/or delivery of such substances.
4. Theft or willful destruction of school or private property.
5. Any other act of gross misconduct deemed by the coach or principal to be serious enough to warrant suspension from the athletic team.

Conduct infractions will result in suspension from athletics from GCMS Middle School. For the first infraction, suspension will occur for 1/3 of the specific sport contests. If the infraction occurs at a time when less than 1/3 of the season's contests remain, the suspension will be carried over to the next sport season that the athlete chooses to participate in at the middle school. Suspension for the second infraction will be for one calendar year, and subsequent infractions will result in permanent suspension for the remainder of the student's middle school eligibility. A student is considered an athlete on the first day he or she reports for a sport in their middle school career. Suspension will commence on the date of the infraction. Any individual athletic awards and honors that could be earned or presented during the suspension period are forfeited. During a student's suspension for an infraction, he or she may be allowed to practice with the middle school athletic team, and may be allowed the privilege of being involved with the team as a manager, statistician, and be present on the team bench, although not in uniform. Participation in athletics is considered to be a privilege. To be competitive, proper conditioning and proper attitudes are necessary. The foregoing training rules are those to which all athletes are expected to adhere throughout their middle school eligibility. Should a violation occur during the summer months, the athlete will be subject to the same suspension as would occur had the infraction happened during the school year. Nothing in the above section shall preclude a coach (at his/her discretion) from disciplining an athlete for offenses lesser than those mentioned above.

#### **XXIII. STUDENT GRIEVANCE PROCEDURE**

A grievance is a difference of opinion raised by a parent, a student, or group of students involving:

1. The meaning, interpretation or application of established policies;
2. Difference of treatment;
3. Application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant prefers other alternatives such as the Office of Civil Rights or the court system. Due process shall exist throughout the procedure with the right to:

1. Representation;
2. Presentation of witnesses and evidence;
3. Confidentiality;
4. Review of relevant records;
5. Procedure without harassment or retaliation.

**Step I** The student and/or parents should discuss the matter with the school personnel responsible for the grievance issue within ten (10) school days of the time of the incident, giving rise to the grievance. School personnel shall make an oral response to the discussion within five (5) school days.

**Step II** If the problem is not resolved, the grievance should be referred informally to the principal, or administrative staff member most directly involved. A meeting to resolve the issue must be held within five (5) school days from the notification of referral, and oral response must be made by the principal within five (5) more school days. The principal may request all persons who were involved in events related to the grievance to be present at the meeting.

**Step III** If the grievance is still not resolved, it shall be submitted in writing within ten (10) school days to the Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and superintendent within ten (10) school days and a written response made within five (5) school days.

**Step IV** If the issue is not satisfactorily resolved, the grievant may appeal the grievance in writing to the Board of Education within ten (10) school days from the receipt of the written response. The Board shall consider the appeal within sixty (60) school days and a written response shall be given within five (5) school days.

If the situation related to the grievance occurs within the last month of student attendance, deadline dates for grievance Steps I - IV may be adjusted to accommodate the parties involved.

#### **XXIV. SPECIAL EDUCATION**

The GCMS school district provides a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

**TITLE I** Title I teachers are employed to provide specialized assistance to those students who experience sustained difficulties in reading and/or math. The teacher works with small groups of students during the school day, outside of the regular classroom to give them individualized instruction.

School districts that receive Title I money are required to notify parents of students attending any school that receives Title I funds that they can ask for and receive specific information about a teacher's qualifications.

Parents can request the following information:

1. Whether the teacher has met the state's qualification and Licensing criteria for the grade levels and subject matter he or she teaches;
2. Whether the state has waived its qualifications and Licensing criteria to permit the teacher to teach on an Emergency or other provisional basis;

3. The teacher's college major, any graduate certification or degrees the teacher has, and the field of discipline of those certificates or degrees; and
4. Whether teachers' aides or similar paraprofessionals provide services to the parents' children and, if they do, their qualifications

In accordance with ESEA Section 1111 (h) (6) Parents Right-to-know, the District: every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of you're child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

#### **XXV. RTI - Response to Intervention**

RTI is a regular education initiative designed to provide individualized instruction and interventions for students with identified reading, math, or behavioral deficiencies. Students who are identified as those who might benefit from such interventions, may be withdrawn from selected classes, in order to schedule time during the school day to work on interventions to meet their individual needs. This initiative is the responsibility of the school staff, and may be used in order to better serve individual student needs.

#### **XXVI. TRANSPORTATION GUIDELINES**

It is the policy of the GCMS Board of Education to provide transportation for pupils to and from school according to state law. Each rider is to be assigned one pickup point and one drop off point. Requests for use of school buses to transport students to baby sitters, grandparents, neighbors, etc., will be honored (providing the residence is on a regularly scheduled route) if accompanied by a note from the parent. Under no circumstances will the route be altered to accommodate such requests.

If a student, who normally does not ride a bus, or who is assigned to a different bus, wishes to ride home with a bus student, the guest rider must bring a note from his/her parents to the principal's office. The student will then be issued a guest permit to ride. The student is to give this permit to the bus driver.

#### **XXVII. VISION/HEARING/DENTAL**

The GCMS School District cooperates with the Ford-Iroquois Public Health Department to provide vision and hearing screening for selected students. Any student with an IEP (individual education plan) and all students who are new to the district are expected to participate in vision and hearing screening. In addition, all eighth graders participate in vision screening. An eye doctor should not interpret this vision screening as a substitute for complete eye and vision evaluations. Students may be exempted from the school's vision screening if

they have undergone a vision screening by an optometrist or ophthalmologist within the last twelve months. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

Due to a law which went into effect on July 1, 2006, each student is required to have a dental exam on file in the middle school office prior to May 15<sup>th</sup> of the 6<sup>th</sup> grade year. Most dentist offices have copies of the form available but extra copies are kept on hand at the middle school office.

#### **XXIII. PHYSICAL EDUCATION**

The Illinois School Code mandates that students engage in daily physical education activity. The Code also states that provisions for special activities be made for pupils with physical or emotional conditions, as determined by a licensed physician. If situations arise that may warrant a student to participate in special or adapted physical education activities the parent should contact the PE teacher or the middle school office. A form used for the physician to prescribe specific physical activities is available to parents upon request. You may also print a form by going to the GCMS web site under middle school; see other pages/physical activity form.

#### **XXIX. MANAGEMENT PLANS FOR ASBESTOS MATERIAL**

Inspections of school district buildings have been completed, and Management Plans for Asbestos have been completed in accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), and the Illinois Department of Health. A management plan has been developed to manage any identified asbestos conditions. This plan calls for the surveillance of the material every six months, and for re-inspection at the end of three years. In addition, the plan provides recommendations for repair and/or removal of any identified asbestos substance. The plan is available for you to review in the office of the Principal or Superintendent. All requests to review the plan should be made during school hours.

#### **XXX. ILLINOIS SCHOOL REPORT CARD**

The Illinois School Report Card on school districts is posted on the GCMS Internet web site. This report card contains information about GCMS in the following categories: student characteristics, the instructional setting, the school district finances, and student performance on state assessments. The address of the GCMS web site is [www.gcms.k12.il.us](http://www.gcms.k12.il.us). If a parent or another person would prefer a printed copy of the report card, then upon request, a copy will be sent to that individual. A request for a copy of the report card can be picked up at any of our three attendance centers or you can call the GCMS Unit Office at 217-784-8296.

This student handbook was reviewed by the GCMS Middle School Parent Advisory Committee. Volunteers for membership on the committee are solicited among 6<sup>th</sup> grade parents during registration. The membership term on the committee is for 3 years. This handbook is intended to support the positive learning environment of the GCMS School system and cannot cover every scenario possible. That said, final interpretation of the handbook is to be made by building and district administration.

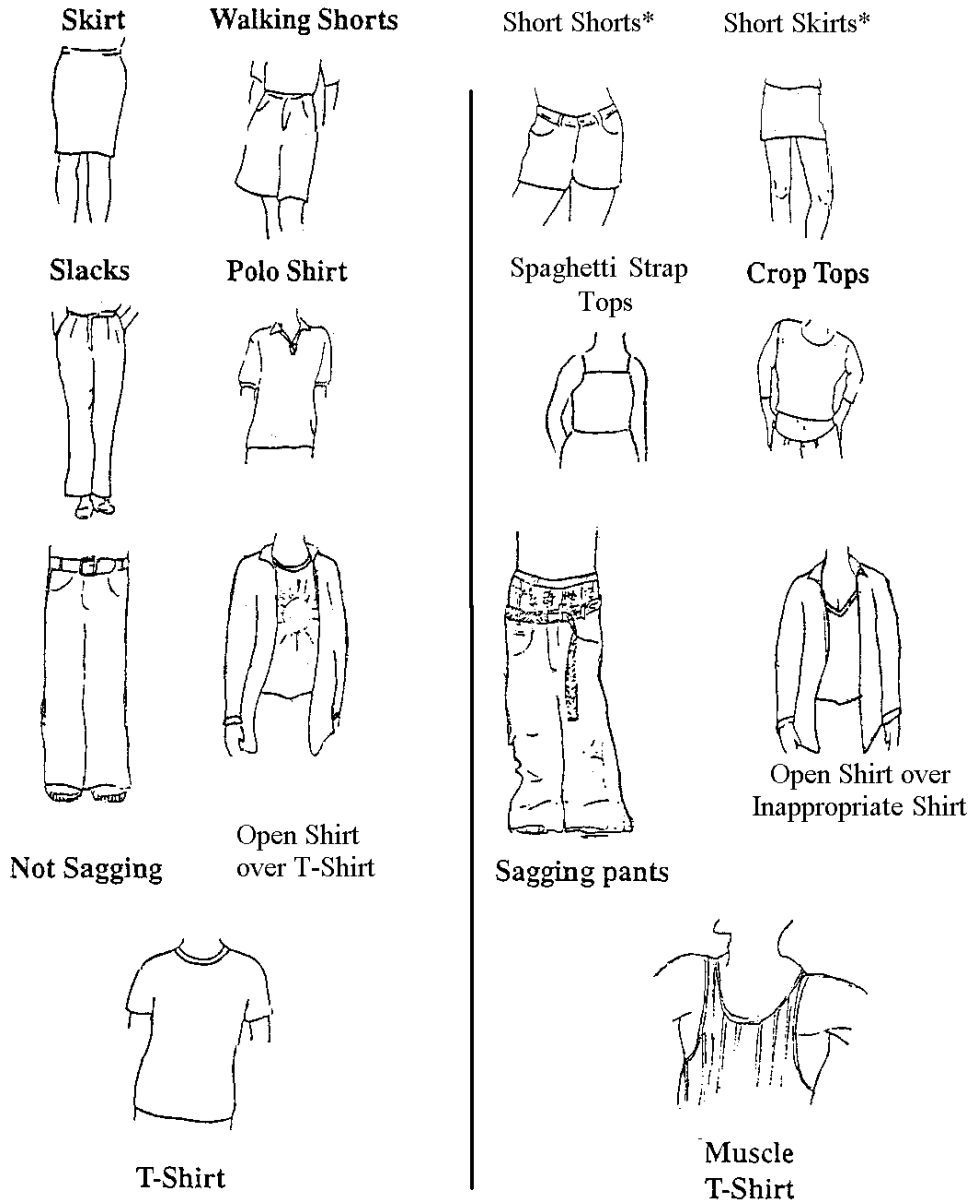
Revised 3/10



Examples of  
Suitable Attire  
for GCMS Middle School

**Okay**

**Not Okay**



\*Minimum length for shorts/skirts should be to the fingertips when arms are extended while in the standing position.

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before student are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religions practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of—*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use—*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

GCMS School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. GCMS School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. GCMS School District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GCMS School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

In accordance with ESEA Section 1111 (h)(6) Parents Right-to-know, the District: every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### Homeless Students – The McKinney – Vento Act

The following is the policy of the Congress:

- (1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
- (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws regulations, practices or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- (3) Homelessness alone is not sufficient reason to separate students from the mainstream school Environment.
- (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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 School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



## Students

### Student Discipline

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student

conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted



intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

†No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to: On, or within sight of, school grounds before, during, or after school hours or at any time;

- ~~2.1.~~ Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
2. Traveling to or from school or a school activity, function, or event; or
3. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Disciplinary Measures

Disciplinary measures may include: Disciplinary conference.

1. Withholding of privileges.
2. Seizure of contraband.
3. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
4. Suspension of bus riding privileges, provided that appropriate procedures are followed.
5. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
6. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
7. Notifying parents/guardians.
8. Temporary removal from the classroom.
9. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.

~~11.10.~~ After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

11. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code.

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

#### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 *et seq.*  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,  
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline),  
6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out  
of School and Graduation Incentives Program), 7:70 (Attendance and Truancy),  
7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150  
(Agency and Police Interviews), 7:160 (Student Appearance), 7:170  
(Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:200  
(Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct),  
7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for  
Participants in Extracurricular Activities), 7:270 (Administering Medicines to  
Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on  
School Property)

ADOPTED: April 19, 2012

## Students

### Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

#### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**

GCMS Superintendent of Schools  
217 E. 17<sup>th</sup> Street, Gibson City, Illinois 6.936

**Complaint Managers:**

GCMS Elementary Principal  
902 N. Church Street, Gibson City, Illinois 60936  
217-784-4278

GCMS Middle School Principal  
316 E. 19<sup>th</sup> Street, Gibson City, Illinois 6.936  
217-784-8731

GCMS High School Principal  
815 N. Church Street, Gibson City, Illinois 6.936  
217-784-4292

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).  
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).  
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),  
7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying,  
Intimidation, and Harassment), 7:190 (Student Discipline)

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Please review this material with your school board attorney before use.

# Students

## Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. – Preventing students from engaging in these disruptive behaviors is an important District goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or sanctioned events or activities
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying

## **Special Education - Provision of a Free Appropriate Public Education**

Gibson City-Melvin-Sibley CUSD #5 provides and maintains appropriate and effective educational programs in order to afford every eligible child with a disability who is between the ages of 3 and 21 (inclusive), is enrolled in GCMS, and requires special education and related services to address the adverse effect of the disability on his/her education, a free appropriate public education (FAPE). As part of this effort, GCMS shall make available to all eligible children who are residents of GCMS a comprehensive program of special education. If any parent/guardian in the district would like a copy of § 226.50 of the ISBE regulations, please contact the Ford County Special Education Cooperative at 217-784-5470. Additional information is available on the GCMS web site by selecting "Special Education" under the "District Information" menu. The district's web site is: <http://www.gcmsk12.org>