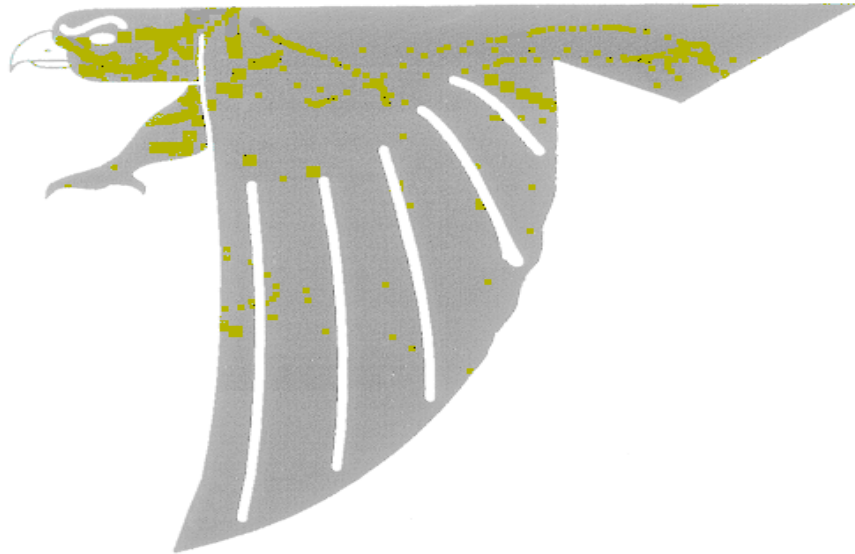


## GCMS MISSION STATEMENT

Our Mission 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."

### INFORMATION HANDBOOK FOR STUDENTS AND PARENTS



GIBSON CITY-MELVIN-SIBLEY  
ELEMENTARY SCHOOL

Phone 217-784-4278

Fax 217-784-4782

[www.gcmsk12.org](http://www.gcmsk12.org)

GCMS: GROWTH, COMMITMENT, MOTIVATION, SUCCESS

**While we try to teach our children all about life,  
our children teach us what life is all about.  
~Angela Schwindt**

**GCMS Elementary School Students and Families,**

**Greetings! It is with great excitement that I welcome you to the 2016-2017 school-year. I feel very blessed to be a part of the great things going on at the elementary school and in the district as a whole, and I trust that you are as eager for the upcoming year as I am.**

**Here at the elementary school, the staff and I take seriously our role in setting the foundation for the education of the children that we serve. We will strive to create and maintain an environment where children and their families feel welcome, valued, and safe.**

**The mission statement of GCMS CUSD #5 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.”**

**In order to uphold the mission of GCMS CUSD #5, we must have high expectations in regards to academics, character, and behavior. This handbook serves to inform you of the expectations, rules, and procedures in our building. Please make an effort to read through the handbook and discuss it as a family.**

**As it states in our mission, “...To partner with students, parents and the community”, we value the participation of parents and the community in the education of the students in our building. With the strong support of the home and community, our kids will thrive.**

**Thank you very much for your time, effort, and support. I look forward to a great year at the elementary school, and I can't wait to see and work with your kids. Please do not hesitate to call with questions as they arise.**

**Sincerely,**

**Justin Kean  
Principal  
GCMS Elementary  
(217) 784-4278  
kean.justin@gcmsk12.org**

## 2016 - 2017 Calendar Dates

August 3	Registration (9:00 am – 8:00 pm)
August 4	Registration for New Students by appointment only
August 17	Teacher Institute
August 18 - 19	Student attendance (students dismissed at 2:20, Teacher Workshop (2:20 – 3:30))
September 5	Labor Day – No School
September 16	Mid Term of 1 <sup>st</sup> Quarter
September 23	SIP day (Student Dismissal @ 11:30 am) (Teacher meetings 12:15-3:30 pm)
October 7	Homecoming Game
October 10	Columbus Day – No School
October 14	End of the 1 <sup>st</sup> Quarter
October 19 & 20	Report Cards distributed (Student Dismissal @ 2:20)
	Two Night - Parent/Teacher Conferences (4:15 P.M. – 8:00 P.M.)
October 21	No School
October 24	Teacher Institute-no school
November 11	SIP day ( Student dismissal @ 11:30 AM) (Teacher meetings 12:15 - 3:30)
November 11	Veteran's Day Program 9:00 am
November 18	Mid Term 2 <sup>nd</sup> Quarter
November 22	Early Dismissal (Student and staff dismissal 2:20)
November 23-25	Thanksgiving Break – No School
December 21	End of 2 <sup>nd</sup> Quarter - (Early dismissal for students and staff – 2:20)
December 22 – January 2	Christmas Break
January 3	Teacher Institute – No Students
January 4	School Resumes
January 6	Report Cards Distributed
January 16	Martin Luther King's Birthday – No School
February 3	Mid Term 3 <sup>rd</sup> Quarter
February 17	SIP day (Student dismissal @ 11:30 AM) (Teacher meetings 12:15 - 3:30)
February 20	President's Day - No School
March 10	End of 3 <sup>rd</sup> Quarter
March 17	Report Cards Distributed
March 20 - 24	Spring Break
April 14 - 17	Easter Break (No early dismissal on Thursday before)
April 18	School Resumes
April 21	Mid Term 4 <sup>th</sup> Quarter
May 5	SIP day(Student dismissal @ 11:30 AM) (Teacher Meeting s 12:15 – 3:30)
May 27	High School Graduation
May 29	No School – Memorial Day
June 1	Last full scheduled day of student attendance
	Report cards distributed – Tentative (Based on Emergency Days Used)
	End of the 4 <sup>th</sup> Quarter

**Note: 5 emergency days are built into this calendar. We will take one day off the end of the year for each unused emergency day. Please, do not plan vacations/appointments/personal days/etc. before the last day on the calendar. Plan to be in attendance through June 1(Students) and June 2 (Staff).**

GCMS ELEMENTARY SCHOOL  
TENTATIVE FACULTY AND STAFF

ADMINISTRATION

Justin Kean – Principal  
KiLee Lidwell McFerren – Assistant Principal

SECRETARY

Juanita Lowery  
Becky Coad

KINDERGARTEN

Mary Laughery (K1)  
Kristin Wilson (K2)  
Stephanie Kallal (K3)  
Angela Testory (K4)  
Mary Giroux (K5)

GRADE 1

Judy Rutledge (1A)  
Cortney Davis (1B)  
Cindy Petersen (1C)  
Keely Burks (1D)

GRADE 2

Joanna Willis (2A)  
Tammy Zehr (2B)  
Kristin Tarrant (2C)  
Nicole McNary (2D)

GRADE 3

Lisa Natywa (3A)  
Evon Fredrickson (3B)  
Jordan Ryan (3C)  
Jenae Ladage (3D)

GRADE 4

Sara Frankie (4A)  
Cheryl Hasenauer (4B)  
Zach Louret (4C)  
Kristine Rousseau (4D)

GRADE 5

Tammy Seneca (5A)  
Mark Koon (5B)  
Dustin White (5C)  
Jennifer Acree (5D)

ART

Bess Lanker  
Karen Fairley

PHYSICAL EDUCATION

Chrystal Little  
Michael Schwenk

LIBRARIAN

Jessica Titus

General Music

Jennifer Keefe

COMPUTER

Walker Willis

SOCIAL WORKER

Linda Schmitt

SPECIAL NEEDS

Staci Lindelof  
Gaye King  
Cathy Cope  
Stephanie Hahn  
Staci Ward  
Catherine Peterson

EARLY CHILDHOOD

Caitlin Heap  
Sherrie Knerr  
Sandy Hathaway

INTERVENTIONIST

Debbie Hohulin

PARAPROFESSIONALS

Barb Bleich  
Cyndi Bradford  
Lisa Lange  
Kristen Massey  
Kim Young  
Lori Hinrichs

CUSTODIANS

George Milligan  
Sharon Butler  
Jim Angelos

KITCHEN STAFF

Raymond Goin  
Bobbi Kauffman  
Sandy Freehill  
Paula Middendorf - Cashier

SPEECH

Pam Adkins  
Cheryl Carlson

OT/PT

Heather Walder

NURSE

Jen McMullin

COMMUNITY LIASON

Cathy Walker-Steidinger

## OFFICE HOURS

During the school year the office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. The office is closed during all official school holidays, snow days, and institute days. The office is also closed the month of July.

## ACCIDENTS

The school nurse will handle all minor accidents at school. If injuries are deemed serious, parents will be notified. If the parents cannot be contacted, the emergency contact person designated by the parents will be notified. Should neither the parent or emergency contact person be available, the physician listed in the student personal information file will be notified and the child will be taken either to the physician or to the hospital emergency room. **It is imperative to have emergency numbers on file and up-to-date for your child's safety.**

## ARRIVAL/DISMISSAL

The school day begins at 8:15 AM. Parents are encouraged to not bring their children to school prior to 7:45 AM. Students should enter the building through the circle drive or Lott Boulevard entrance and go immediately to the cafeteria until they are released to go to class. **Children are not allowed in the classroom section of the building before school without prior permission.**

**Kindergarten** students are dismissed at the north end of the building on 17<sup>th</sup> street at 3:10 PM. **Northbound bus students** are dismissed at 3:18 PM. **Southbound bus students and all "walkers"** are dismissed at 3:23 PM. ECE students are dismissed at the north end of the building on 17<sup>th</sup> street at 3:00.

Parents who are picking their children up are asked to be on time so that children are not left unattended. Children are also not allowed to loiter or play on the playground after school is dismissed, but rather should leave the school premises immediately unless other arrangements have been made in advance.

***\*All children being dropped off or picked up at the Lott Boulevard entrance should be from the Southbound lane of traffic (west lane) to avoid having children cross a lane of traffic and run the risk of being struck by a car. Similarly, parents dropping children off or picking up children on Church Street should do so only in the right hand lane (east lane) to avoid forcing children to cross a lane of traffic.***

***\*No child should be dropped off, picked up, or cross a street in the middle of the block. Rather, they should cross only at the corners where stop signs and/or crossing guards protect the intersections.***

## ATTENDANCE/ABSENCES/TARDY POLICY

Attendance is a key factor in student achievement. Parent's, guardians, or those having legal custody or control of students are responsible for their child's regular school attendance.

### Reporting an Absence

When a child is absent from school, it is the responsibility of the parent or guardian to report their child's absence to the school.

- Call the school prior to 9:00 AM to report the student's absence, 217-784-4278 or 217-784-4279. A secretary will take your call or it will be recorded on an answering machine that is on 24/7.
- Upon their return to school, the student must bring a note to their teacher, signed by the parent/guardian, explaining the reason for their absence. Please attach any doctor-supported illnesses with a note from the doctor to avoid the illness day counting against the five-day maximum.

If a call or note is not received explaining the reason for missing school, the absence will be recorded as an unexcused absence.

## **Attendance Policy**

The GCMS Elementary School attendance policy allows up to 5 phone-in illness days per semester. Absences supported by doctor's notes, funerals, or court dates, do not count towards these 5 days. Parents may receive a phone call or a notification letter when their child has accumulated five (5) such days as a reminder of the school policy. Once a student has reached the limit of five (5) days of absence, all future absences will be recorded as unexcused. **The State of Illinois defines a child as a "chronic truant" if they have been unexcused absent for 5% of the possible school days, ie., 9 days of a 180 day school year, and can be reported to the Ford County Regional Office of Education.**

### **Absences considered excused include:**

- Illness (**A doctor note is required for prolonged or repeated absences of 5 days**)
- Death in the immediate family/funeral
- a doctor/dentist/eye doctor appointment supported with a note from the doctor confirming the date and time of the appointment
- School sponsored field trips or when representing the school
- Family emergencies or other situations deemed by the principal or assistant principal to warrant being excused
- Court dates
- Religious holy days confirmed in advance in writing

### **Examples of Unexcused Absences:**

- Over sleeping
- Missing the school bus
- Unexplained family emergencies
- Absences not supported by a phone call and/or a note of explanation
- Out of school suspension

## **Schoolwork During an Absence**

Schoolwork missed during an absence must be made up in a timely manner. Generally, children have the same number of days they were absent from school to complete their makeup work (if they were absent 2 days they have 2 days to complete their makeup work). Please request your child's homework at the time you phone in their absence. Homework can be picked up in the office after school or it can be sent home with a sibling.

- Extenuating circumstance, such as prolonged illness, hospital stays, or chronic conditions may require rules to be adjusted to fit the existing needs of the student and family.

## **Prearranged Absences**

If your child has a scheduled doctor's/dentist appointment, please send a note to the teacher in advance stating the time and reason for the absence. If they leave school early, the parent or guardian must sign them out in the office before leaving, and should they return to school before the end of the school day, they must sign back in at the office.

It is the position of the District to discourage requests for excused absences for such things as vacations, visiting relatives, hunting and fishing trips, shopping trips, etc. With that being said, the school will grant up to five (5) days per school year for prearranged absences. **The following procedure should be followed when preparing for a prearranged absence:**

- **Please provide to the principal or assistant principal, a written note in advance, clearly indicating the reason for the absence request and the dates your child will be absent from school.**
- **Proper inquiry to the teacher seeking missed worked in advance of the absence must be made.**

- **The principal and/or assistant principal will consider extenuating circumstance.**

### **Illness (at school) Procedures**

Students who get sick at school will be sent to the office, and the school nurse will evaluate them and parents will be notified, if necessary.

1. Students with a temperature over or near 100\*, or who have vomited, will be sent home.
2. **Please remember, it is very important to keep an up-to-date telephone number, and an emergency number, on file with the office where parents can be reached.**
3. Students will not be sent home if there is no one there to care for them.
4. Children should not return back to school until they are well (**free of fever for 24 hours without medicine**).
5. **Students who leave school because of illness or an appointment must be signed out in the office by a parent or guardian.**
6. A student who is sent home by the nurse will not be required to see a doctor to deem the absence as an excused absence.

### **Absence/Head Lice**

The school will conduct periodic inspections for head lice and you will be notified should your child be suspected of having lice or knits in their hair.

1. Children with head lice and/or knits will be excluded from school until medically approved treatment has been performed and they are free of all lice and knits.
2. A maximum of two day of absence due to head lice will be excused per occurrence
3. We would offer the following advice for treating head lice:
 

We suggest you visit a doctor, or at least a pharmacist, for advice, and use only medically approved shampoo to kill the lice. **Please avoid home remedies.**

  - Carefully inspect and remove all knits from your child's scalp. This may require several inspections to insure you get all of them.
  - Thoroughly clean bedding, coats, hats, hairbrushes, stuffed animals, etc. to avoid recontamination.
  - Avoid sharing personal items with other, i.e., hats, hairbrushes, clothing, etc.
  - Seek outside consultation from a public health agency should the problem persist or re-occur.

### **Guidelines for Perfect Attendance**

At the end of each school year, the GCMS Elementary School honors those children who have received perfect attendance for the school year. By definition, to achieve this award, a child may not record more than ½ day of excused absence, or more than five tardy days for the school year, regardless of the reason. The Lumen School Attendance record will be used to determine whether a child qualifies or not.

### **Tardy Policy**

Being tardy to school is very disruptive to the educational environment, literally forcing the teacher to start the day over and give their attention to the tardy student rather than the entire class. The GCMS Tardy Policy is as follows:

- Students who arrive to school at 8:15 a.m. or after the 8:15 bell has rung are considered tardy and must sign in at the office before proceeding to class.
- After five (5) days of unexcused tardiness per semester, parents may be notified in writing explaining the school policy and acknowledging the number of tardy days their child has acquired by attaching a copy of the student's attendance record to the letter.
- Once a child has accumulated 10 unexcused tardy days within a semester, a parent conference may be requested with the principal or assistant principal. If the parent fails to attend the established conference, the student can be assigned a one-hour lunch/recess detention.
- If a student acquires 15 tardy days within a semester, they and their family will be referred to the Ford County Regional Office of Education/Truancy.
- Extenuating circumstance may exist and will be considered by the principal and/or assistant principal.

## TRANSFERRING FROM GCMS

If you will be moving, please notify the office as soon as possible so that the teachers may make the necessary preparations. It is the parent's responsibility to see that the following are taken care of:

- Textbooks have been returned to the teacher.
- Library books have been returned to the library.
- All fees should be paid up, such as library overdue books, book rental, and lunches.
- If there are any refunds such as book fee or lunches, it will be refunded.
- The school records will be requested by the new school principal and then will be mailed by our school.

## BICYCLES/SKATEBOARDS

Due to heavy traffic around school grounds, students in grades 2, 3, 4, and 5 may ride bicycles to school but must observe safety rules and procedures for the use of bicycles.

- Bicycles brought to school must be stored in the bike racks provided by the District.
- Bicycles are not to be loaned to or borrowed by other students.
- Students in Kindergarten and 1<sup>st</sup> grade should not ride bicycles to school.
- Students are expected to walk their bicycles on school property.
- Bicycle riding on the school playground is prohibited.

Students who do not exhibit cyclist courtesy or follow proper bicycle safety rules may be prohibited from bringing their bicycle to school.

**Skateboards, roller blades, heelys, or roller skates are may not be used on school property. Students who bring these items to school must store them in their locker or in their classroom during the day. Should these items become disruptive to the school environment the student may be asked to leave them at home.**

## VISITORS

Parents are welcome to visit their child's classroom. Please contact the child's teacher **in advance** so a convenient time can be arranged. As a general rule, out-of-town visitors are not permitted to visit the classroom while school is in session. Pupils from other schools must have approval from the GCMS principal and GCMS classroom teacher to visit a GCMS student. The duration of the visit may be limited. No pre-school children are allowed to visit without their parents accompanying them. All visitors are required to report to the main office to sign in and obtain a visitors pass before going to the classroom.

## PETS

Pets are welcome under the following guidelines

- Teacher approval is given.
- The teacher will notify the principal.
- The pet is caged, or muzzled and leashed, and kept out of reach of students.
- Pets may not be transported on school buses.

## VALUABLES

Students are asked not to bring large amounts of money and/or items of value to school. If brought to school, it is at the student's risk. **The school will not be responsible for items brought to school that are lost or stolen.** Only items authorized by a teacher should be brought to school.

## MEDICATION

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



believe it is necessary for the student to take a medication during school hours, Board policy requires the following procedure be used:

1. The parent must fill out the "School Medication Authorization Form". An asthma medication authorization allows students to have inhalers "on their person". Copies can be obtained from the elementary school office. The necessary form must be returned to the office before medication can be given to a student or used by a student.
2. Medication must be provided in the original prescription container with the child's name on it and written instructions. Non-prescription medication must be provided in a clearly labeled container with instructions and the child's name included.
3. It is the responsibility of the parents to resupply prescription medication as needed, so please keep track of amounts sent and when the prescription should run out at school.
4. The school should be notified promptly when the medication is to be changed or discontinued. A new "School Medication Authorization Form" must be filled out with medication changes.
5. If a student discontinues medication at school, notification from the student's physician should be in writing and brought in to the school nurse.

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

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

### **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 after themselves and help our custodial staff by picking up any paper and litter from the classroom and hallway floors.

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. Lockers are the property of the school district and are to be kept neat and orderly. Students will be held responsible for damage to lockers during the school year. It is the duty of the student to report any damage or malfunction of their locker to the office or to their teacher. Food is not to be kept in lockers beyond the end of the school day. Do not write on lockers or place decals or stickers on them. **School personnel may search lockers at any time.**

### **GENERAL RULES**

The GCMS Elementary School supports a strong and wholesome learning environment for all students. We expect and maintain high standards of pupil discipline. The following list includes a few rules that we expect our students to follow:

1. No fighting, pushing, kicking, or any other harmful physical contact.
2. Students are not to play on the school driveways or in the parking areas.
3. Playground equipment is to be used in a safe manner. No standing up in swings, sliding backwards down the slides, etc.
4. Profanity, any form of vulgarity, name-calling, abusive and/or disrespectful language will not be tolerated.
5. No snowball throwing, rock throwing, or throwing other objects, which might cause bodily harm.
6. Students are not to bring dangerous weapons or items to school; knives, guns, matches, lighters, etc.

7. Students are not to chew gum during school hours.
8. Caps and hats are not to be worn in the school building. Backpacks and book bags should be stored in lockers.
9. No running in the school building at any time (with the exception of the gym).
10. Students are not allowed to leave school grounds during lunch or lunch recess unless a parent or guardian has properly signed them out.
11. Electronic devices, including but not limited to laser lights, electronic pagers, personal radios, music or video players, telephones, cameras, DS Games, any video games or beepers are not to be used during the school day. If any of these items are brought to school they must be stored in the student's locker and not used during the school day without permission of GCMS staff.
12. Those students who have the need to bring a cell phone to school may only use them before or after school unless a GCMS staff member grants special permission. All cell phones must be stored in the student's locker during the school day.
13. Student dress should be appropriate. If a student's appearance is disruptive to the educational environment, he or she may be asked to change into something more suitable. Students are not allowed to wear clothing, which displays or promotes alcohol, cigarettes, drugs, foul language, or sexually offensive or suggestive material.

### **PROHIBITED STUDENT CONDUCT**

All students in GCMS Elementary 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 product.
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. Possessing, consuming, delivering, and/or being under the influence of an illegal drug, look-a-like drug, illegal inhalants, synthetic drug, or narcotic, 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 nurse's office. A copy of the district policy for administering medication to students is distributed to parents during registration each year, or may be picked up in the school office.
4. Engaging in the purposeful destruction of student or school property, or inciting others to do so.
5. 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 feel they are the victims of any of the above types of harassment are encouraged to discuss the matter with a teacher, the building principal or assistant principal, or our school social worker.
6. Bringing dangerous weapons, chains, ammunition, matches, cigarette lighters or explosives (including fireworks) on school grounds.
7. 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.
8. Bullying is prohibited at GCMS Elementary school. The district has adopted policy 7:180 as our bullying policy and that policy is listed on the GCMS website.

All students have the responsibility to help maintain a safe school 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 immediately. Such information may be provided anonymously.

The above rules regarding prohibited conduct will apply not only during the school day, but also during bus transportation to school or an event, and any school activity in which the student 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.

\*For a more detailed explanation of these rules or policies you may refer to the GCMS web site – Board of Education/Board Policy.

### SCHOOL EVENT CONDUCT

Students are to exhibit the same kind of behavior at all school-sponsored events that is expected during the regular school day, and students are subject to the same disciplinary consequences. Proper parental supervision at such events is expected. When students attend school functions they are there to observe the events and are to remain seated until proper times for moving around. Unacceptable behavior may result in the student not being permitted to attend future events.

### SCHOOL BUS CONDUCT

It is the policy of the GCMS Board of Education to provide transportation for pupils to and from school according to state law. The Illinois-Central Bus Company provides school bus transportation for GCMS students. The company, along with the driver, establishes the rules of conduct that students must follow, and these rules are supported by the GCMS administration. A few additional rules are as follows:

- Each rider is assigned one pickup point and one drop off point.
- Requests for use of school buses to transport students to baby sitter, grandparents, neighbors, etc., will be honored (providing the residence is on a regularly schedule route). A written note should accompany such requests. Under no circumstance will the route be altered to accommodate such requests.
- **Bus Passes:** If a student, who normally does not ride a bus, wishes to ride home with a bus student, the guest rider must bring a note from his/her parents to the school office. The student will then be issued a guest permit to ride and the student will present this permit to the driver.
- **If a student needs to be dropped off at a different location than normal, a note requesting permission to do so must be brought to the office and signed by the parent.**

### DISCIPLINE

Students enrolled in GCMS Elementary School have the responsibility and obligation to conduct themselves properly at all times and see that their behavior does not interfere with the rights of their fellow students. A student, whose behavior interferes with the educational process and/or infringes on the educational rights, or person or property of other students, will be subject to consequences based on the severity of the behavior, frequency, and/or the student's attitude toward and acceptance of responsibility for his/her behavior.

#### **Delegation of Authority**

1. **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, in-school suspension, or Saturday School, that is appropriate and in accordance with the policies and rules on student discipline.**
2. Teachers, other certificated educational employees and other persons providing 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.
3. Teachers may temporarily remove students from a classroom for disruptive behavior.
4. Students guilty of disobedience or misconduct may be prohibited from riding the school bus for up to 10 consecutive days, provided appropriate procedures are followed. The Board may suspend a student

from riding the bus in excess of 10 school days for safety reasons. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students are authorized to impose the same disciplinary measures as teachers, and may suspend students who are guilty of gross disobedience or misconduct.

## **CONSEQUENCES**

Consequences may range from counseling, verbal reprimand, detention, Saturday School, In-School or Out-of-School Suspension, to expulsion. The consequence (s) will be based on the nature and frequency of the inappropriate behavior and such other factors as the principal and/or assistant principal determine to be applicable to individual cases.

Disciplinary action may be communicated to parents, based upon the severity of the misbehavior. Certainly, a reprimand may not be communicated if the behavior were deemed so minor to not merit a phone call. Disciplinary actions such as teacher referrals to the office, teacher or office assigned detentions, may be communicated to parents via a carbon copy of the disciplinary report, and/or a phone call home. More serious disciplinary measures will be communicated both orally and in writing. Phone calls and/or parent meetings may be followed up in writing to document events and decisions.

Student disciplinary records are maintained in each student's personal disciplinary file via Lumen (computer), and may be accessed by the parent by using the child's personal identification number. A student's disciplinary record is not maintained as part of their permanent record. Parents may view their child's behavior file by using their child's identification number and checking the GCMS website.

### **Reprimand**

For minor infractions, and ones in which the student is truthful and accepts responsibility for their actions, reprimands may be the only discipline used as a deterrent. It is our goal as educators to teach children proper behavior, and not to punish.

### **Teacher/Administrator Assigned Detention**

Teachers, or an administrator, may assign detentions to students when they feel other measures of behavior modification have not been successful. Detentions may be assigned during lunch, noon recess, or after school. Notification of the detention may be made by way of a note sent home to the parents, or a phone call. Most commonly, detentions are assigned for lunch and/or recess. For after school detentions, parents will be notified in advance and asked to sign a note and return it to the teacher in advance so alternative transportation can be arranged should it be necessary. Transportation following a detention is the parent's responsibility. The selected day of detention is solely the prerogative of the teacher or administrator assigning the detention. Failure to serve a teacher or administrator assigned detention may result in a more serious disciplinary consequence.

### **Saturday School**

Saturday School is viewed as an alternative for an in school or an out-of-school suspension. Only the principal or assistant principal may assign a Saturday School. Assignment to a Saturday School must be made at least 3 days in advance, both orally and in writing, or receive special parental permission to be assigned, and the detention will be served from 8:00 – 11:00 a.m. in the elementary school office. Failure to attend a Saturday School will result in an automatic out-of-school suspension.

### **Community Service**

In certain instances, children may be asked to help pick-up around the school, both inside and out. Specifically, when children are involved in making a mess, they may be asked to help clean up their mess, and perhaps help the custodian for a few minutes. Taking responsibility for one's actions is an important part of growing up. In

addition, community service may be used in lieu of other forms of discipline if the principal and/or assistant principal feel the situation warrants such action.

### **In-School Suspension**

When possible, in-school suspensions are used in lieu of an out-of-school suspension in an effort to keep the child in a school-like environment. Parents may be notified of such action in person, by phone, or in writing. The principal or assistant principal will be responsible for their supervision. Their teacher will be asked to provide them with enough schoolwork to keep them busy for the entire day, and they will receive credit for their work. They will be given supervised restroom breaks and eat a supervised lunch in the office, but they will not be allowed to participate in any of their classroom activities during their suspension.

Children may not participate in any after school activities on days they are under an in-school suspension.

### **Out of School Suspension**

When student conduct requires such action, the principal or assistant principal may suspend a student from school. Suspension may run from one (1) to ten (10) days. Parents are notified of such action in person, by phone, or in writing. Work is to be completed and credit will be given if work is completed upon return. It is the responsibility of the parents to pick up the work that is going to be missed due to the absence. Parents are to make special arrangements for making up missed tests, quizzes, or any special project that cannot be completed at home during the suspension.

It is also important to note, children may not participate in any after school activities or appear on school property while under an out-of-school suspension.

### **Expulsion**

Expulsion from school and/or expulsion from school sponsored activities and events could occur for a period of two calendar years, provided the appropriate procedures have been followed. An expelled student is prohibited from being on school grounds and may be eligible for transfer to an alternative school.

### **Due Process**

In the operation of the schools, it is hoped that the hallmark of the exercise of authority will always be fairness. Every effort should be made to secure understanding and acceptance of decisions that are made in good faith. The Board will extend to students their full rights of due process as provided by law. It is the Board's desire that the exercise of authority necessary in a school setting be fair and that the student's rights be fully protected.

### **GRADING POLICY**

District teachers will use a letter grading system for reporting grades on report cards. The following descriptions apply to the various letter grades: A - Excellent, B - Good, C - Average, D – below average, F - Failing, and I - Incomplete. A student's grade should be a reflection of academic achievement on tests and assignments. Student effort, conduct, participation, and cooperation may be reflected in academic achievement grades. The following grading scale will be used:

<u>1st-2nd All subjects</u>	<u>GRADE 3 Core Subjects</u>	<u>GRADES 4-5 All Subjects</u>
93-100 E=Excellent	92-100=A	92-100=A
72-92 S=Satisfactory	83-91=B	83-91=B
61-71 N=Needs Improvement	72-82=C	72-82=C
0-60 U=Unsatisfactory	63-71=D	63-71=D
	0-62=F	0-62=F

## GRADE 3 FOR ART, HEALTH, MUSIC AND HANDWRITING

E=Excellent

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Kindergarten has a standards based report card that uses the E, S, N, U format.

### **Incomplete Work**

The mark "I" or "INC" on the report card indicates that required assignments have not been satisfactorily completed at the time grades were posted. Unless the work is completed within the standard allotted time as established by the teacher and/or administration, the incomplete grade may be changed to a letter grade, which will reflect missing work.

### **Homework**

The philosophy of GCMS Elementary School is to provide homework that has a valid purpose. Homework is considered to be an extension of the day and provides students an opportunity to practice skills to help develop subject mastery. It also provides parents an opportunity to participate in, and be a part of, their child's educational experience.

### **LUMEN**

Lumen is a secure, online service for grades and student information. Teachers post grades from our electronic grade book to Lumen. Like report cards, activation codes for Lumen will be going to the custodial parent. In the case of divorce or separation, please create a Lumen screen name and password that you can share.

Teachers are expected to keep grades up to date weekly. If you discover a discrepancy, please notify the teacher. Mistakes are unfortunate, but happen. As always, your assistance is appreciated.

If you have a child in an elementary special education class, you may see a regular education class listed for them, but their grades won't be there. Please see the respective special education class or consult with your child's teacher.

Sometime each June, grades will be cleared from Lumen.

### **AFTER SCHOOL ASSISTANCE PROGRAM**

ASAP (After School Assistance Program) is held every Tuesday, Wednesday, and Thursday until 4:00 PM for students who have fallen behind in their homework and need assistance. This supervisory period will be assigned by the teacher and must be agreed upon in advance by the parent for transportation purposes. Parents are strongly urged to support this program upon request.

### **REPORT CARDS**

The purpose of the report card is to report to the parents the student's progress in academic growth and effort. Report cards will be issued by the classroom teacher at the end of each nine weeks grading period. After reviewing the report card carefully, parents should sign the envelope only and return it to the homeroom teacher. Besides the report card, a mid-term progress report will be sent home during the fifth week of each quarterly period for any student who has a grade of C- or lower.

## **Honor Roll Recognition**

Students in grades four and five are recognized at the end of the school year if they have maintained honor roll status of the four grading periods. To achieve Principal's Honor Roll, a student must:

- Maintain a B average in reading, math, science, language arts, social studies, and spelling.
- May not receive any grade below a C in any of the named subjects.
- It should be understood that the Honor Roll is figured each grading period and is not an average of the four grading periods.

A quarterly honor roll will also be posted. This will be a list of those fourth and fifth grade students who had a B average with no grade below a C in the subject identified above.

## **TESTING**

MAP/AIMSweb- Testing done to benchmark and progress monitor students for local purposes. These tests are done at all grade levels and assist us in determining which students could benefit from some additional help in math or reading.

PARCC- Common Core aligned standardized testing in Math and ELA that will be done statewide. This test will be given to all 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students. This test will be used to compare our school with other schools in the state and nation. This test will take the place of ISAT testing.

## **PROMOTION/RETENTION POLICY**

Students shall be placed at the grade level in which they are best adjusted academically, socially, and emotionally. The educational program should provide for the continuous progress of a student from grade to grade. However, some students may benefit from retention.

Teachers who are considering retention as an option are encouraged to notify parents of this possibility prior to the end of the 3<sup>rd</sup> grading period. A meeting between the teacher and parents will be established to discuss the pros and cons of retention. Though parents will be involved in the discussion, the final decision to retain a student will rest upon the teacher and/or administration.

## **FIELD TRIPS**

Student field trips that have significant educational and/or social value will be scheduled as opportunity and finances permit. Such trips are planned by the classroom teacher(s) and are coordinated with the school curriculum. The teachers will notify parents about time(s), date(s), special clothing needed, lunch arrangements and if any money will be required for tickets, extra fees, etc.

Teachers may wish some parents to go on the field trip(s) to provide better supervision of the children. Whether parents go on a field trip is a teacher's decision. If additional parents are desired by the teacher(s), parents will be drawn from a list of those who volunteered at Orientation, Parent/Teacher conferences, etc.

## **RECESS/PHYSICAL EDUCATION**

GCMS Elementary School is fortunate to be able to offer Physical Education to children every day. Parents and children are encouraged to take advantage of this opportunity to promote health and fitness. Students need to wear proper gym shoes to be able to participate. If they do not wear this type of shoe every day, they are encouraged to keep a pair in their hall locker so they have them when they need them.

Students who need to modify their activity, or be withheld from all activity in Physical Education due to an injury or illness, should present a note explaining the nature of the problem and in what way the activity needs to be modified or adapted to fit the needs of the student. Should the injury or illness require several days of

modification or inactivity a doctor's note should be provided to the teacher. Based on the doctor's recommendations the physical education activities or recess period will be modified to address any limitations.

A thirty-minute (30) recess is provided to all students daily. In addition, kindergarten students will have an additional recess period in the afternoon. Students are expected to take advantage of the recess and play period and will be required to go outside for play, except on rainy days or when the temperature outside makes it unsafe. Parents should be sure their children have the proper attire for playing outside in cold weather, including coats, gloves, hats, and boots. Children who do not have these items may be kept inside during their recess period.

Children who must stay inside because of a recent or chronic illness should present a written note, signed by a parent or guardian, to their teacher explaining the reason for the request. If the request is for a prolonged period, or if made repeatedly, a doctor's note may be required.

### **WEATHER EMERGENCY INFORMATION**

The radio and television stations listed below will make announcements when school will not be in session due to emergencies, such as bad weather. The stations will be notified as soon as the decision is made.

Early Dismissals, due to emergencies will be announced on the stations listed below. Each parent must have a plan for such emergencies worked out so the child will know the procedures he/she is expected to follow. When school is dismissed early or "No School" announcements must be made, they will be given to the following radio and television stations:

#### **RADIO**

WGCY Gibson City©106.3 FM  
WDWS Champaign 1400  
WJBC Bloomington 1230 AM

WPXN Paxton 104.9 FM  
WLRW Champaign 94.5 FM  
WBGL Champaign 91.7 FM

#### **TELEVISION**

WCIA Champaign Channel 3  
WICD Champaign Channel 15

Or our WEB SITE: [www.gcms.k12.il.us](http://www.gcms.k12.il.us)

The automated calling system will also be used to notify parents of schedule changes- including early dismissals. Please be sure to provide the office with current phone numbers that can be used for contact.

### **INSURANCE**

School insurance is available for purchase at the time of registration or by stopping in the school office. These are limited plans and cover medical expenses related to accidents and/or injury, not medical costs related to sickness or illness.

There are two basic types of coverage available:

- Coverage to protect the child to and from school, and during the school day.
- 24-hour coverage, which would protect the child while playing at someone's house, attending a scout meeting, etc.

It is the responsibilities of the parent to research the different coverage's available and select the one that best fits their family needs.

Any pupil who has school insurance and who is injured at school, or on the way to and from school, should notify his teacher or the Principal's office immediately.

### **LOST AND FOUND**

All items, which are found in the school building or on the playground, should be turned in to the office. All



lost articles will be kept for a period of time until the size of the accumulation necessitates discarding unclaimed articles.

## **LUNCH, BREAKFAST and MILK MONEY**

GCMS Elementary now serves both breakfast and lunch. Prices are:

- Breakfast - \$1.40 per day or \$7.00 per week
- Lunch - \$2.35 per day or \$11.75 per week

(These prices are subject to adjustment as conditions dictate.)

Breakfast will be served to students from 7:45-8:00 a.m. It is important that children who eat breakfast arrive to school early enough so they are not tardy to their first hour class. Children who walk or are driven to school and are planning to eat breakfast, should arrive no later than 8:00 a.m.

All students must prepay for meals-both breakfast and lunch. Money may be deposited into the student account on a daily, weekly, monthly or yearly basis. Account information can be accessed on Lumen. Students may also deposit prepayment envelopes in the drop box located outside the office on any morning before classes begin. Students are encouraged to pay on the first day of the week. All transactions are done in the cafeteria.

**No transactions are done in the elementary office.** When using prepayment envelopes, please be sure to include the student's full name and the teacher's name. Students will be allowed to charge up to \$5.00 only. No additional charges will be allowed. Students will be given an account statement to take home.

If full payment is not made and the charge limit is reached, students will not be given a breakfast or hot lunch, but will be given a sack lunch.

**Free or Reduced lunch or breakfast:** Those parents who wish to request free or reduced price for breakfast/lunch for their child(ren) should request necessary forms at registration or from the principal. Authorization for free or reduced price breakfast/lunch is not carried over from one school year to the next or from one district to another.

**MILK:** One carton of milk (1/2 pint) is furnished with each Type "A" hot lunch. All other milk will cost \$.35 per carton.

### **LUNCH SCHEDULE**

Kdg 11:15-11:45  
1st 11:20-11:50  
2nd 11:50-12:20  
3rd 11:50-12:20  
4th 12:20-12:50  
5th 12:20-12:50

### **RECESS SCHEDULE**

Kdg 11:45-12:15  
1st 11:50-12:20  
2nd 11:20-11:50  
3rd 11:20-11:50  
4th 12:50-1:20  
5th 12:50-1:20

## **PARENTAL INVOLVEMENT**

### **Parent Bulletins**

Many times during the school year bulletins are sent home to keep parents aware of the activities of the schools. Please check your child's book bag nightly as these are often sent home via the child. \_

### **Parent Conferences**

Parent/Teacher conferences are held each fall. Should a parent feel the need for additional conference time with the teacher they may simply phone or e-mail the teacher with the request. For a parent/teacher conference to truly be beneficial, it should be a scheduled event, and not a surprise event. In addition, teachers are encouraged to keep parents informed via phone conversations, e-mails, class newsletters, etc.

### **PTA**

All parents and guardians of students enrolled in the GCMS District are invited to be members of the PTA. It is hoped that you can attend the meetings scheduled throughout the year.

## **CLASSROOM PARTIES**

The children at the elementary school have several classroom parties throughout the year. In order to avoid confusion and misunderstandings, we observe the following guidelines for all room parties:

1. **Christmas:** Homerooms do observe a Christmas Party during the last hour of school prior to the start of Christmas Vacation. There is a gift exchange within the homeroom. Teachers have traditionally wanted this party to be their gift to the children, so they plan the party and the activities. However, PTA homeroom parents sometimes help provide food/drinks for the party. Homeroom parents and the teacher should decide this for each homeroom.
2. **Valentine's Day:** Homerooms do have a homeroom Valentine's Day Party on Valentine's Day or the Friday before if Valentine's Day falls on the weekend. Homeroom parents provide the party treats and organize the party games. Parties are limited to one hour and homeroom parents consult with their respective homeroom teacher about what is planned for both treats and games.
3. **Birthdays:** **We do not observe parties at school for children with birthdays. However, a parent may provide a small birthday treat for the child's homeroom if they wish. If you desire to do this, please contact the homeroom teacher in advance so that he/she will know to expect it.**

## **PARTY INVITATIONS**

**Party invitations, of any type, are not to be distributed at school. Parents are asked to limit special personal deliveries (i.e. balloons, flowers, stuffed animals, etc.) to student's birthdays (or half-birthdays)**

## **SCHOOL PICTURES**

School pictures are taken in the fall of each year. An announcement concerning the cost and exact date will be given to the students and parents in advance. Money for pictures is due the day the pictures are taken. Parents are under no obligation to buy a package. A re-take date will be scheduled after fall pictures are distributed for those not present on picture day or for those whose pictures were ruined because of photographer error. Spring pictures are also taken every year of all the students. You are under no obligation to buy any of the spring pictures. They will be sent home and parents may purchase what they want and send the rest back or purchase none and send the whole packet back.

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

Gibson City-Melvin-Sibley (GCMS) 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 the district a comprehensive program of special education.

## **STUDENT SUPPORT SPECIALISTS**

### **Social Worker**

The School Social Worker is a vital part of the educational team at GCMS. The social worker's job is to:

- Work with the administration, school staff, students, parents, and oftentimes, community resources, to identify factors that can make school a more successful experience for students.
- Help students achieve maximum benefit from the educational opportunities offered to them.

- Provide students with a setting to develop and strengthen valuable social-emotional skills.

### **School Nurse**

GCMS shares two school nurses for the 3 buildings within our district. The nurse is here to:

- Help care for children when they are sick or injured.
- Notify and keep parents informed when needed.
- Maintain accurate records of children with special medical needs.
- Disperse medication.
- Maintain records of children with allergies to insure them a safe environment.

\*Absences for children who are sent home from school by the school nurse are treated the same as a doctor's visit and do not count against the child's 5 days of absences as explained earlier.

### **Occupational Therapist/ Certified Physical Therapist Assistant**

The school based Occupational Therapist and Physical Therapist provides:

- Services to students with exceptional educational needs.
- Assists with the development of Individualized Education Plans (IEPs)
- Follows IEP or service plans to improve, develop, restore or maintain student' active participation in self-maintenance, work, leisure, and play in educational environments.
- Functions as a "related service personnel" under state and federal regulations.

### **Speech-Language Pathologist**

The school based Speech-Language Pathologist:

- Provides professional knowledge, evaluation, and intervention, to minimize or eliminate speech and language deficits, which interfere with the individual student's ability to benefit from the district's education program.

### **TELEPHONE USAGE**

The school's telephone number is 784-4278. Students may use the telephone ONLY in an emergency. Students should let parents know the times for after school activities. ALL after school plans need to be arranged prior to coming to school. If emergencies arise, messages may be left at the office.

### **Personal Belongings**

Please mark all coats, caps and other personal items with your child's name. This helps in returning items when lost or misplaced. Two weeks prior to the conclusion of each quarter, all items turned in to "Lost and Found" will be displayed on tables in the hallway outside the office. On report card distribution days, any items left on the tables will be taken to Shepherds Closet in Gibson City.

No item should be brought to school that is of such monetary or sentimental value that if lost or broken, a family hardship will be caused. At no time will students be permitted to bring dangerous items to school. No animal may be brought to school unless special permission is requested and granted.

### **KINDERGARTEN REGISTRATION**

A child must be five years old on or before September 1st of the year he or she enters kindergarten. A STATE or COUNTY Certified birth certificate is required. **Complementary birth certificates from the hospital will not be accepted.** Parents have 30 days from the date of enrollment to provide a certified birth certificate. If the

certified copy is not provided within this timeframe, GCMS will notify the local law enforcement agency.

Immunization records including month, day, and year of each immunization are required for each Kindergarten student and must be on the completed physical signed by the doctor. Please check with the office for state requirements for immunization.

The following forms must be on file in the Elementary office by October 15.

- Physical form
- Dental check/screening form
- Vision check/screening form

### **Additional Requirements**

Kindergarten must have dental exams and eye exams. Second grade students need a dental exam only. Forms can be obtained in the office.

### **New to GCMS District from Out of State**

Students who are transferring to GCMS Elementary School from out-of-State are required to satisfy the following criteria:

- New students are required to have a current Illinois doctor's physical examination.
- A complete immunization record including month, day and year of immunization is required for each student.
- A State Certified birth certificate is required. Hospital birth certificates will not be accepted.
- Students are given 30 days in which to comply with these requirements.

### **Speech/Language Screening**

During the first few weeks of school a screening to identify speech and/or language disorders will be conducted by the Speech Therapist. The Therapist will screen kindergarten students, new students, students previously screened where possible problems were found, and students referred by classroom teachers or parents. The screening, which takes only a few minutes, seeks to identify concern areas in fluency, sound formation, vocabulary, and language use.

### **EPSDT Medicaid Provider**

Gibson City-Melvin-Sibley CUSD 5 is an EPSDT Medicaid Provider with Illinois' State Medicaid Agency, Healthcare and Family Services (HFS). EPSDT (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention / prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the district. As an EPSDT Medicaid Provider, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his / her IEP (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings / assessments that are completed. The Medicaid claims are filed and processed per the district's contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

The health care services listed on a student's IEP are provided with parental consent and at "no cost" to the parents. This "no cost" provision is in compliance with Public Law 94-142 - "Education of the Handicapped Free and Appropriate Public Education", IDEA - "Individual Disabilities Education Act", PUBLIC Law 100-

360 and State of Illinois – State Board of Education mandates. The District, an EPSDT Medicaid Provider, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois' Medicaid – All Kids Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State's Medicaid program is based upon a family's income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an EPSDT Medicaid Provider, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits:

[www2.illinois.gov/hfs/Pages/default.aspx](http://www2.illinois.gov/hfs/Pages/default.aspx)

### **Vision and Hearing Screening Mandates**

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second and eighth grades; are in special education classes; have been referred by a teacher; or are transfer students. Such screening services shall be provided in all public, private and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

Hearing screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second and third; are in special education classes; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to the hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

Screening instruments, test procedures and referral criteria are defined in the Illinois Administrative Code – Child Vision and Hearing Test Act (410 ILCS 205)

(<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1538&ChapAct=410%20AOILS%20A0205/&ChapterID=35&ChapterName=PUBLIC%20HEALTH&ActName=Child%20Vision%20and%20Hearing%20Test%20Act>). Children whose test results meet referral criteria are referred for further evaluation.

Mandated screening services must be provided by vision and hearing screening technicians trained and certified by Illinois Department of Public Health. Services currently provided by Ford County Public Health Department.

### **ALICE**

We do practice required emergency drills that are modeled after ALICE training. ALICE training stresses a non-passive approach to intruders and our most likely response would be evacuation.

## ASBESTOS MANAGEMENT PLAN

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.

Inspections of school district buildings have been completed in accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), and the Illinois Department of Health. Management plans have been developed to manage any identified asbestos conditions. This plan is available for you to review if the office of the Principal or Superintendent. All requests should be made during school hours.

### Appendix B

#### STUDENT RECORDS

##### EXPLANATION OF BOARD POLICY AS IT RELATES TO THE CONFIDENTIALITY OF STUDENT RECORDS

In accordance with recent legislation known as "Family Rights and Privacy Act," it is necessary that Gibson City-Melvin-Sibley Schools inform you as a student, parent, or guardian, of your rights pertaining to your records, or your child's records. The following includes some general information concerning types of records and policies concerning records. More specific information on data routinely released should be given special attention.

##### TYPES OF RECORDS

The GCMS Schools presently maintain the following records on each student: Name, gender, parents' names and occupations, address and phone number, family physician, birth date, siblings, residence, schools attended, reading level, attendance records, (tardiness and absences), grades and credits, standardized test results, health records, anecdotal reports, pupil registration form, class rank and grade point average, psychological reports, vision and hearing records, and scheduling records.

The school officials who normally have access to these records are: teachers, counselors, administrators, school nurses, speech therapists, school psychologists and school social workers.

### Appendix C

#### PARENT NOTIFICATION

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.

**RIGHTS OF ACCESS:** Records shall be available only to parents, school officials and assistants, and other persons having legitimate educational interests, including school transportation personnel responsible for student transportation. Under the No Child Left Behind Mandate, parents have the right to request teacher qualifications. These records shall be made available within 15 days of request.

Students who are 14 years of age and older, and parents have legal access to the above-mentioned records. Once a student reaches the age of 18, his parents no longer have these rights unless they are providing for 50% or more of the child's support. A school official shall be present to discuss these records when they are viewed. A request in person or in writing must be made to the building principal or assistant.

## Appendix D

### McKinney-Vento Act

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.

## Appendix E

### NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

**Consent** before students 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 US 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, antisocial, 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 that 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 screening, 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 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 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  
US Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-5920

### **Building Principal, Dean of Students, or a Complaint manager**

Students 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 one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Districts current Nondiscrimination Coordinator and Complaint Managers are as follows: (At least one of these individuals will be female, and at least one will be male.)



## **Nondiscrimination Coordinator**

- Jeremy Darnell; 307 N Sangamon Ave; Gibson City; 217-784-8296

## **Complaint Managers**

- Chris Garard- 815 N Church St; Gibson City; 217-784-4292
- Kyle Bielfeldt - 316 E 19th St; Gibson City; 217-784-8731
- Jenny White - 316 E 19th St; Gibson City; 217-784-8731
- Justin Kean - 902 N Church St; Gibson City; 217-784-4278
- Kilee McFerren - 902 N Church St; Gibson City; 217-784-4278

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any district employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment 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 sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The GCMS School District wants to inform each parent/guardian that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This information is available on-line at the National Sex Offender Public Registry, [www.nsopr.gov](http://www.nsopr.gov), and the Illinois Sex Offender registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## **Appendix F**

### **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 change, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible, 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 US 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  
US Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-5901

## **RELEASE OF RECORDS**

Under most circumstances, parents of a student or a student himself must give written consent before the school releases a student's records. Students 16 years of age or older and/or their parents can sign the release. The parent will be notified about specific records to be released, reason for release, and name of person(s) to whom records will be released.

Written consent of parents or student is needed when an official of a school to which a student has or will transfer, when school personnel use these records, or when needed in compliance with judicial order or subpoena, requests information.

## **INFORMATION NOT DEMANDING WRITTEN CONSENT**

Some school records are classified as Directory Information." These records are those typically used in high school yearbooks, for athletes, honor rolls, college and vocational records, etc. Any parent(s) who desires that these records be excluded from publication must notify school officials in writing prior to the first day of any school year. This information includes: name and address, telephone listing, date and place of birth, major field of study, participation in school sponsored activities, weight and height of member of athletic teams, period of attendance in school, degrees and awards received, and previous schools attended.

## **PROCEDURE FOR CHALLENGING RECORDS**

Parents who disagree with any or all records kept by the school may request a hearing concerning such records. An impartial educational official and a decision given within a six (6) week period shall conduct a hearing. An extension of time may be granted if mutually agreeable to both parties. Parents shall be granted full and fair opportunities to present evidence and statements.

Gibson City-Melvin-Sibley Community Unit District #5 agrees to comply with the Family Rights and Privacy Act.

## Appendix G

### 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 Ave; 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** \_\_\_\_\_

**Appendix H**

**PARENTS**

**Please read first, then sign and return this form to homeroom teachers on the first day of class.**

Your signature below is to verify that you have received a copy of the current GCMS Elementary Student/Parent Handbook. Your signature further verifies that you as parent or guardian understand that it is your responsibility to read the handbook in order to be aware of the policies and guidelines in place. In keeping with the student discipline expected at school events, and in conjunction with the GCMS Middle and High School Heart of Illinois Conference code of conduct, the following parent supervision/code of conduct has been developed. Please read this carefully and when in attendance at a school event use these guidelines to serve as role model for our students.

Parent Code of Conduct:

- Please be seated so everyone in the arena can see and hear without distraction.
- Please refrain from talking during any performance so that children and/or speakers are not distracted and may give their best effort.
- Please attend the entire performance. Most elementary performances are short in length. It becomes very disruptive to the performers when audience members move about. Please support all of the students.
- Finally, if you bring other children not involved in the performance or presentation, please ensure that they are good audience members as well.

Support of the students is imperative to success at school. Your support is recognized and appreciated! Please understand that you may contact the building principal for clarification about any part of the handbook and/or policies or guidelines. Finally, be aware that the GCMS Policy Manual can be found online at: [www.gcms.k12.il.us](http://www.gcms.k12.il.us) under the Board of Education link.

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.....  
I have read and discussed the handbook with my child. I am also aware of the expectations set forth by the Parent Code of Conduct.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Homeroom

Please return the bottom portion to your child's homeroom teacher on their first day of school. Thanks.

**Appendix I**

**AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS**

I, \_\_\_\_\_, pledge to follow these rules while using the Internet at school. If I break these rules, I agree to the consequences. The consequences will vary depending on the severity of the offense and whether or not it occurred intentionally. My teacher will monitor what I am looking at and will be in charge of deciding what the appropriate grade level consequences will be.

Things that will definitely get me in trouble are as follows:

1. Giving out personal information such as my last name or the last name of anyone I know, home address, telephone number, or the name and location of my school without my teacher's permission.
2. Accessing any Internet service or site that is offensive or non-educational.
3. Disobeying a teacher if they instruct me to leave a particular site.
4. Using obscene language or displaying offensive messages or pictures.
5. Damaging the computer in any way.
6. Downloading software or data without my teacher's permission.
7. Trying to guess someone's password.
8. Using or trying to get into someone else's files.
9. Accessing email, chat room, or messaging services.

I will be sure to let my teacher know if I come across any information that makes me feel uncomfortable.

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Student's signature

Date

---

Parent's/Guardian's Signature

Date

PLEASE RETURN TO YOUR CHILD'S TEACHER ALONG WITH YOUR HANDBOOK SIGN OFF PAGE. FAILURE TO RETURN A SIGNED CONTRACT WILL DENY YOUR CHILD INTERNET ACCESS AT SCHOOL.

ALTHOUGH THE DISTRICT EMPLOYS AN INTERNET FILTER, STUDENTS ARE INDIVIDUALLY RESPONSIBLE FOR GOOD BEHAVIOR ON SCHOOL COMPUTER NETWORKS.