



Gavin School District 37

Student/Parent Handbook

**Gavin Central Elementary School
(Grades Pre-K-4)**

**Gavin South Middle School
(Grades 5-8)**

2020-2021 School Year

Revised 11/05/2020

*Maximizing the Full Potential of Each Child by Supporting the
Heart & Challenging the Mind*

GAVIN SCHOOL DISTRICT #37

25775 W. Highway 134
Ingleside, IL 60041
PHONE (847) 546-2916 (District)

PHONE (847) 546-9336 (Gavin South Middle School)

PHONE (847) 973-3280 (Gavin Central Elementary School)

BOARD OF EDUCATION

Eric Bechelli, President
Vacancy
Sherry Florian, Secretary
James Miller III
Erika Cappert
Melissa McCart
Vacancy

ADMINISTRATORS

Superintendent
Dr. Julie Brua

Chief School Business Official
Jason Udstuen

Middle School Principal
Jason Jurgaitis

Elementary School Principal
Carrie Coats

Student Services Coordinator
Sean Connelly

Title IX Coordinator
Jason Udstuen

Central Absence Line: 1-847-973-3280 press (1) when prompted

South Absence Line: 1-847-546-9336 press (4) when prompted

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GENERAL INFORMATION
Visit our Website at www.gavin37.org
for up-to-date information on Gavin Schools.

SCHOOL HOURS

Gavin Central Elementary School (Grades K thru 4)
8:30 A.M. - 3:00 P.M.
Pre-K; A.M. from 8:30 -11:00; P.M. from 12:00 – 2:30
School Office Telephone Number: 847-973-3280
7:30 A.M. – 4:00 P.M.

Gavin South Middle School (Grades 5-8)
7:50 A.M. – 2:20 P.M.
School Office Telephone Number: 847-546-9336
7:00 A.M. – 4:00 P.M.

Half-Day School Improvement Days
9/23, 10/21, 12/09, 1/13, 2/10, 3/10, 4/21
10:50 A.M. South Dismissal, 11:30 A.M. Central Dismissal

Supervision is not available for:

- South students prior to 7:40 A.M.
- Central students prior to 8:20 A.M.

Please do not bring students to school before those times unless instructed. We do not have supervision for them.

Breakfast times for Gavin South are 7:40 A.M. until 7:50 A.M.
Breakfast times for Gavin Central are 8:20 A.M until 8:30 A.M.

BREAKFAST AND LUNCH

We were recently approved to participate in the Community Eligibility Program (CEC) for the next 3 years through the State of Illinois. This means that all students are eligible to receive FREE meals. Only extra food items/snacks will need to be purchased. We are presently being served by our own in-house food service staff.

NOTICE: The provisions of this student handbook contain only a summary of the Board of Education Policies cited throughout. The complete policies are accessible through the District's website, www.gavin37.org. The provisions of this handbook are subject to change during the school year without notice.

EMERGENCY PROCEDURES

INCLEMENT WEATHER

Our school will use an electronic program for notification of emergency school closings. To ensure that you are notified, please notify the school if you change your primary telephone number. School closing because of inclement weather will also be announced via the following stations: WKRS 1220 AM, WGN 720 AM, WBBM 780 AM and 96 FM, WLS 890 AM and 94.7 FM, WUSN 99.5 FM, WXLC 102.3 FM, and FOX Channel 32. You may also access that information online at www.emergencyclosings.com Enter Dist #37, Ingleside. Or, visit www.gavin37.org, our school website for all school information. Board of Education Policy No. 4:170 (Safety)

EMERGENCY SCHOOL CLOSURE

If you have any concern that school may release early, please phone the school. Please have a “back up” plan for such an event and discuss it with your child. **Make sure all of your emergency/ new phone numbers are up-to-date.**

SAFETY DRILL PROCEDURE

Safety Drills are conducted to ensure that your child understands what is needed of them during an emergency in order to ensure their safety. Procedures are posted in each classroom. At the beginning of the school year, teachers will familiarize their classes with the procedures. We will conduct 3 fire drills, 1 tornado drill, 1 lockdown emergency drill, and one bus evacuation drill throughout each year. Board of Education Policy No. 4:170 (Safety)

ADMISSION AND ATTENDANCE

ADMISSION REQUIREMENTS

Students seeking admission to Gavin School District No. 37 shall meet all residency, age, health/dental/visual examination, and immunization requirements as mandated by the Illinois *School Code* and Board of Education Policies No. 7:50 (School Admission and Student Transfers To and From Non-District Schools); 7:60 (Residency); and 7:100 (Health and Dental Examination, Immunizations, and Exclusion of Students).

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student’s birth certificate (must be provided within 30 days following enrollment in the District);
2. Proof of residence, as required by Board of Education Policy No. 7:60 (Residency);
3. Proof of disease immunization or detection and the required physical examination, as required by State law and School Board policy [7:100](#), *Health and*

Dental Examinations, Immunizations, and Exclusion of Students. Please refer to section titled "Health Information" on page 13 of this Handbook.

To enroll in kindergarten, a child must be 5 years old on or before September 1st of that school term. A child entering first grade must be six years old on or before September 1st of the year he or she enters first grade. There are guidelines should a parent request early admittance to kindergarten or first grade. Board of Education Policy 6:135 (Accelerated Placement Program).

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board of Education Policy No. 6:140 (Education of Homeless Children) governs the enrollment of homeless children.

ALTERNATIVE LEARNING OPPORTUNITIES

The District offers several programs for students at risk of academic failure or dropping out of school. These include MTSS Support Plans, Summer School, and the Regional Office of Education Alternative School. To find out more information regarding these programs please contact the building principal. Board of Education Policy No. 6:110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentive Program).

If students are in the Title I program, the parents of these students will receive notice of parental involvement policies and activities.

ATTENDANCE

"IT'S THE LAW!"

REGULAR ATTENDANCE

Success in school requires regular attendance. A child who is absent misses valuable class instruction and the continuity of daily schoolwork. Children should not, however, attend school when it is detrimental to their health or the health of others. However, if a child is absent 3 or more consecutive days due to illness, he/she needs a doctor's note to have these days counted as excused absences.

Regular attendance is essential if a student is to make use of the educational opportunities the district offers. Regular attendance develops dependability and responsibility and contributes to academic achievement. Parents and guardians are responsible for their children's regular school attendance. The district shall not be liable for the educational progress of students who are removed from school for extended periods of time.

A "truant" is a child subject to compulsory school attendance who is absent from school without valid cause for a school day or portion thereof. A "chronic or habitual truant" is a child subject to compulsory school attendance who is absent without valid cause for 5% or more of the previous 174 regular attendance days. Valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student as determined by the Board of Education, or other such circumstances which cause reasonable concern to the parent for the safety or health of the student. The Building

Principal will determine the validity of each absence. (Excessive or patterned absences may require a medical exam.) Family vacations are considered unexcused. It is a parent's responsibility to ensure the completion of any work missed during an unexcused absence. See homework policy for further clarification. Board of Education Policy No. 7:70 (Attendance and Truancy).

If the student is determined to be truant, a chronic or habitual truant, or a truant minor, diagnostic procedures shall be used for identifying the cause(s) of unexcused student absenteeism. These procedures shall include, but not be limited to, interviews with the student, his or her parents/guardians, and any school official(s) or other people who may have information. Also, at the Middle School, an attendance contract may be established with student and parents to help the student take ownership of their attendance.

The supportive services offered to truant or chronically truant students may include, but are not limited to parent-teacher conferences, student and/or family counseling, or information about community agency services. Families of students considered chronically truant will be referred to the Attendance and Truancy Division of the Lake County Regional Office of Education for intervention purposes.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student. **Chronic truancy that continues after supportive services and other school resources have been offered may result in required summer school, retention or expulsion.**

Absences because of the observation of a religious holiday **are** excused, provided the student's parent/guardian give written notice to the Building Principal at least 5 calendar days before the anticipated absence. This notice shall satisfy the District's requirement for a written excuse when the student returns to school. Students who are unable to attend classes for such holiday(s) shall be excused from any examination or any study or work assignment specific to such day(s). Board of Education Policy No. 7:80 (Release Time for Religious Instruction/Observance).

Students in grades K-4 must be in attendance for 300 instructional minutes to receive credit for a full day of attendance and 150 minutes to receive credit for a half day of attendance. Students in grades 5-8 must in attendance for 300 instructional minutes to receive credit for a full day and 150 minutes to receive credit for a half day school.

ABSENCES

Parents should call the school office by 8:00 A.M. to report an absence. The office staff will contact parents or guardians who do not call. If unable to reach a parent or guardian, a Skylert

will be sent. This procedure serves as a double protection to avoid absences without parent consent and to protect children by notifying the parents as early as possible if the child is not in school. The notification requirement shall be considered met if the school has attempted to telephone the numbers provided by the parent, guardian, or custodian, whether or not there is an answer, and the requirement shall be considered to have been met if any member of the household age ten (10) or older is provided with the notification of absence.

Absence Lines:

Central Absence Line: 1-847-973-3280 press (1) when prompted

South Absence Line: 1-847-546-9336 press (4) when prompted

Students may not participate in after-school activities at any school-sponsored activity regardless of location following an absence from school without prior approval from the Building Administrator. Board of Education Policy No. 7:70 (Attendance and Truancy)

TARDIES

Students are expected to arrive on time for school and for their classes. If a student arrives late for school, the parent or guardian and the student must report to the school office to sign in the student. **Students who are chronically tardy (3 or more days per trimester) may be subject to disciplinary action and their parents will be notified.**

STUDENTS BEING PICKED UP BEFORE THE END OF SCHOOL

We encourage parents to arrange appointments so that students do not have to miss school. On those occasions when it is necessary to pick up students early, a note must have been sent with their child. **Parents must report to the office to sign the student out of the building.**

If you are picking up your child from Central at the regular dismissal time, **pull forward to the front circle and a staff member will assist in getting the child to the car.** Unless an emergency, it is required that you send a note or call the office before 11:00 A.M.

At South, pickups will wait inside the building until the buses have left the loading area. Once the buses have left, parents may pick up their students when they are dismissed. Students who walk or ride their bikes must provide written parent consent to the Principal.

VACATIONS

Students should not be removed from school for vacations. It is each family's responsibility, however, to determine what situations supersede attendance at school. If parents decide to take students out of school for a vacation, the absence will be considered unexcused. Therefore, the following should be considered:

1. Total attendance of the student should be considered prior to scheduling vacations. Designation as a chronic truant (9 days or more) can result in required summer school, retention or expulsion.
2. School assignments and or homework will be accumulated for the student while they are gone, and given to them when they return or an alternative may be provided by

the student's academic team. Credit for make-up work will be extended by the length of the vacation.

3. Credit will be given for make-up work handed in upon return.
4. Certain kinds of work such as labs, group projects, quizzes, or in-class assignments may not be able to be made up and may result in a lowered grade.

STUDENT FEES AND WAIVERS

Students shall not be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges. Students whose parents are unable to afford student fees may apply for a waiver of such fee, including but not limited to fees for textbooks, other instructional materials, and driver education. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the *National School Lunch Act*. Applications for waiver of student fees are available at the Gavin School District 37 District Office and questions regarding the fee waivers should be addressed to Cheri Coby, Administrative Assistant. Board of Education Policy No. 4:140 (Waiver of Student Fees)

HEALTH INFORMATION

COVID-19 PROTOCOLS

INTRODUCTION

As we begin the 2020-2021 school year, the coronavirus pandemic has required changes to the operation of the school. The District has adopted policies to address health and safety concerns while maintaining our focus on student learning. Considerations most relevant to students and families are outlined below. Additional details can be found in the Gavin D37 Return to School Plan 2020-2021, available at www.gavin37.org. This school year will be different and include new challenges, but together our school community will adapt and thrive.

Please be aware that the recommendations and requirements of the State and local health departments, as well as the State Board of Education, may evolve as we learn more about the spread of the coronavirus and as the rate of infection slows or accelerates. The District's protocols may also change in response to these developments. We will share updates and changes with families via our website, emails, and newsletter notifications. Please be on the look-out for new information.

SOCIAL DISTANCING

Social distancing must be observed whenever possible. Social distancing means there is six (6) feet of space between each individual in the school. Classrooms and other common spaces will be arranged to accommodate social distancing throughout the school building. Student seating will be arranged so that students face in the same direction. Additional areas of the building will be used to increase the space available for instruction. Floor markings will be utilized to maintain appropriate distance when students line up and travel through the halls. Locker rooms will not be

available for student use during the 2020-2021 school year. In locker rooms and rest rooms, stalls, lockers, and other private spaces will be marked to maintain distance between individuals. In addition, capacity and access may be limited in order to maintain social distance. Students will eat lunch in the classrooms, outside, or other space to accommodate distancing. Students will be spread out and expected to maintain social distance while eating. Students who do not observe social distancing protocols will be redirected by a staff member. Students who do not comply with this redirection will be escorted to a separate area, where they will be supervised but away from other students for the duration of the lunch period. Students will have outdoor recess, weather permitting. When 6 feet of distance can be maintained outdoors, students will be permitted to remove their face coverings. Outdoor recess groupings will be structured to align with the Illinois Department of Health guidance limiting outdoor groups to 50. Indoor recess, when required, will be held in spaces where social distancing can be maintained. Physical education lessons and activities will be structured to facilitate social distancing. Contact sports and other activities that require students to be in proximity to one another will not be included in the physical education program. Floor markings will be utilized to help structure activities and class sizes will be monitored to provide adequate space for students to participate.

FACE COVERINGS

To prevent the spread of COVID-19, face coverings will be required for all District staff members, students, and visitors who are present in the school district building. Face coverings will also be required on school grounds in circumstances where social distancing (six feet of distance between individuals) cannot be maintained. Face coverings are masks or other cloth face coverings which cover an individual's nose and mouth. They should be fitted to the face and tightly woven, but permit breathing without restriction. Face shields may not be used in place of face coverings. All students will be provided with a cloth face covering for use during school hours. Students must wear the District-provided face covering, or, if preferred, a face covering of their choice that adheres to the guidance published by the Illinois Department of Public Health (IDPH), available at <https://www.dph.illinois.gov/covid19/community-guidance/mask-use>. Face coverings must be worn by students at all times in school buildings, on school busses, on school grounds when social distancing cannot be maintained, and at all school activities. Students may remove face coverings to eat lunch. The District will provide designated indoor space, marked for social distancing and/or otherwise fitted with shields or other materials, for student use during lunch periods. The District will also provide designated outdoor space which allows for social distancing, to permit recess and other break periods for students where face coverings are not required. All lunch/recess/break periods will be supervised by District staff. Students who are not wearing a face covering upon entry to school or a school bus or vehicle, or at any other school event where face coverings are required will be provided a disposable or clean cloth face covering for immediate use. Students who have not been provided an accommodation to the face covering requirement and who refuse to wear a face covering in the school building, on the school bus or other school activity where face coverings are required may be subject to discipline, including being sent home and excluded from instruction, transportation, and other school activities.

Students who cannot safely wear or independently remove a face covering due to their age, disability, or medical condition may be exempt from the District's requirements to wear face coverings or may be entitled to accommodations to the requirement. Parents/guardians of students who have a medical condition or other disability which may prevent the safe wearing of

face coverings and who are currently receiving accommodations under Section 504 of the Rehabilitation Act of 1973 or services under the Individuals with Disabilities Education Act (IDEA) should confer with [their student's case manager/administrator/special education director]. Parents/guardians will be required to complete the District's "Face Covering Accommodation Form" which must be verified by the student's physician. Upon review of the completed and verified form, the District will schedule a meeting with parents/guardians and the student's Section 504/IEP team to review the form and consider accommodations for the student. The District may verify all information provided by the student's parent/guardian and/or the student's physician through an independent review by a licensed medical provider of the District's choice.

Parents/guardians of students who are not currently served under Section 504 or IDEA who believe their student requires reasonable accommodation to the District's face covering requirement must complete the District's "Face Covering Accommodation Form" which must be verified by the Student's physician. The completed form should be provided to the Superintendent, who will contact parents to set a meeting to consider the accommodation request. The District may verify all information provided by the student's parent/guardian and/or the student's physician through an independent review by a licensed medical provider of the District's choice.

Visitors to school are limited to prevent the spread of the COVID-19 virus. Visitors who are permitted must adhere to the face covering requirements.

HAND WASHING AND CLEANING

Students will be prompted to wash hands frequently, including upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before and after eating; and upon return from the playground/ physical education. Students will be taught to wash their hands thoroughly using soap and warm water. Hand sanitizer will also be available for use.

Students may not drink directly from water fountains. Instead, students are permitted to carry transparent disposable water bottles throughout the school day. Water bottles can be filled using the water fillers.

Additional cleaning will be conducted throughout the school, especially of highly touched surfaces (door handles, desktops/ tabletops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, cubbies/coat and backpack areas, and sinks and faucets). For additional details on the new cleaning protocols, contact Mr. Jason Udstuen. To the extent possible, supplies and materials will be assigned to individual students rather than shared.

HEALTH SCREENING

Prior to bringing or sending a child to school each day, the parent/guardian must check the student's temperature and determine if the student is exhibiting any symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

Upon arrival at the school building, all students, staff and visitors will be required to use the hand sanitizer. The building's school nurse or other designated staff members shall facilitate the taking of the individual temperature using a non-contact, infrared thermometer. To avoid individuals who are symptomatic from entering the building, screening will be conducted at designated school entryways or in cars prior to drop off. The Superintendent will identify the designated entry location for employees and students and may stagger entry times to avoid people congregating in large numbers and maintain employees' and students' private medical information. Any individual waiting to be screened shall maintain 6 feet of distance from others entering the building.

The screening shall be conducted as follows. The screener will:

1. Take the individual's temperature as outlined below.
2. Make a visual inspection of the individual for signs of illness, which could include flushed cheeks, rapid breathing, difficulty breathing, or fatigue.
3. Ask the individual if they have had any symptoms on the screening list in the last 24 hours.
4. Ask the individual if, in the last 14 days, they have had close contact (within 6 feet for at least 15 minutes) with a person known to be infected with COVID-19.
5. Document the screening results [electronically or on a paper form].

In order to maintain the protection of the individuals undergoing and conducting screening, temperature checks will be conducted as follows:

1. By a screener who will be in PPE, including a face mask, eye protection (goggles or a face shield that fully covers the front and sides of the face), and gloves, using a non-contact, infrared thermometer.
2. The screener shall wash or sanitize hands and then put on the PPE prior to beginning screenings.
3. The screener shall clean the thermometer with an alcohol wipe between uses.
4. If the screener unintentionally touches the individual being screened, the screener will wash their hands and put on clean gloves before screening the next individual.

If an individual's temperature is less than 100.4, they do not exhibit or identify any relevant symptoms, and they have not had close contact with an infected individual, then the individual will be admitted to the school.

If an individual's temperature is 100.4 or higher, they exhibit or identify relevant symptoms, or they have had close contact an infected individual, then

1. if an employee or visitor, they will be sent home and advised to contact their doctor.
2. if a student, they will be sent home with a parent/guardian if present or remain in the quarantine room while the student's parent/guardian is contacted to pick the student up. The parent/guardian will be advised to contact their doctor.

To facilitate this screening, parents/guardians who are present at school for drop off will be asked to remain on school grounds until the student completes the check and is admitted into the building. If the parent/guardian is unable to remain at the school or is not present at the school and the student is exhibiting symptoms, the student shall be placed in the quarantine room until the parent/guardian can pick up the student.

Visitors

Visitors will be limited. Visitors with essential business in the building will be screened in the same manner as employees. All visitors must contact the building office upon arrival so that a screener can meet the visitor at the entrance and conduct the screening.

Symptom Screening List

Please identify whether you have any of the following symptoms. Please focus on new or unexpected symptoms (e.g. a chronic cough would not be a positive screen).

- o Fever or feeling feverish (chills, sweating)
- o New cough
- o Shortness of breath or difficulty breathing
- o Sore throat
- o Muscle aches or body aches
- o Vomiting or diarrhea
- o New loss of taste or smell
- o Chills
- o Fatigue
- o New or unusual headaches
- o Congestion or runny nose

ISOLATION AND EXCLUSION

If an individual develops known COVID-19 symptoms (fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) while at school, they will be separated from the rest of the school population immediately.

The District has provided supervised quarantine space(s) for students and/or staff that experience COVID-19-like symptoms at school, while they await pickup and/or evaluation. The Superintendent of the school will identify, for the staff, the quarantine space(s) in the school building. The health assistant, or administrator or designee in the absence of health assistant professionals, will have the discretion to determine who is placed in such quarantine spaces. The school health assistant will document any student or staff member placed in the quarantine space.

Students experiencing COVID-19-like symptoms will be isolated in a quarantine space with supervision until a parent or guardian can be contacted to take the student home. Students will not be left alone in these quarantine spaces. The District will not allow use of school buses or public transportation to send a student home when exhibiting COVID-19-like symptoms at school. The quarantine spaces have been set up to reduce the risk of transmission:

- Quarantine spaces have been designed to allow for 6 feet of social distancing between individuals and to provide restroom access and access to an exterior door, where possible, to avoid the need for a sick individual to move through the building to exit.
- When interacting with individuals in quarantine spaces, school health assistants and/or the administrator or designee treating the individual will wear appropriate PPE, including gloves and face coverings. The District will provide this additional PPE to all employees.

- Additionally, treating staff will utilize appropriate hand hygiene and will follow standard precautions for patient care, as outlined by the CDC.

The District will also close off any areas used by the sick individual and will not permit use of those areas until after proper cleaning and disinfection. Windows will be opened, when possible, to increase air circulation in the area. The District will wait at least 24 hours prior to cleaning and disinfecting the area; if waiting 24 hours is not possible, the District will clean and disinfect the area after waiting as long as possible. All areas that were used by the individual who was sick will be cleaned and disinfected. The potentially infected area(s) will only be opened for use once proper cleaning and disinfecting has occurred.

If a student has laboratory-confirmed COVID-19 with symptoms or is suspected of having COVID-19 based on their symptoms, they may return to school when meeting all of the conditions of the symptom-based strategy or the test-based strategy:

- Symptom-based strategy
 - o At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - o Improvement in respiratory symptoms; and
 - o At least 10 days have passed since symptoms first appeared
- Test-based strategy
 - o Resolution of fever without fever-reducing medications; and
 - o Improvement in respiratory symptoms; and
 - o Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart.

If a student has laboratory-confirmed COVID-19 without symptoms, they may return to school when meeting the conditions of the time-based strategy or the test-based strategy.

- Time-based strategy
 - o At least 10 days have passed since the date of their first positive COVID-19 diagnostic test
- Test-based strategy
 - o Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart.

If a student has symptoms of COVID-19 and it is subsequently determined by a medical provider that the student likely does not have a COVID-19 infection, the student can return to school when the following conditions are met:

- No fever for 24 hours without the use of fever reducing medications, and
- Either
 - o Negative test for COVID-19 or
 - o A note from a medical provider documenting no clinical suspicion of COVID-19 infection.

If a student has close contact (within 6 feet for at least 15 minutes and could be consecutive encounters) with a person suspected or diagnosed with COVID-19, they can return to school

after 14 days. If symptoms develop, the family is encouraged to consult their doctor. If a student or staff member tests positive for COVID-19 or is suspected of having COVID-19, parents/guardians of students who had close contact (within 6 feet for at least 15 minutes and possibly over consecutive days) with the individual will be notified of such contact but the individual will not be identified.

Remote learning opportunities will be provided to any student who is required to remain at home due to a diagnosis of COVID-19, suspected COVID-19, or having exposure to someone with COVID-19 or suspected COVID-19.

PHYSICAL EXAMS, DENTAL RECORDS, EYE EXAMINATIONS, IMMUNIZATIONS AND EXCLUSIONS

Illinois law requires physical exams and certain immunizations for entrance to the school. The requirements are as follows:

1. A student's parent(s)/guardian(s) shall present proof that the student has been examined by a licensed physician or other individual authorized to conduct health examinations and received immunizations and screening for preventable communicable disease, as required by the Illinois Department of Public Health rules, when entering **kindergarten or the first grade; when entering the sixth grade;** or when enrolling in an Illinois school, regardless of a student's grade (including nursery school, special education, Head Start or other pre-kindergarten programs operated by elementary and secondary schools). A student's parent(s)/guardian(s) shall present proof of physical examination and immunization by October 15th of the current school year.

Notwithstanding the above provisions, until June 30 of the current school year, if the student is transferring from out of state, the student will be allowed to attend classes if he or she has submitted proof to the District that an appointment for the required vaccinations has been scheduled. Proof of vaccinations for out-of-state transfer students must be submitted to the District within 30 days after the student is permitted to attend class.

Physical examinations also are required for students wanting to participate in an interscholastic sport.

2. Dental examinations are required for students in kindergarten, second and sixth grade. Proof of dental examinations must be submitted before May 15th of the current school year.
3. Vision Examinations are required for all kindergarten students and any student entering an Illinois school for the first time in any grade. This exam must be performed by a licensed optometrist and proof of visual examination must be submitted to the school health office before October 15th of the current school year.

Parents will be notified of any health and/or immunization records not in compliance with the *Illinois School Code*. **Failure to provide proof of meeting these requirements may result in your child being excluded from the school until the requirements are met.**

In addition, the District will provide notice to parents of the date and type of any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. Parents/guardians have the right to object to invasive physical exams or screenings. Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening

CHRONIC DISEASES/ILLNESSES

Students with chronic diseases will be allowed to continue their educational progress in the least restrictive environment possible. Each case will be individually reviewed, taking into consideration such things as safety and well-being of the total school, the needs of the individual student, and the length of the illness. It is possible that if, in the judgment of the administration, a student would jeopardize the health/safety of the student body, that student would be excluded from school and alternative means of providing education would be found.

COMMUNICABLE DISEASES

Parents must report all contagious diseases to the school office as soon as possible.

1. Children are to be excluded from school according to the Illinois Department of Public Health recommendations as stated below, or longer, as recommended by the physician.
2. Chicken pox: Not less than five (5) days after appearance of eruption and until the spots are scabbed over and completely dry and the student is released for return by a physician.
3. Scarlet Fever: Until 24 hours after antibiotic treatment is begun provided treatment is continued for a minimum of 10 days.
4. Strep Throat: Until 24 hours after antibiotic treatment is completed and the student is released for return by a physician's note.

***Whenever your child has a fever of 100 degrees or more, he/she should remain home until the temperature is normal (98.6) for 24 hours without the aid of medication. Students who have been vomiting, or have diarrhea, should also remain home for 24 hours after the vomiting/diarrhea has stopped.**

Students who are afflicted with a communicable disease and/or infectious disease or who are liable to transmit such a disease or infection will be excluded from school. Board of Education Policy No. 7:280 (Communicable and Chronic Infectious Disease)

HEAD LICE

Any person attending school in this district discovered to have head lice or nits will be sent home and may not attend school until medicated shampoo has been applied and all head lice and nits have been removed from the hair. After treatment the student must have an examination by

trained school staff to confirm that lice and nits are not present before being allowed to ride the school bus or re-enter the classroom. Student(s) must be brought to the office for this examination by a responsible adult. Board of Education Policy No. 7:250 (Student Support Services)

CONJUNCTIVITIS (PINK EYE)

Conjunctivitis (Pink Eye): The student may not attend school until 24 hours after treatment has begun and redness and discharge are absent. Board of Education Policy No. 7:280 (Communicable and Chronic infectious Disease)

HEALTH NEEDS OF STUDENTS

Parents should inform the school nurse of any student health needs (such as allergies, diabetes, asthma) which might be of concern to the 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/guardian believe it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense medication to the child and otherwise follow the District's procedures on dispensing medication.

Medication, both prescription and nonprescription, will be administered only when a "Medication Authorization Form" is on file in the health/school office. These forms are available at the time of registration, at the school/health office and on the District's website.

The doctor and the parent must sign the Medication Authorization Form. For medication to be given to a child in school the doctor must clearly state the name of the student, the time of day to administer, all side effects, and the length of time the medication is to be given. For all medications ordered on an "as needed or prn basis" the doctor must state the symptoms for which the medication is to be given and the length of time which must elapse between doses. Medication will be kept in a safe place and be administered by the principal or the principal's designee, with the exception of students who are allowed to possess and self-administer an epinephrine auto-injector (Epi-Pen) and/or certain asthma medication (as provided below). The doctor and parent/guardian must indicate any change in medication including dosage change in writing.

ALL MEDICATION SHOULD BE TRANSPORTED BY THE PARENT/GUARDIAN

unless other arrangements have been made in advance. **Please hand all medication to school personnel only. Cough drops are considered medication.** Any student found to be sharing his or her medication with a fellow classmate will be considered for suspension.

Notwithstanding the above provisions, a student may possess an epinephrine auto-injector (Epi-Pen) and/or medication prescribed for asthma medication for immediate use at the student's

discretion, provided the student's parent/guardian has completed and signed a "Medication Authorization Form" and has fulfilled the requirements outlined in Board of Education Policy No. 7:270 (Administering Medicines to Students).

Board of Education Policy No. 7:270 (Administering Medicines to Students) and the accompanying "Medication Authorization" Form are attached in the Appendix.

VISION AND HEARING SCREENING

Screenings are conducted each year for every student in kindergarten, first, second, third, and fifth grade, all special education students, and all new students. Hearing and Vision is conducted for preschool and kindergarten and second and eighth grade. Screening for hearing only is conducted for preschool and kindergarten and first, second and third grade. If your child is not in these categories, and you wish to have your child screened, please contact the school health assistant at 1-847-973-3280, extension 405 (Central), or 847-546-9336, extension 212 (South).

ILLNESSES OCCURRING AT SCHOOL

Parents are asked not to send their children to school when the children are ill. Occasionally, a child may arrive at school not feeling well or become ill during the school day. The school health assistant will check the child for illness, and if necessary call a parent/guardian to pick up the child. **It is up to the discretion of the school personnel to determine if a parent/guardian will be called.**

As in the section regarding communicable diseases whenever your child has a fever of 100 degrees or over he/she will be sent home until the temperature has been normal (98.6 degrees) for 24 hours. Parents should give the office any phone numbers at which they can be reached. It is imperative that the school offices have current home and work numbers on file at all times. We will only release your child to persons listed as an emergency contact and only after making every effort to contact you. If parents cannot be reached and the student's condition necessitates immediate medical attention, 911 will be called.

PHYSICAL ACTIVITIES

PHYSICAL EDUCATION/HEALTH

Students in grades K-8 are provided daily physical education. Students in grade 5-8 may shower at school on days when physical education is provided. In the event of a personal hygiene concern, parents will be contacted.

RESTRICTION FROM PHYSICAL ACTIVITIES

A statement from the child's physician explaining any physical restrictions must be kept on file in the health office for every student requiring special consideration. **Any student who is to be excused from physical education classes for longer than one day must have a note from his/her physician stating the reason for the exclusion and the length of time that the exclusion is to be enforced.** Students who do not participate in physical activities must complete

an alternative assignment. Without a physician's note of restricted activity, all students will be expected to run and participate in all activities. **If a student is excused from gym, s/he will not be able to participate in after school sports unless written consent from parent and/or doctor is provided.**

SEXUAL ABUSE EDUCATION GRADES K-8

Students in grades K-8 will view presentations in order to meet the State mandated educational requirement called Erin's Law. Erin's Law deals with a very serious and complex issue of child molestation. More information can be read at <http://www.isbe.state.il.us/reports/erins-law-final0512.pdf>

COMMUNICATION

Parents may contact teachers through notes, the school office voice mail or e-mail. If the message needs to be conveyed promptly, please contact the school office. Teachers have limited opportunities to check their e-mail. Emergency messages will be delivered to your child before the end of the school day, but students will not receive phone calls.

It is the parent's responsibility to ensure that the school has updated phone numbers for the parent and emergency contacts. Situations come up where it is required that the school talks to a parent or an emergency contact. If contact information is not kept up to date, the police will be called.

VISITORS TO OUR SCHOOLS

All visitors to our schools, including parents, must sign in at the front office upon arrival. They will be asked to provide a State issued photo I.D. This card will be used to develop an appropriate "visitor's pass" to be used for the duration of the individual's visitation on that day. Visitors who do not provide this form of identification may be excluded from entry to the building.

School administrators will decide whether a parent will be allowed to visit classrooms if they have not received prior notification of the visit. This decision will be made in order to preserve the educational process of the day for all students in the building (See Parents Rights and Responsibilities). Flowers, balloons, food, and other commercially delivered items will not be accepted for the student body. A parent/guardian may bring a meal to school for their child(ren). Please deliver this food to the school office. School personnel will make sure the food is given to the student(s) during their lunch period.

Coming into school to have lunch with a student is limited to the lunchroom and or playground area. The parent may not return to the room without office approval to do so, as it disrupts the educational process. Board of Education Policy No. 8:30 (Visitors to and Conduct on School Property)

ACADEMIC POLICIES

PROGRESS REPORTS

Student progress may be communicated through the evaluation of student work including written assignments, projects, tests, and homework. In addition, teachers may communicate with parents through notes in assignment notebooks. The classroom teacher/principal determines what is appropriate. If parents have any questions concerning their children's progress, they are encouraged to contact the teacher(s) through notes in assignment notebooks, by leaving a telephone message for the teacher, or e-mail.

REPORT CARDS

For Students in grades K-8, there are three, 12-week grading periods. Report cards are issued in November, March, and on the last day of school **Gavin South sends home report cards electronically, but will issue hard copies upon request.**

In grades K-6, student progress is reported in a developmental, non-graded format (standards-based report card).

In grades 7-8, student progress is reported through letter grades: A=Superior, B=Above Average, C=Average, D=Below Average, F=Failure, I=Incomplete. **Incomplete grades must be completed within two weeks following the beginning of the new trimester or summer school may be required in order to be promoted to the next grade.**

Gavin School District Grading Scale

A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60
F	59 and below

Gavin South Honor Roll

Scholars: All A's

Honor Roll: 3.5 – 3.99

Honorable Mention: 3.0 – 3.49

All grades, including “specials”, and physical education, will be included in determining grade point average.

ACHIEVEMENT TESTS

Students in grades 3-8 will be required to take the Illinois Standards Based Assessment for language arts and math. Students may be asked to test using a computer-based test or paper/pencil test. In Grades 5 and 8 each student will take the Illinois Science Assessment (ISA). The ISA is a computer –based test.

In addition, the District assesses student academic progress through administration of the Measurement of Academic Progress assessment battery to all students in the Second through Eighth Grades. This test measures individual student progress in the areas of Reading and Math. Students in Kindergarten through Fourth grades will also be measured for progress in Reading three times per year through the use of Fountas and Pinnell.

Students enrolled in EL programs will also participate in the ACCESS for EL assessment to determine academic and social proficiency in English.

The primary grades' progress of early literacy is also benchmarked three times a year with the iReady assessment. Students performing below the benchmark scores are given extra attention to ensure success.

HOMEWORK

Homework may be issued to students to assist in reinforcement of a lesson, to finish work begun in school, or as a long-term project. Assignments will have a purpose and will be accompanied by clear instructions. Parents are required to look at their child's assignment notebook each night, to discuss that day's class work and to encourage the students to do the assignment in a timely manner. The standard amount of time for an average student to work on homework is approximately 10 minutes per grade level. (As an example, 30 minutes of homework per night for a third grader would be considered normal.)

ABSENCES: ASSIGNMENTS

After the child has been absent for two or more days assignments will be available for parent to pick up if requested by parent. Excessive missing assignments may result in parent teacher conference, behavior report, or retention. Students have one day to complete assignments for each day missed due to absence for illness or family emergency. The teacher may not be able to get the assignments ready on the first day the student is absent. Please make requests for homework prior to 10:00 A.M. Missing assignments will not make up for educational instructional time lost due to absence. Since vacations are considered unexcused absences, teachers will not provide assignments ahead of time. Work will be given upon student's return or the academic team may provide a vacation packet or alternative assignment to be turned in upon return from the vacation trip.

PARENTS RIGHT TO KNOW

Parents of students who attend a Title I school in the District may request information regarding the qualifications of the student's classroom teachers.

The following information will be provided:

1. Whether the teacher has met State qualification and licensing criteria for 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 the field of discipline of the certification or degree.
4. Whether the child is provided services by para-professionals and if so, their qualifications.

In addition, schools shall provide:

5. Information on the level of achievement of the parent's child in each of the State academic assessments as required.
6. Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

PROMOTION

Pupils are promoted each June on the basis of attendance and achievement. In order for a student to be promoted to the next grade, s/he must meet the District's expectations, which are based on a compilation of attendance, performance based testing, and academic achievement (grades). Failure in two or more areas will be reason to consider possible retention. Any time a student receives a failing grade on a report card in any subject area, the teacher will attempt to schedule a

conference with the parents to arrive at possible solutions. Board of Education Policy No. 6:280 (Grading and Promotion). **For students completing grade 8, the promotion ceremony is offered to students as a privilege. The privilege is extended to students at the discretion of the staff. Participation in the promotion ceremony is not a requirement for promotion.**

The District's philosophy on retention is: to be a decision based on each individual student separately, to be a non-punitive measure, and most successful if done in the primary years. The building principal or designee, prior to the end of the school year, will notify parents or guardians if their child is going to be retained. Although each school is to establish its own retention processes these processes are to include the following concepts:

1. Parents must be informed early in the school year of any child who is "at-risk of failing".
2. Teachers must keep in touch with the parents of "at-risk" students all the way through the year.
3. A plan for intervention should be implemented early in the school year for students "at-risk". This could include testing, modified instructional program, reassignment of students, and summer school needs to be offered.
4. Objective data should be utilized in gaining background information on a student "at-risk". Examples of data could include standardized test scores, individualized achievement tests, curriculum based measures, etc.
5. Retention should be based on current achievement levels, social/emotional factors and the number of times the student has been previously retained.
6. The reasons for retention must be clearly outlined in a format easily understood by the parents and the school.
7. A parent teacher principal conference discussing the need for retention and the recommendation should be held by May.
8. For a retention to be successful, it is necessary that an educational program be developed that would serve as an alternative for the student for the next year as opposed to a second year of receiving the same program.
9. Parents should be queried as to their agreement or disagreement with the retention recommendation.
10. The administrator is responsible for final placement decisions.

EXTRACURRICULAR ACTIVITIES

For Gavin Students Only

EXTRACURRICULAR CODE OF CONDUCT

See Section titled "Extracurricular Guidelines and Code of Conduct" on page 36 of this handbook.

ATHLETICS

For athletic activities, Gavin South School participates in the Lakes Region Athletic Conference. This provides an opportunity for students to play in a competitive sports program. Students must try out for all teams except track and cross country. There is a “no cut” policy for the track and cross country teams. Eligibility, however, is evaluated weekly. Student academic and behavioral codes must be followed or the student will not be eligible to participate. The following sports are available at the times indicated. A physical is required to participate. A \$60 sports fee with a \$300 family limit is charged to any child participating in a sport.

Co-Ed Cross Country	Sept/Oct
Co-Ed Soccer	Sept/Oct
Girls’ Volleyball	Sept/Oct
Boys’ Basketball	Oct. - Dec.
Cheerleading	Oct. - Dec.
Boys’ Volleyball	Jan. - Mar.
Girls’ Basketball	Jan. - Mar.
Boys’ Track	April/May
Girls’ Track	April/May

EXTRACURRICULAR ELIGIBILITY

On Friday, teachers will report to the Athletic Director those members of teams and organizations that have received a cumulative grade of D or F in their subject. This grade applies to all graded subjects.

If the student receives one grade of F or two grades of D, the student will be ineligible to participate in practice, performance or activities in the activity in which (s)he was reported as a member.

Upon first occurrence, the student will have until the end of school on Tuesday of that week to raise the grades to acceptable for participation (less than 2 D’s or 1 F). If the grades are raised on this first occurrence, then the student may participate in an activity Wednesday through Friday.

On the second occurrence, the student will be removed from participation in an activity for the week.

On a third occurrence, the student may be removed by the coach or athletic director from the activity roster for the remainder of the season or remainder of the quarter in which the activity occurs.

- The student’s eligibility will “refresh” at the beginning of each academic term for non-athletic activities and at the beginning of each new athletic season.
- The student need not receive ineligible grades in consecutive weeks to eliminate the student from participation. The occurrence of inferior grades during any portion of an academic term or athletic season will be included in their participation “count”.

- This procedure will apply to student participation in any extracurricular activity with the exception of homework club.
- An extracurricular activity will be defined as any activity in which a student chooses to participate that is not linked to a grade in class held during the school day (Example: Art Club is not an integral part of Art Class, Chorus is not an integral part of General Music, Track and Field is not an integral part of Physical Education, etc.)

CLUBS AND ACTIVITIES

There are clubs and activities available for South students. Students are expected to stay for the duration of the club or activity and parents must provide prompt transportation when it is over. Excessive tardiness' with pickup may result in removal from club or activity. A club activity fee of \$30 will be assessed per student per activity excluding student council and homework club.

Gavin South has several dances each year. All school rules are in effect. Students are expected to stay for the duration of the dance and parents must provide prompt transportation when it is over. Excessive tardiness' with pickup may result in removal from club or activity. Students may not be invited to attend based on academic or behavioral concerns.

Gavin Central students may attend Central's dances if a parent accompanies them and the student was in attendance that day. The schools also have active Girl Scout and Boy Scout troops. Informational flyers are distributed in each school in the fall.

FIELD TRIPS

Field trips are scheduled to extend learning experiences beyond the classroom and are part of the curriculum. **It is critical that every time we have a field trip that all of the students and parent chaperones ride to and from the event in our buses!** A student may expect to receive an alternative assignment if choosing not to attend a planned field trip or is absent for that day. There is often an additional cost for participation in those experiences. Unless noted on the permission slips, students should not take additional money. Board of Education Policy No. 6:240 (Field Trips and Recreational Class Trips).

FIELD TRIPS FOR GRADES 5-8 (FOR GAVIN SOUTH STUDENTS ONLY)

- 5th grade attends the Challenger Space Center in Woodstock, Illinois. The approximate cost is \$25.00.
- 7th grade explores our history on an overnight trip to Springfield, Illinois. The approximate cost is \$140.00.
- 8th grade attends the Illinois Holocaust Museum in Skokie. The approximate cost is \$15.00.

Eligibility to participate in these field trips is based on attendance, behavior and academic progress.

VOLUNTEER CHAPERONE RESPONSIBILITIES

Gavin School District 37 utilizes the parents/ caregivers of the students to their fullest potential. We ask for volunteers whenever necessary to help enrich the educational process. Classroom teachers will contact the parents if chaperones are necessary. The following guidelines are established for chaperones to use when assisting on field trips and other school sponsored event:

1. Familiarize yourself with the general instructions given by the teacher to the students and enforce those instructions.
2. Learn the names and faces in your assigned group and frequently check in with them to be sure all are present.
3. Keep your assigned group with you throughout the field trip, including the bus ride.
4. Schedule all washroom breaks (no students go to public facilities alone).
5. Never allow individuals to leave the group.
6. Report major and/or continual infractions to the teacher as soon as possible, Chaperones are there to enforce rules, not to punish the students.
7. Be on time for use of lunch facilities and at designated meeting places for departure, No shops are to be visited during a field trip. Students are there for curriculum enrichment.
8. Always be safety conscious. The children in your group are your responsibility. You have the authority to enforce the rules for appropriate behavior.
9. At any school function the use of alcohol, tobacco and/or controlled substances is absolutely prohibited. For the safety of all students anyone suspected of being under the influence of alcohol and/or drugs will be immediately excluded from all school activities.

PARENT RIGHTS AND RESPONSIBILITIES

PARENT RIGHTS

The Congress and Illinois General Assembly have developed a set of rights for all parents of students in public schools in Illinois.

Parents have the right:

1. To visit their child's classroom(s) at any time during the day provided they make prior arrangements.
2. To attend conferences with their child's teacher(s);
3. To look at their child's school records. They may challenge any record they believe to be untrue or unfair. School officials must respond to their challenge within a reasonable time. If parents are still dissatisfied, they may request a hearing.
4. To regulate third party access to student's school records;
5. To appeal the suspension of their child from school;
6. To attend an expulsion hearing with or without legal counsel.

PARENT RESPONSIBILITIES

Parents are strongly encouraged to participate in their children's education. Without the cooperation and support of parents, the school cannot effectively help the children maximize their potential.

CLASSROOM VISITS

We strongly encourage parents to have open lines of communication with our teachers. This includes our desire to facilitate classroom visitations. Parents should follow these procedures if they wish to visit their child's classroom.

1. Contact your child's teacher through the office, written note or email to agree upon a date and time/ length of the visit.
2. Arrive promptly for the visit and sign in at the Building's Main Office.
3. The school administrative assistant will call the classroom to announce your arrival.
4. At the conclusion of the visit, please leave the classroom promptly.
5. Please sign out in the office.

These procedures will help ensure that classroom instructional time is undisturbed so maximum learning can take place. Board Policy No. 8:35 (Visitors to and Conduct on School Property)

Parents, independent educational evaluators, or other qualified professionals shall be afforded reasonable access to educational facilities, personnel, classrooms and buildings, and the child, as set forth in District policy, of sufficient duration and scope for observing a child in his/her current educational placement of program.

CONVICTED CHILD SEX OFFENDERS

State law prohibits a child sex offender from being present in any school building or loitering within 500 feet of school property when persons under the age of 18 are present. A child sex offender, however, who is a parent or guardian of a student attending school, is allowed regulated access to school property in limited circumstances with prior notice, pursuant to Board of Education Policy No. 8:30 (Visitors to and Conduct on School Property).

Information regarding sex offenders is available to the public pursuant to the *Sex Offender Community Notification Law*. Any questions regarding child sex offenders in the community should be directed to a local law enforcement agency. Board of Education Policy No. 4:170 (Safety)

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents or guardians of any student may inspect, upon their request, instructional materials, including teacher's manuals, films, tapes, and other supplementary material which will be used in connection with any survey, analysis, or evaluation. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as accessible through the Internet). The term does not include academic tests or academic

assessments. Call the principal's office for an appointment if you wish to view any of the items. Board of Education Policy No. 7:15 (Student and Family Privacy Rights)

PARENTAL NOTICE

The District will notify parents at least 5 days in advance of instruction in recognizing and avoiding sexual abuse to students, comprehensive sex education, family life class or instruction on diseases. Parents must submit a written objection to having their child(ren) receive instruction in the above mentioned areas. Refusal to take or participate in such instruction shall not be reason for suspension or expulsion of any student.

Persons with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or file a complaint pursuant to the District's Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form. Board of Education Policy No. 6:260 (Complaints about Curriculum, Instructional Materials, and Programs) and 2:260 (Uniform Grievance Procedure)

Parents or guardians may examine the sex education instructional materials to be used in such class or course by contacting the Building Principal.

NOTICE OF SURVEY POLICY

Student surveys shall be administered and/or distributed pursuant to Board of Education Policy No. 7:15 (Student and Family Privacy Rights).

NONDISCRIMINATION

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities are available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy No. 8:20 (Community Use of School Facilities).

Any student may file a discrimination grievance by using the Uniform Grievance Procedure outlined in Board of Education Policy No. 2:260 (Uniform Grievance Procedure). Board of Education Policy No. 7:10 (Equal Educational Opportunities)

SEX EQUITY POLICY

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260 (Uniform Grievance Procedure). A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education. Board of Education Policy No. 7:10 (Equal Educational Opportunities)

STUDENT RECORDS

The Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted Policy No. 7:340 ("Student Records"), which is available upon request from the Office of the Superintendent or Building Principal, as well as on the District website at www.gavin37.org.

PERMANENT AND TEMPORARY RECORDS

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcript, attendance record, health record, unique student identifier, and a record of release of this information. It also may contain a record of honors and awards received, information concerning participation in school sponsored activities and organizations.

The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*, 325 ILCS 5/8.6, health-related information, and accident reports.

INSPECTION, COPYING AND RELEASE OF AND ACCESS TO RECORDS

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee of \$0.35 per page for copies of the record. This fee will be waived when the parent is unable to pay. The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. To a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student. 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer 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;
2. To any person for the purpose of anonymous research, statistical reporting or planning;
3. In an emergency situation, if necessary to people's health and safety;
4. In connection with a student's application for or receipt of financial aid;
5. During an audit or evaluation of federally-supported education programs;
6. As allowed under the Serious Habitual Offender's Compensation Action Program;
7. To a governmental agency for the investigation of a student's school attendance;
8. If the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released;
9. To accrediting organizations in order to carry out their accrediting functions,
10. To the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs; or
11. Pursuant to a court order where a parent of a student is named in the court order.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

1. To the records custodian of a school to which the student is transferring;

2. Pursuant to a court order where a parent of a student is not named in the court order;
3. To any person as specifically required by law; or
4. Pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the *Illinois Domestic Violence Act of 1986* shall have any right of access to, or inspection of, the school records of that student.

CHALLENGING RECORDS

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; (2) name and contact information of the District's Official Records Custodian; and (3) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy and the provisions of this Handbook provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry.

To challenge a record or entry, the parent shall make a request to the school's Official Records Custodian, Cheri Coby, who may be contacted at the Gavin School District 37 District Office. Any request to challenge information in the school student record must be made in writing to the school's Official Records Custodian and specify the entry or entries being challenged and the basis for the challenge.

The Superintendent or his/her designee and the parent shall hold an informal conference within fifteen (15) school days of receipt of the request to challenge. If the challenge is not resolved at the informal conference, the following procedures shall be used:

1. The District shall appoint a hearing officer who is not employed in the attendance center in which the student is enrolled.

2. A hearing shall be held within fifteen (15) school days after the informal conference unless the parties agree to an extension.
3. Each party shall have the right to counsel, to present evidence, and to call and cross-examine witnesses.
4. A record of the hearing shall be made. A transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a transcript is not required in an appeal.
5. The hearing officer shall transmit his or her written decision to the parties within ten (10) school days after the hearing. The decision may order the retention, removal or change to, addition to, or clarification of the challenged contents of the student record.

Any party may appeal the hearing officer's decision to the Regional Superintendent within twenty (20) school days after such decision is transmitted to the parties. The appealing party must notify the other party of the appeal. In the event of an appeal, the District will forward to the Regional Superintendent a copy of the hearing transcript, the challenged record entry, and any other pertinent information within ten (10) school days of the notice of appeal.

Parents may insert in the school student record a statement of reasonable length setting forth their position on any disputed information in the record. The District will include a copy of such statement in any subsequent dissemination of the disputed information.

Parents have the right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with this Policy.

DESTRUCTION OF RECORDS

Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

DIRECTORY INFORMATION

If you do not want your child's directory information disclosed, you must make this request in writing to your school principal by September 30th of the current school year or within 21 days of the date of enrollment. A letter submitted for the previous year will not carry over. The letter must contain the student's full name, birth date, and current grade. A follow up call to the school office to verify the receipt of the letter is advised. The law allows school districts to designate certain information as "Directory Information," which consists of identifying information. The District has designated the following as Directory Information: the student's name, address, gender, grade level, birth date and place and his/her parents' names, mailing addresses,

electronic addresses, and telephone numbers and academic awards, degrees and honors received, information relating to school-sponsored activities, organizations, and athletics, major field of study and period of attendance in the school. Directory Information also includes photograph, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent or student, as applicable, and an image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not Directory Information.

See FERPA Appendix starting on page 50 for a further information regarding privacy of Directory Information.

Finally, no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

If you believe the District has violated or is violating this Board of Education Policy No. 7:340 governing Student Records, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

GAVIN EXPECTATIONS

We expect **EVERY STUDENT** to

1. Be interested and focused on what they are learning.
2. Be ready, eager, and want to learn.
3. Be rested.
4. Be willing to learn with an open mind.
5. Follow rules and directions at all times.
6. Respect themselves.
7. Respect others.
8. Respect learning
9. Respect property
10. Try your best each day.

We expect **EVERY STAFF MEMBER** to

1. Be a positive role model.
2. Be unconditionally calm, pleasant, and supportive.
3. Expect the unexpected.
4. Prepare lessons that actively involve all students.
5. Provide a consistent environment where all students are treated fairly.
6. Respect the individual learning styles of each student.
7. Respect the opinions of others.
8. Show individual interest in each child and acknowledge them often.
9. Support and uphold the standards of the teaching profession.

10. Teach with passion and joy to help the children develop a life-long love for learning.

We expect **EVERY PARENT/GUARDIAN** to

1. Be a partner with the school when dealing with learning and/or behavioral concerns.
2. Be supportive of your child.
3. Check in on homework and offer assistance.
4. Participate in your child's education by attending school events and all required meetings.
5. Proactively keep in touch with the teachers and school staff.
6. Respect your child's individual learning style and needs.
7. Show interest in your child's life and education.
8. Support the school's academic and behavioral expectations.
9. Support your child and the teacher with academic and/or behavioral action plans.
10. Understand that their daily actions have a direct impact on their child's success.

*** Gavin D37 is in the process of implementing the T.I.G.E.R.S. program, universal behavioral expectations.**

EXPRESSION OF CONCERNS

Students have both the right and responsibility to express school-related concerns to the staff. These concerns must be expressed in a manner which is not slanderous, obscene, likely to disrupt class work, or cause substantial disorder to the learning environment of the school. Expression of these concerns may be made in writing or in person to the principal after discussion with appropriate staff.

CELL PHONES, ELECTRONIC GAMES, AND DEVICES

Students are prohibited from using electronic games or devices during school hours including the transportation to and from school, unless pre-approved by a teacher or the building principal/designee. If any item is taken from a student the parent must come to the school to pick it up. The school district is not responsible for lost, stolen, or damaged devices.

Any cell phones and electronic devices are the student's responsibility. The District shall not be responsible if any such devices are damaged, lost or stolen.

STUDENT DISCIPLINE

POLICY

The purpose of Gavin's Student Discipline Policy is to create a learning environment that is respectful of faculty, staff, parents and students. To this end Gavin Schools implement a proactive approach to behavioral expectations and discipline called PBIS (Positive Behavior Intervention Supports) in grades K - 8. Behavioral expectations are taught and reinforced on a continual basis. All behavioral infractions are documented in order to analyze data to drive decision-making regarding behavioral expectations and discipline decisions.

Discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be as positive as possible. Positive means of working with students include individual discussion and counseling; involvement of students in defining acceptable behavioral standard; involvement of the parent in cases where a student has repeatedly exhibited lack of responsibility or self-discipline. Board of Education Policy No. 7:190 (Student Discipline).

PROHIBITED STUDENT CONDUCT

The classroom teacher may document behavioral problems as appropriate through Skyward and notify the parents in regards to the issue. Continual behavioral problems will proceed through the Gavin D37 Behavior Consequence Flow Chart. Gross disobedience or misconduct of students, as outlined in Board of Education Policy No 7:190 (Student Discipline), may be skipped depending upon the severity and/or seriousness of the behavior.

DISCIPLINE REFERRAL DEFINITIONS

Abusive language/inappropriate language/profanity: Verbal abuse of school personnel or other students, or use of profane or obscene words or gestures, including but not limited to swearing and name calling.

Aggressive behavior: Words and/or actions towards another, oneself, or property of a forceful, hostile, injurious, or destructive nature.

Alcohol: Student is using, possessing, distributing, purchasing, selling and/or under the influence of alcoholic beverages.

Bomb Threat/False alarm: Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion.

Combustibles: Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, and spark generators).

Defiance/Disrespect/Insubordination/Non-compliance: Refusal to follow directions, talking back and/or socially inappropriate interactions toward peers or adults.

Disruption: Behavior causing an interruption in a class or activity, including but not limited to sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

Dress code violation: Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.

Drugs, Drug Look-a-likes, or Drug Paraphernalia: Student is possessing, using, distributing, selling or attempting to distribute, use or sell any illegal or controlled substance, including drugs, any look-a-like drugs or drug paraphernalia.

Endangerment: Endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including but not limited to: (1) improper release of a school fire alarm or tampering with fire extinguishers; (2) starting, or any attempt to start, a fire on school property; or (3) setting off, or any attempt to set off, explosive devices on school property.

Fighting/Physical Aggression: Fighting with, or assault of, school personnel or other students, or any use of violence, force, coercion, threats, intimidation, fear or other such conduct, or urging other students to engage in such conduct.

Forgery/Theft: Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

Harassment/Teasing/Taunting: Student delivers disrespectful messages (verbal or gestural) to another person that include threats and intimidation; obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

Insubordination: Student is insubordinate to school personnel, including failing to follow directions or produce student identification pass.

Intimidation: Intimidation of, or any attempt to intimidate, school personnel or other students.

Lying/Cheating: Student delivers message that is untrue and /or deliberately violates rules.

Minor Warning: All low intensity problem behaviors that are violations of behavioral expectations (rules) but not of sufficient intensity to warrant an office discipline referral.

Other: Any other acts that directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students, or that violate the law, Board Policy, Rules or Regulations.

Property Damage: Student deliberately impairs the usefulness of property.

Skip Class/Truancy: Student leaves class/school without permission or stays out of class/school without permission.

Tardy: Student is late to class or the start up of the school day.

Theft/Destruction of Property: Theft of or intentional damage to, destruction of, or any attempt to damage or destroy, school property or property of school personnel or other students.

Tobacco: Student is possessing, using, distributing or attempting to use or distribute any tobacco product.

Vandalism/Property Damage: Student participates in an activity that results in substantial destruction or disfigurement of property.

Weapons: Possession, use or display, control or transfer of a firearm, weapon (including knives) or any reasonable look-alike. Board of Education Policy No. 7:190 (Student Discipline), is included in the Appendix.

BULLYING, INTIMIDATION, AND HARASSMENT

Board of Education Policy No. 7:20 (Harassment of Students Prohibited), and the Peer Conflict Chart is included in the Appendix.

No person, including a District employee or agent, shall harass, intimidate or bully a student on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying and Hazing are prohibited during any school sponsored activity; while in school, on school property, on school buses or other school vehicles, at designated bus stops; or through transmission of a school computer, a school computer network, or other similar electronic equipment.

Bullying may include but is not limited to aggressive or negative gestures, or written, electronically submitted, verbal or physical acts that place another student in reasonable fear of harm to person or property. Further, if a behavior has the effect of insulting or demeaning any staff member or student in such a way as to disrupt or interfere with the school's educational process it will not be tolerated. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

Hazing is meant to include any activity that physically or mentally injures any student through harassment, intimidation, or wrongful act. Disciplinary action will be taken in instances of violation of this policy.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the principal/assistant principal/social worker or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the principal/assistant principal/social worker or any staff member.

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

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

GANG ACTIVITY POLICY

The visibility of gangs and gang-related activities in the school setting could cause a substantial disruption of and/or material interference with school and school activities. Gangs, gang-related activities or wearing of any garments or insignia reflecting gang affiliation are prohibited on school property or at school-related activities. No student may intimidate or harass another student for the purpose of gang recruitment or gang retaliation. It is recognized that gangs or gang-related activity exist in Lake County.

"Gang" as used in this policy shall mean any individual who associates with others primarily for criminal, and/or other activities prohibited by law and/or by the district's rules and regulations.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell clothing, jewelry, emblems, badges, symbols, signs or other items which is an indication of membership of affiliation in any gang;
2. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) membership in or affiliation with a gang;
3. Commit any act that furthers gang activity, including, but not limited to,
 - a. Soliciting others for membership in any gangs;

- b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
- c. Inciting other students to act with physical violence upon any other person;
- d. Committing any other illegal act or other violation of school district policy. Board of Education Policy No. 7:190 (Student Discipline).

PENALTIES FOR VIOLATIONS

Students violating the gang activity policy will be subject to the following:

- 1. Conference with school administration
- 2. Parent contact
- 3. Possibility of suspension or expulsion and/or referral to the proper law enforcement agency.

LUNCHROOM GUIDELINES

These guidelines will help to create a respectful lunchroom environment.

- 1. Students will eat their own food. Sharing food with other students is prohibited due to food allergies.
- 2. Students will talk in an appropriate tone/volume.
- 3. Students will remain seated unless they have permission to leave their seats.
- 4. Students may not throw or play with their food.
- 5. Students are responsible for cleaning up the area where they eat. All garbage should be disposed of as directed by the lunchroom supervisors.
- 6. Food will remain in the lunchroom unless students have permission to take it outside of the lunchroom.

PLAYGROUND GUIDELINES

Compliance with the SEL guidelines and behavioral expectations is expected. These additional guidelines will help to ensure the safety of all students on the playground.

- 1. Fighting, wrestling, tackling, roughhousing, and play fighting, pushing etc. are not allowed which also includes kicking, hitting, pinching, scratching, pulling on body parts, and hitting students with objects.
- 2. Swing on swings properly. Do not stand, jump, or flip off the swings.
- 3. Slide down the slides only. Do not walk up the slides or go down them improperly. Make sure that you slide down feet first in an upright position. No hanging from the slide.
- 4. Use all playground equipment properly.
- 5. Touch football is allowed. Absolutely no tackling!
- 6. No snowball, wood chip, or stone throwing or King of the Hill. The snow stays on the ground.
- 7. Form lines when using the monkey bars.
- 8. No chicken fighting.
- 9. Regulation league baseballs, hard softballs and bats are not allowed.
- 10. Abusive language, teasing and bullying are not allowed.
- 11. Any activity that appears to be dangerous will be stopped.
- 12. Observe boundary rules.

13. Listen to playground supervisors and seek them out if you have a problem.
14. Line up quickly and quietly when recess is over.
15. Enter the building quietly after recess.

EXTRACURRICULAR GUIDELINES AND CODE OF CONDUCT

The SEL guidelines and behavioral expectations apply to all school activities. All school disciplinary rules and consequences shall apply to extracurricular activities. Extracurricular activities include athletic events, after school activities, dances, sports, clubs, field trips, and assemblies. Compliance with the SEL guidelines is expected. Disciplinary consequences that are in effect during the regular school day will be issued for infractions. In addition, the following rules will apply.

1. Students must make **prior arrangements** with their parents and a teacher for staying after school for any reason (office phone is not available). Prompt pick up of students is expected.
2. Students who receive a suspension will not be able to attend any after school activities on days during the period of suspension. Students serving a school detention will not be able to attend events on the day of the detention.
3. A teacher, parent, or activity sponsor must supervise students in order for the student to remain after school.
4. Students who are staying after school must report directly to the area in which the event is to be held. Students will not be permitted to go in classrooms or locker areas. Coats, books and other material that will be taken home must be taken to the activity. Loitering on the school grounds or in the building is not permitted.
5. Students and parents are expected to be courteous and polite at all times. Any type of action that demonstrates unsportsmanlike behavior or may damage property (booing, stamping feet, making gestures, etc.) will not be tolerated. Appropriate disciplinary actions will be taken.
6. Students are not allowed to leave the building during an activity unless a parent comes in to pick them up.

DRESS GUIDELINES

Students' dress and appearance is to be neat and clean at all times. If at any time the dress or appearance of a student is considered to interfere and/or distract from the educational process, or be damaging to school property, or to be considered a health hazard to himself/herself, or others, the student shall be given a chance to change into proper clothing (assuming he/she has a change of clothes at school). If the student does not have a change of clothes, the student's parent/guardian will be contacted and the parent/guardian will be allowed to bring in proper clothes for the student. If the parent/guardian does not bring a change of clothes for the student, such student will be immediately sent home to correct the problem, or remain in the office, or will be allowed to change into other clothes at school such as a gym uniform.

Student dress and grooming are primarily the responsibility of the student and the parent. While respecting individuality, the following dress guidelines have been developed to ensure the proper operation of the school. It is the responsibility of the administration or their designee to interpret

and enforce these guidelines. Under the broad guidelines of an undistracted instructional program, the following rules of dress and grooming have been established.

1. Dress which is extreme, exhibitionist, or of immodest fit or style to the extent that it interferes with the instructional process as determined by administration will not be allowed. This includes tank tops that do not appropriately cover distracting physical features, muscle shirts, mini-skirts, short shorts, and exposed underwear/boxer shorts. All shirts must have at least a 2" strap and the midriff must be covered. Clothing must be clean.
2. A reasonable cleanliness of clothing and personal hygiene is expected as a matter of good health including clean cut nails and deodorant as needed.
3. Unless temperature extremes dictate, coats, zip-up hooded sweatshirts used as a jacket, and jackets may not be worn indoors during the school day.
4. Footwear that protects the foot, does not hinder participation in activities, and does not pose a safety hazard, must be worn at all times. Footwear (example: shoes with wheels) or dress that has any features which may damage school property is not allowed.
5. Hats, bandanas, sweatbands, and hoods are not to be worn in the school building. They must be removed upon entering the school or they may be confiscated.
6. Articles of clothing with suggestive or inappropriate patches, sew-ons, or writing as determined by staff will not be allowed in school. Any clothing that makes reference to alcohol, tobacco, drugs, or are profane or lewd will not be permitted.
7. Any item of clothing or jewelry containing the insignia of a gang, cult, or drugs or otherwise commonly associated with gangs, cults, or drugs will not be allowed. (See Gang Activity Policy). Chains and spikes are prohibited.
8. Makeup, hair color and/or hair cut or style must remain within reason. Any makeup, hair color and/or hair cut or style that creates a disruption in the educational environment will not be allowed.
9. Lanyards with ID tags are expected to be worn by the students in grades 5-8 at all times within the building (exception: physical activities in P.E., or athletic team practice or performances.) Board of Education Policy No. 7:160 (Student Appearance).

PROCEDURES FOR STUDENT DISCIPLINE

While the guidelines for every student, kindergarten through eighth grade are similar, the degrees of accountability and consequences vary from elementary school to junior high. All consequences are designed to assist the students in developing self-discipline.

Behavior infractions and consequences referred to the office may be documented in Skyward as appropriate. Per school code, the school district cannot request student username & passwords

while investigating potential disciplinary matters that occur on social media and/or electronic devices.

SCHOOL BOARD'S DISCIPLINARY POLICIES

The School Board's disciplinary policies include, but are not limited to, the following measures:

1. Denial of privileges
2. Detention
3. Removal from class
4. Suspension (in-school or out-of-school)
5. Expulsion

GRADES K-4

We view misbehavior as a learning experience and design consequences that teach the students proper behavior. These consequences include, but are not limited to, the following:

1. Student/teacher conference
2. Communication with the parent
3. Time out
4. Loss of privileges
5. Student/administrator conference
6. Lunch recess or after school detentions
7. Parent/teacher/administration contact
8. Behavior contract modifications
9. Referral to special services team
10. In-school suspensions
11. Bus suspensions
12. Out-of-school suspensions
13. Hearing before Board of Education for possible expulsion.

Board of Education Policy No. 7:190 (Student Discipline)

GRADES 5-8

Depending on the seriousness and frequency of previous infractions, consequences include but are not limited to the following:

1. Student/teacher conference
2. Parent notification
3. Student/administrator conference
4. Loss of privileges
5. Lunch detention
6. Before/After school detention; Saturday School
7. Bus suspension
8. In-school suspension

9. Out-of-school suspension
10. Out-of-school suspension with appearance before the Board of Education for possible expulsion.

Board of Education Policy No. 7:190 (Student Discipline)

DISCIPLINE OF STUDENTS WITH DISABILITIES

All students who are served by an Individual Education Plan (I.E.P.) will be disciplined consistent with Board Policy and their I.E.P. However, no child shall be expelled for a behavior that is a manifestation of his/her disability. Board of Education Policy No. 7:230 (Misconduct by Students with Disabilities)

BEHAVIOR INTERVENTIONS

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Board of Education Policy No. 7:230 (Misconduct by Students with Disabilities)

DUE PROCESS

Prior to a suspension from school, students have the right to a conference with the principal or assistant principal. During this conference, the student will be informed of the complaint against him/her and given an opportunity to respond. If a student is suspended, the parents or legal guardians have the right to appeal the suspension to the district hearing officer appointed by the Board of Education. As a matter of practice, the right to be heard is made available to all students during any portion of the disciplinary process. Board of Education Policy No. 7:200 (Suspension Procedures), included in the Appendix.

Expulsions of students will occur in compliance with procedural guidelines outlined in Board of Education Policy No. 7:210 (Expulsion Procedures).

RE-ENGAGEMENT OF RETURNING STUDENTS

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

CORPORAL PUNISHMENT

The use of corporal punishment, defined as any act of physical force on a pupil for the purpose of punishing that pupil, is not acceptable in this district and will not be tolerated as a disciplinary measure. The term will not apply, however, to the use of reasonable physical force in the following situations:

1. for the purpose of self-defense;
2. to protect other persons from physical injury;
3. to protect property of the school or of others;

4. to remove a student if the student has refused to comply with requests to refrain from disruptive behaviors when all other methods have failed.

REWARDS FOR POSITIVE BEHAVIOR

During the course of the school year, we know that the majority of students will do what is expected of them and will do their best to achieve positive results for their efforts. For these efforts, the school, the grade level team, and the individual teachers will identify specific behaviors and will reward either an individual or groups of students for their positive examples. The rewards will be both pre-planned and announced to the school, or they will be unplanned and announced on the day or at the time of their distribution. As mentioned, this recognition will be ongoing throughout the academic school year.

Students who achieve high levels of personal responsibility will have the opportunity to earn privileges beyond regular student levels during the course of the school year

TRANSPORTATION

PARENT DRIVERS

See page 10; Students Being Picked Up Before the End of School.

If a family moves and lives outside the district boundaries, the students can finish the school year at Gavin schools, but **parents must provide transportation to and from school**. Parents, or other adults, must provide transportation even if the daycare businesses / providers, (former neighbors, grandparents, aunts, cousins, etc.) are located inside the district. District administrators will give these families a few days to set up the transportation.

TRANSPORTATION ROUTES

Bus transportation will be provided in such a manner as to ensure the safety of the students in the district and provide transportation for all students who live 1.5 miles away or more from school and/or find it necessary to cross busy highways, dangerous intersections or other hazardous conditions on their way to and from school. The location of bus stops will be determined by the safety factors already mentioned, the number of students at each stop, and bus capacities. Children should not be expected to walk long distances along Wilson Road, Grand Avenue, Route 59, or Route 134. The superintendent/designee is responsible for determining routes, stops, and safety factors as described.

The following policy applies to student transportation and assigned bus stops.

1. Children must board the bus at their assigned bus stop. The student(s) should be at their stop 5 minutes prior to pick-up time every school day.
2. Children must be dropped off at their assigned bus stop every school day.
3. Pick up and drop off stops may be different but each must be consistent.
4. Drivers will be instructed not to allow children to ride any bus other than their assigned bus, except in an emergency.
5. No daily phone calls or daily written requests for bus stop changes will be accepted.

6. In the event that one pick-up and drop off stop is not feasible, parents may apply for one alternate stop. The district will consider this request. If accepted by the district, the parent would sign a contract indicating the alternate stop, with the understanding that this would be a permanent arrangement.

GAVIN SOUTH STUDENTS

Middle School students are afforded many opportunities for after school activities. To ensure that all students have a chance to participate, an after school bus run is provided to transport students home. This bus makes a modified run of the entire district. Bus stops are not the same as the normal bus stops. Often, the stops are several blocks from students' homes. Please be sure to check the late bus run schedule provided at the beginning of the school year to determine where the drop off point is for your home. Please remember that you are always welcome to pick up your child directly from school if the late bus run stop is not convenient.

Middle School students are permitted to ride their bikes/walk to school provided their parents have given consent in writing. The signed note from the parent needs to be submitted each year and will be on file in the school office.

BUS CONDUCT

It is Strongly Recommended that Students:

1. Be on time at the designated bus stop, which is 5 minutes prior to the scheduled pick-up time. Do not come to the bus stop earlier than 5 minutes before the scheduled bus time.
2. Display appropriate behavior at the bus stop. (For example, stay off the road; be courteous to others at the bus stop, hands and feet to oneself.)
3. Respect the rights of bus drivers and students.
4. Comply with the bus driver's directions.
5. Remain seated. Aisles shall remain free of any clutter, such as, hands, feet, backpacks, etc.
6. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
7. Talk in a reasonable tone of voice. Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention and could result in a serious accident.
8. Do not bring any open containers of food or liquid on the bus.
9. Do not bring any live animals on the bus.
10. Do not transport any medication, including cough drops, pain relievers, etc.

Board of Education Policy No. 7:220 (Bus Conduct)..

BUS DISCIPLINARY CONSEQUENCES

The responsibility of the principal for the safety and discipline of pupils is delegated to the bus drivers when pupils are loading or unloading at points not immediately adjacent to the school and while in transit. Breaches of discipline reported to the principal or designee by the bus driver

will be reported to the responsible parent or guardian. Repeated misbehavior will be reason to suspend or cancel the transportation privilege.

The Superintendent, or any designee as permitted under the *School Code*, is authorized to suspend a student from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to:

1. Prohibited student conduct as defined in Board of Education Policy No. 7:190 (Student Discipline).
2. Willful injury or threat of injury to a bus driver or to another rider
3. Willful and/or repeated defacement of bus
4. Repeated use of profanity
5. Repeated willful disobedience of a directive from a bus driver or other supervisor
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. See Board of Education Policy No. 7:220 (Bus Conduct).

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

BUS SERVICES/BEHAVIOR GUIDELINES AND CONSEQUENCES

Examples of Minor Offenses

1. Excessive noise
2. Horseplay/Mischief
3. Inappropriate hand gestures, including gestures imitating weapons
4. Eating/drinking/littering on bus
5. Leaving seat/standing without permission from bus driver
6. Use of any liquid containers of any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. Riding unassigned bus or using unassigned bus stop
9. Opening window past the safety line
10. Riding or attempting to ride any bus during a bus suspension
11. Disobedience to the driver
12. Other offenses as reported by the driver, staff member, or principal

Examples of Major Offenses

1. Spitting

2. Hanging out of windows
3. Throwing/shooting of any object
4. Physical aggression of any kind
5. Vandalism to bus (restitution will be made by parents)
6. Possession/use of tobacco or any controlled substances or look-alikes
7. Holding onto or attempting to hold onto any portion of the exterior of the bus
8. Lighting of matches, lighters or any flammable object or substance**
9. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
10. Possession or threat of weapons/explosives/flammable substances**
11. Other offenses as reported by bus driver, staff members, or principal
12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school, (activity, field trip, shuttles, etc.) will carry a minimal penalty of a Major 1st offense.

All school disciplinary rules and consequences outlined in Board Policies 7:190 (Student Discipline) and 7:220 (Bus Conduct) apply to misconduct that occurs on a school bus.

****The bus is an extension of the school day. Bus consequences may be superseded by District #37 procedure. The bus driver has the authority to assign seats. All bus services/behavior guidelines will be strictly enforced on the school bus as well as at school.**

TRANSPORTATION REIMBURSEMENT ELIGIBILITY

Parents/guardians who reside in an attendance area over 1.5 miles from school may be eligible for reimbursement for transporting their student to and from school if the district did not provide free transportation, or the child lives less than 1.5 miles from school but faced a serious hazard due to vehicular traffic when walking to school. Applications can be obtained beginning no later than March 1st at the Building Office.

VIDEO SURVEILLANCE

Video surveillance is used at the elementary and middle school buildings. Warnings are posted throughout the building. Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Board of Education Policy No. 7:220 (Bus Conduct)

STUDENT SERVICES

SPECIAL EDUCATION

Gavin School provides ongoing diagnostic services to identify students whose learning is impacted by disabling conditions. Gavin offers special education services to those students with identified disabilities. These programs may be offered within the district or in cooperation with the Special Education District of Lake County (SEDOL).

IDENTIFICATION OF SPECIAL EDUCATION STUDENTS

If a parent believes his/her child is experiencing educationally related problem (academic and/or behavioral), the parent has a right to request consideration for a case study evaluation. This is to be accomplished in the following manner:

1. Contact the child's teacher in writing.
2. The classroom teacher will complete a referral to the grade-level team and a meeting will be held within 10 school days after receiving the written request for the evaluation.
3. The team will meet and document what interventions have been attempted and what further interventions will be implemented to address the areas of concern.
4. The team will respond to the parent in writing within the 10 school days of original receipt of the written request advising the parent of what interventions will be attempted prior to a full case study evaluation.
5. After interventions have been implemented and progress or lack of progress documented for 30 school days, the SST, along with the special services team (school psychologist, social worker, speech pathologist, behavior specialist, etc.) will reconvene to determine the necessity of a case study evaluation at that time. "Behavior Rating Scales" or "Behavior Evaluations" cannot be administered in isolation. They may be completed as part of a full case study evaluation, if deemed necessary.

SPECIAL EDUCATION SERVICES

All children with disabilities who are between the ages of 3 through 21 and have not graduated from high school are entitled to a Free and Appropriate Public Education. Information regarding identification, assessment, and provision of special education services to eligible children enrolled and not enrolled in the District are available. Students receive the special education services identified on their individualized educational plans in the least restrictive environment. The services are delivered through the learning disabilities or behavior disabilities program, speech and language therapy, social work or counseling, or other categorical programs specific to their individual needs.

Parents of students who are deaf, hard of hearing, blind or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired and can contact Sean Connelly Student Services Coordinator, for written information on these stated schools and other special schools which provide similar services.

BEHAVIORAL INTERVENTION POLICY

As required by Public Act 89-191 (105 ILCS 5/14-8.05), the Board of Education has adopted policies and procedures requiring the use of behavioral interventions with students with disabilities.

The Board of Education has developed policies regarding student discipline that ensure order, safety, and discipline in its schools. Students identified as needing special education, and with a written Individualized Education Program (IEP), may have additional rights in law or in the IEP.

A copy of the District's behavioral interventions policy, which, together with the regular discipline policy, applies to the discipline of special education students, is available at district office and in each school in the district.

PRESCHOOL SCREENING

Gavin School conducts periodic screening of district three and four year old children to identify children with disabilities or developmental delays, which would impact later learning. Identified students receive early intervention services at no additional cost to the parent. The areas that are evaluated are gross and fine motor skills, speech and language, and conceptual development. Parents with concerns about the development of their preschool child are encouraged to contact the building administrator.

COUNSELING/SOCIAL WORK

Students may receive assistance from the school social worker or psychologist to assist in their academic progress or if emotional/behavioral issues have a significant and measurable impact on their academic progress. Services may be provided individually or through small groups. Students may refer themselves or may be referred by a concerned parent or teacher(s). Board of Education Policy No. 6:270 (Guidance and Counseling Program).

BUILDINGS AND GROUNDS

PARENT/TEACHER NOTIFICATION OF ASBESTOS MANAGEMENT PROGRAM

It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials.

Federal and state law requires that a visual surveillance of asbestos-containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan for each building as required.

Asbestos Management Plans are available at the Building Office of each school. Should you wish to review the plans, please make an appointment between 8:00 a.m. and 4:00 p.m. with Jason Udstuen, Chief School Business Official.

APPENDIX

1. Family Education Rights and Privacy Act (FERPA)
2. School Pest Management Policy Statement
3. Access to Electronic Network
4. Access to Electronic Network Authorization Form
5. Medication Authorization Form
6. Handbook Acknowledgement Form
7. Differences Between Peer Conflict, Mean Behavior, & Bullying Behavior
8. Recognizing Risk Factors Section
9. Gavin Behavior Consequence Flow Chart

Family Education Rights and Privacy Act (FERPA)

Release of Directory Information

Gavin School District 37 balances our student's right to privacy and sharing our School's accomplishments with the community by following the Family Education Rights and Privacy act. Within the guidelines of this law, a school may disclose a student's "directory information" given that Parents/Guardians have the ability to prohibit the release. "Directory Information" is information that generally would not be considered harmful or an invasion of privacy if released, such as name, grade, participation in officially recognized activities, clubs, sports, honors and awards, video, and photographs.

How and when would the district share your child's Directory Information?

The Gavin School District and its schools will responsibly release your student's directory information in publications, education-related news, achievements, and activities. District employees will exercise their best judgment when releasing directory information and may seek parent/guardian permission for situations that would generally be considered outside the realm of typical school-related activities or news.

Examples include:

- The school yearbook.
- District and school newsletters, including electronic newsletters and websites.
- News releases to electronic and print media highlighting classes and activities.
- Recognition lists and Programs: Graduation, Athletic, Performing Arts, and Honor Roll.

What to do if you do not want your child's Directory Information released?

Any parent or guardian may prohibit the release of directory information by delivering a written request to your school principal by September 30th of the current school year or within 21 days of the date of enrollment. A letter submitted from a previous year will not carry over. The letter must contain the student's full name, birth date, and current grade.

Upon receipt of your letter, the Gavin School District will not release your student's directory information in any publications, specifically the examples listed above, with the exception of the school yearbook. If you do not want your student's name and/or picture in the yearbook, you must indicate this specifically in your "opt-out" letter. Gavin will honor your request to withhold Directory Information and will not contact you for subsequent permission as events arise.

More information about your rights under FERPA is available in the Student Handbook and online at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

SCHOOL PEST MANAGEMENT POLICY STATEMENT

State laws relating to pest control in the schools require districts to notify parents, guardians and school employees prior to the application of pesticides on school premises. Parents or guardians who would like to be notified prior to the application of pesticides in their child's building should request that their name be placed on the Notification Registry by completing and submitting the form below to the Building Principal. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from notification requirements are antimicrobial agents, insecticide baits and rodenticide baits.

Parents will be notified at least 2 business days prior to any pesticide applications on school property. In the event that emergency application of pesticides are required, such as wasp infestation, notification will occur after the application of pesticides as required by law.

If you have any questions about the information and procedures please contact District Office at (847) 546-2893.

I would like to be notified four days before the use of liquid or aerosol pest control materials at Gavin Schools. 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 possible. Board Policy No. 4:160 (Environmental Quality of Buildings and Grounds)

Parent/Guardian Signature_____ Date_____

Students Name _____ School _____

Address _____ Phone Number _____

ACCESS TO ELECTRONIC NETWORK

Each teacher must sign an authorization form as a condition for accessing the District's electronic network. Each student and his or her parent(s)/guardian(s) must also sign an authorization before being granted supervised/unsupervised access. School Board members and administrators are treated like teachers for the purposes of this authorization. Please read the document carefully before signing. All parents will receive a copy at the time of registration.

All use of the District's electronic network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. Some specific examples, however, are provided in the document. The failure of any user to follow the terms of the Authorization for Access to District's Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of that document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance,

TERMS AND CONDITIONS

- 1) Acceptable Use: All use of the District's electronic network must be: (1) in support of education and/or research and be consistent with the education objective of the District, or (2) for a legitimate business purpose. Privileges: Access to the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
- 2) Unacceptable use: You are responsible for your actions and activities involving accessing the electronic network. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or State regulations;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted or virus free;
 - c) Downloading copyrighted material for other than personal use;
 - d) Using the network for private financial or commercial gain;
 - e) Wastefully using resources such as space;
 - f) Gaining unauthorized access or resource or entities;
 - g) Invading the privacy of individuals;
 - h) Using another users account or password;
 - i) Posting material authored or created by another without his/her consent;
 - j) Posting anonymous messages;
 - k) Using the network for commercial or private advertising;
 - l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m) Using the network while access privileges are suspended or revoked.

- 3) Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a) Be polite. Do not become abusive in your messages to others.
 - b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c) Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e) Do not use the network in any way that would disrupt its use by other users.
- 4) No Expectation of Privacy: user of the District's electronic network have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers.
- 5) No Warranties: The District makes no warranties or any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk, The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6) Indemnification: The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this authorization.
- 7) Security: Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that that individual. Attempts to log on to the Internet, as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. We do not want to deny a student use of the computers when it affects his/her grade (computer class, working in the lab, on a classroom report, etc.).
- 8) A teacher must be able to see the computer screen at all times when being used by students.
- 9) Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 10) Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and or equipment or line costs.

Board of Education Policy No. 6:235 (Access to Electronic Networks)

ACCESS TO ELECTRONIC NETWORK AUTHORIZATION FORM

Remove this page and return to school.

I have read and understand the above section "Access to Electronic Networks" in the student handbook and Board of Education Policy No. 6:235 (Access to Electronic Networks) and I will abide by the terms outlined therein. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

Date: _____ User Signature _____
Required if the user is a student

I have read and understand the above section "Access to Electronic Networks" in the student handbook and Board of Education Policy No. 6:235 (Access to Electronic Networks). I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the above-mentioned student handbook section and Board Policy 6:235 with my child. I hereby request that my child be allowed access to the District's electronic network.

Date: _____ Parent/Guardian Name _____
Please Print

Signature: _____

MEDICATION AUTHORIZATION FORM

Student's Name _____ Date of Birth _____

Address _____ Emergency Phone _____

School _____ Grade _____

PART I – PHYSICIAN'S STATEMENT

(This statement must be signed by the student's physician, physician's assistant or advance practice registered nurse having such authority delegated by a supervising/collaborating physician. Note: a physician's statement is not required for students who require asthma inhalers during the school day. For asthma inhalers, please include the information described in part ii below.)

Student's name _____ Date of birth _____

Name and purpose of medication _____

Dose _____ Route of administration _____

Is the prescribed medication for an asthmatic condition? _____

Frequency and time of administration or special circumstances under which medication is to be administered _____

Duration: From _____ To _____
(date) (date)

Diagnosis/condition requiring medication _____

Intended effect and possible side effects of medication _____

Other medication the student is receiving _____

Must this medication be administered during the school day in order to allow the student to attend school? _____

Is supervised student self-administration authorized? _____

For Asthma Medication/Epinephrine Auto-Injectors Only*: Is unsupervised self-administration authorized? _____

** **NOTE:** Pursuant to Illinois law, upon parental consent (for asthma inhalers) or physician authorization (for epinephrine auto-injector), a student who is prescribed asthma medication and/or an epinephrine auto-injector may possess and use his/her asthma medication and/or epinephrine auto-injector while at school or during school-sponsored activities without the supervision of District personnel.*

I hereby request that the school nurse or authorized school personnel administer the above prescribed medication as it is medically necessary to do so while at school or during school-sponsored activities. **For Epinephrine auto-injector only:** Student is able to carry and self-administer this medication.

Physician's signature _____

Date _____ Phone _____

PART II – PRESCRIPTION INFORMATION FOR ASTHMA INHALERS

For asthma inhalers only, please attach the prescription label containing the name of the medication, prescribed dosage and time at which, or special circumstances under which, the medication is to be administered.

PART III – AUTHORIZATION, WAIVER, AND INDEMNIFICATION

I hereby consent to and authorize Gavin School District No. 37 to:

_____ Administer medication to my student while at school or during school-sponsored activities according to the above instructions. I hereby confirm my primary responsibility to administer medication to my student. However, in the event that I am unable to do so, I hereby authorize Gavin School District No. 37 and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my student lawfully prescribed medication in the manner described above. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATION TO MY STUDENT TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE AND SPECIFICALLY CONSENT TO SUCH ADMINISTRATION. I waive any claims against the School District, members of the Board of Education, its employees, and agents arising out of the administration of said medication, and agree to release, hold harmless, and indemnify the School District, the members of the Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, resulting from or arising out of the administration of medication or storage of any medication by school personnel.

_____ Permit my student's possession and self-administration of asthma medication or use of epinephrine auto-injector while at school or during school-sponsored activities according to the above instructions. I waive any claims against the School District, members of the Board of Education, its employees, and agents arising out of the self-administration of said asthma medication or use of said epinephrine auto-injector, and agree to hold harmless and indemnify the School District, the members of the Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, resulting from or arising out of the self-administration of asthma medication or use of epinephrine auto-injector. I also acknowledge that the School District, members of the Board of Education, its employees, and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from my student's self-administration of asthma medication or use of epinephrine auto-injector, regardless of whether the self-administration of an asthma inhaler or epinephrine auto-injector was authorized by the parent or healthcare provider.

This Administration of Medication Authorization and Release Form and attached documentation shall be valid only for the school year in which they are submitted. A new Form and supporting documentation must be submitted to the District each subsequent school year.

For Asthma Medication/Epinephrine Auto-Injectors Only: I consent to my child's possession and unsupervised self-administration of asthma medication/epinephrine auto-injector:
_____ Yes _____ No.

PART III – CONSENT FOR EMERGENCY TREATMENT

I, _____, parent [or legal guardian] of _____, have enrolled my child in Gavin School District No. 37 and hereby authorize Dr. _____, my child's physician, or any physician in his or her group practice, on my behalf to administer emergency medical assistance to my child during school or a school-sponsored activity. In the event my child's physician or any physician in his or her group practice is not available, or contact with my child's physician is not practical under the circumstances, I hereby authorize Gavin School District No. 37, its employees and agents to provide emergency medical assistance or to arrange for and consent to on my behalf immediate medical treatment by a licensed or certified physician or other medical personnel for my child whenever the authorized school personnel believe such emergency medical assistance is necessary to protect the health, safety and welfare of my child. I further waive any claims against Gavin School District No. 37, the members of the Board of Education, its employees and agents arising out of the provision of or arrangement for emergency medical assistance to my child and agree to hold harmless and indemnify Gavin School District No. 37, the members of its Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, resulting from or arising out of the provision of or arrangement for emergency medical treatment.

Parent/Guardian printed name: _____

Parent/Guardian signature _____

Home Phone: _____ Work Phone: _____

HANDBOOK ACKNOWLEDGEMENT FORM

Dear Parent or Guardian:

The Parent-Student Handbook is distributed annually by the District to provide parents and students with essential and up-to-date information regarding the District's procedures and practices and your rights under various federal and state law. The Handbook may be amended during the school year without notice. The Handbook is only a summary of a portion of the Board of Education's policies governing the District. A complete copy of the Board's policies are available on the District's website at www.gavin37.org and a complete copy of the Board's policies and administrative procedures are available at the District Office.

Please read and discuss the entire Handbook with your child. The Handbook is available on the District's website at www.gavin37.org. A paper copy of the Handbook also may be requested from the Building Office.

If you have any questions concerning its contents, please contact your building principal or the superintendent. Once you have reviewed the Parent-Student Handbook with your child, please sign and return this form to your child's teacher or the building office.

I have read, or have had explained to me, the Handbook which contains the Rules and Regulations regarding student behavior and other District policies. I agree that I will follow these rules, and I understand that if I violate the rules, I can be disciplined. Discipline may include a loss of privileges, detention, suspension, expulsion, or other consequences. By signing below, I demonstrate that I understand and agree to abide by the Board Policies, Rules and Regulations contained in the Handbook.

Signed: _____
(Student) (Date)

Student's Name Printed: _____

(Parents of elementary students may sign for their students.)

By signing below, I certify that I have received and reviewed with my child the Handbook.

Signed: _____
(Parent) (Date)

NOTICE: The provisions of this student handbook contain only a summary of the Board of Education Policies cited throughout. The complete policies are accessible through the District's website, www.gavin37.org. The provisions of this handbook are subject to change during the school year without notice.

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**Is What My Child Telling Me Peer Conflict? Mean Behavior? Or Bullying?
What are the differences?**

PEER CONFLICT	MEAN BEHAVIOR	BULLYING BEHAVIOR
Conflict between peers is a natural part of growing up. Children will have times when they disagree and can't solve their own problems. They may even become so upset that they say or do mean things	Children may act impulsively or assert themselves by saying mean things or doing unkind things. This could include making fun of others, using a hurtful name, acting in a physically aggressive way, taking something without permission, or leaving a child out.	Bullying is serious behavior that has four key features. All four must be present for the situation to be considered bullying: <ul style="list-style-type: none"> • Power imbalance • Intentional • Repeater over time • It aims to harm or hurt another person
If it's peer conflict, you will be aware that these children:	If it is mean behavior, usually:	If it is bullying you will see:
<ul style="list-style-type: none"> • Usually choose to play or hang out together • Have equal power (size, age, social status, etc) • Are equally upset • Are both interested in resolving the issue • Will be able to work things out with adult help 	<ul style="list-style-type: none"> • It is not planned and seems to happen more spontaneously or by chance • It may be aimed at any child who is nearby • The child being mean may feel badly when an adult points out the harm they have caused 	<ul style="list-style-type: none"> • Repeated acts of verbal, physical or relational aggression • Intentional harm to the victim • The victim will feel bad, but the bully doesn't seem to care • The bully is trying to gain something such as power, status, friends, or possessions • The bully does not take responsibility and may not try to solve the problem
Adults can help by: <ul style="list-style-type: none"> • Helping the children talk it out or problem solve • Assisting the child to see other people's perspective or point of view and what each child wants If this persists, your next step is to talk with your child's classroom teacher or school social worker.	Adults can respond by: <ul style="list-style-type: none"> • Acting quickly, firmly and respectfully to stop the behavior • Letting the child know that their words or action were hurtful • Re-directing the child to a more positive behavior or interaction • Help child to take action to repair the situation • Consider using consequences as appropriate • Monitor behavior to make sure it doesn't become bullying If this persists, your next step is to talk to the school social worker.	Adults can respond by: <ul style="list-style-type: none"> • Addressing it immediately • Ensuring targeted child's safety • Reassure any bystanders that the adults are taking care of it • Report to the appropriate authority • Providing support for victim • Providing education and support to bully • Continue to monitor the bully's behavior If this persists, your next step is to talk with your child's principal

A student who does not follow the conduct expectations of Gavin Schools may receive a conduct referral via Skyward as appropriate, and parents are notified for each referral.

If a student's conduct does not improve and referrals accumulate, each referral will receive a more severe consequence.

Sequence of Consequences

Level I: Teacher detention

Teachers will respond based on the circumstances and the actions of the student(s).

Level 1 infractions may include, but are not limited to:

- Not Following directions
- Disrespect
- Disruption
- Dress Code Violation
- Disrespectful Language
- Inappropriate Behavior
- Inconsistent work completion
- Physical Contact
- Property Misuse
- Technology Violation
- Tardy to Class
- Dishonesty
- Other

Consequences of Level 1 offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, temporary classroom removal, parent contact, social work referral, student contract, team intervention, conflict resolution, teacher given lunch detention, or teacher given after-school detention.

Level II: Series of Recess Detentions at Central or After-School Detention at South

Gavin Schools will utilize positive interventions and supports to help students learn from their actions. These problems require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students.

Level II infractions may include but are not limited to:

- Bullying
- Defiance insubordination, ongoing pattern
- Disrespect blatant/excessive, ongoing pattern
- Failure to serve detention
- Forgery
- Public display of affection
- Inappropriate materials

- Physical Aggression loss of control, intent to harm, fighting
- Inciting or instigating
- Property Misuses excessive, permanent, vandalism
- Technology violation inappropriate website, bullying/harassment
- Intimidation
- Unauthorized location
- Obstruction of an investigation
- Theft - minor
- Truancy

Consequences for Level II offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One of more of the following consequences may occur, but are not limited to: social work referral, detention, alternative school day assignment, social probation, suspension, or expulsion.

Severe Misconduct (Suspendable Offenses)

Level III: In-school suspension or **Level IV:** Out of School Suspension

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees and other persons. Level III or Level IV infractions may include but are not limited to:

- Under the influence (i.e. alcohol, drugs)
- Arson
- Assault/Battery – Staff
- Drugs (paraphernalia, sale, distribution)
- Explosives
- Failure to properly serve an in-school suspension
- False alarm
- Fighting
- Gang activity
- Gross disobedience
- Harassment
- Misuse of internet/computers/cell phones
- Sexual harassment
- Theft – major
- Vandalism
- Weapons (look-alike, others)

Suspensions may cause the loss of privileges such as field trips, class trips, and end-of-year activities as approved and/or determined by school administration.

Levels of Risk and Intervention for Threat to Self:

The School Social Workers or Psychologist will determine the level risk through student interview, screener and/or assessment tool. Based on the level of risk (Low, Moderate, or High)- certain procedures and interventions will then be implemented.

- 1) Low Risk- a student voices a suicidal ideation or threat that is said without intent (example- making the statement in frustration with no actual suicidal feelings or intent).

Response- process statement and situation with student, help problem solve situation, teach skills to express feelings appropriately, teach positive coping skills to stressor(s). Notify parent/guardian of statement and response. Recommendations for follow up school social work or referral to a community agency if appropriate.

- 2) Moderate Risk- student expresses symptoms of depression, anxiety, withdrawal, worthlessness, and/or feelings of hopelessness along with recent suicidal thoughts, possible vague plans, but lacks intent and/or a concrete plan or means.

Response- process statement and situation with student, complete Suicide Assessment, notify parent/guardian to discuss concerns via phone conference or in person meeting (if appropriate). During the parent conference it will be determined if a referral needs to be made to a mental health provider or medical professional to further assess suicidal risk or the student's emotional wellbeing. A copy of the Student Threat Incident Report form will be given to the parent/guardian and administrator outlining the incident and intervention plan.

- 3) High Risk- a student voices suicidal ideations along with intent, a plan, and means to carry out plan or the student has made a suicidal attempt or gesture.

Response- If the student is an immediate danger to self or others 911 will be contacted to transport the student to the emergency room or nearest hospital. The parent/guardian will be informed immediately. If the student is not an immediate danger to self or others, the Suicide Assessment will be completed at school (this will help confirm if student is high risk). The student will then be referred for a formal risk assessment. This can be completed by the Lake County Health Department's Crisis Team- SASS (state insurance only), a local Emergency Room or Behavioral Hospital, or a mental health professional who completes formal risk assessments. If the student is being released to the parent/guardian to be transported for a Formal assessment a Urgent Evaluation Recommendation Form will be completed and signed that outlines the need for a formal recommendation, where a formal evaluation can be obtained, and that the school requests documentation of the outcome of the evaluation. The parent/ guardian and Administrator will also be given a copy of the Threat Incident Report Form. The social worker or psychologist will follow up with the student and family for any further intervention or transition planning.

Recognizing Risk Factors for Staff and Parents:

As you interact with your student(s), it is important to recognize signs of crisis that may arise throughout the school year and understand your role in responding in a timely manner.

RISK FACTORS

What is a risk factor? A characteristic, condition, or behavior that increases the possibility of injury, suicidal ideations, attempts, and or homicidal ideations or attempts.

RECOGNIZING RISK FACTORS OF CRISIS/SUICIDE SITUATION:

- *Previous suicide attempt
- *History of substance abuse
- *Depression and/or anxiety disorder
- *Student identifies with a suicide victim
- *Staff or family member failed to recognize the suicidal intent
- *Student believed that he or she might have caused someone else to commit suicide
- *Student shows symptoms of helplessness and/or hopelessness
- *Student has suffered significant life stressor or losses
- *Previous suicide in community/school
- *Student has a lack of social resources
- *Student has disruptive behaviors
- *Student had relationship with suicide victim

WARNING SIGNS OF SUICIDAL STUDENTS

- * Verbal or written statements about suicide, death, or dying:
 - * I HATE MY LIFE
 - * I DON'T WANT TO LIVE ANYMORE
 - * I WANT TO KILL MYSELF
 - * I WANT TO HURT MYSELF
 - * I WANT TO HURT OR KILL SOMEONE ELSE
- * Difficulty with appetite and sleep
- * Self-destructive behavior (drinking, drugs or driving too fast)
- * Interpersonal conflict or loss
- * Preoccupation/fascination with death and/or dying
- * Sudden onset of self-mutilation
- * Chronic bullying and/or victimization
- * Dramatic changes in behavior, mood, or personality
- * Overt signs of mental illness (ex. Hallucinations)
- * Giving away prized possessions or making out a will
- * Becoming suddenly cheerful after a period of depression (may mean a person has decided to attempt suicide and feels relieved to have found a "solution")

Levels of Risk and Intervention for Threat to Others

A threat to other is an expression of intent to do harm or act out violently against someone or something.

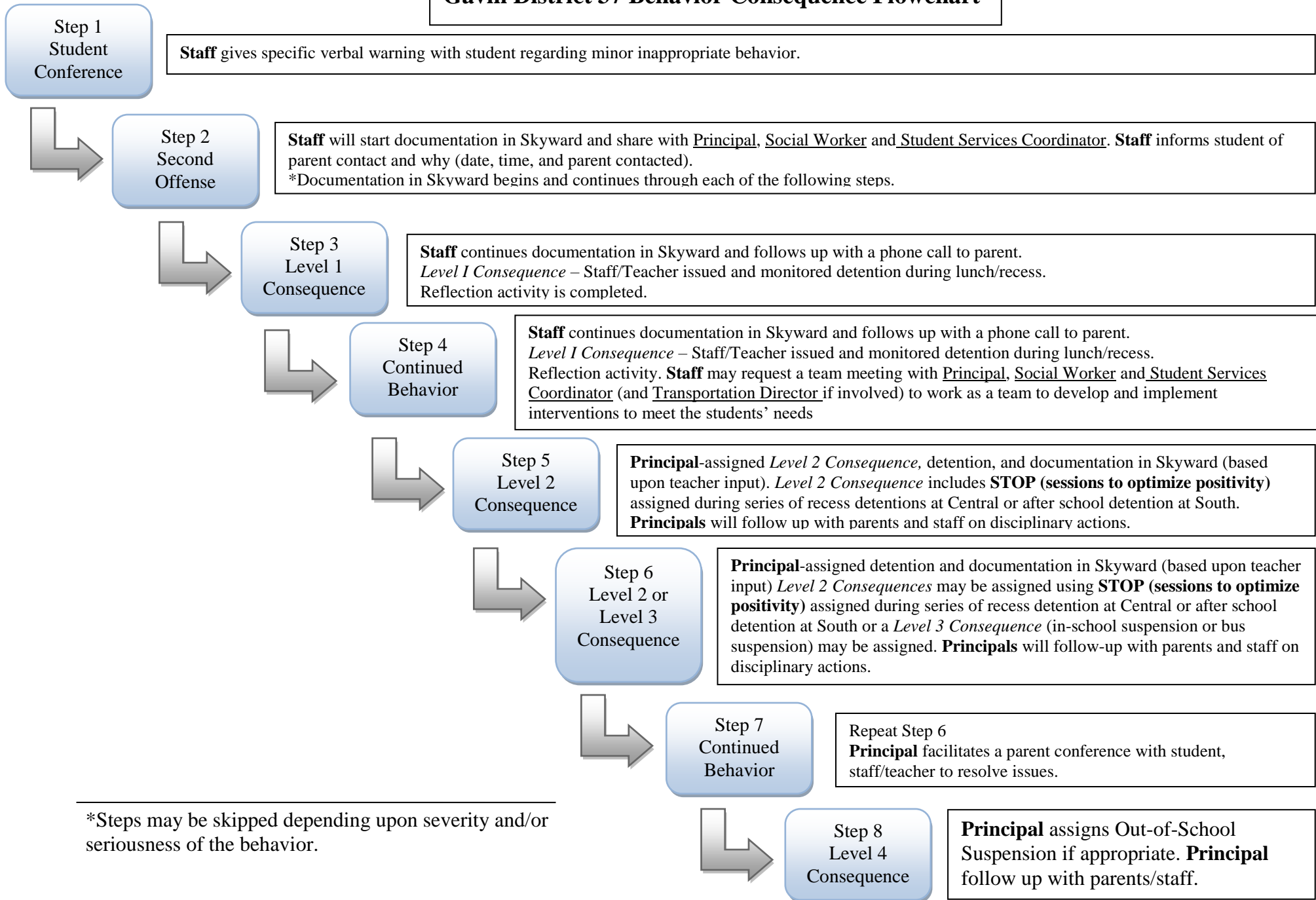
A threat can be spoken, written or symbolic- for example making a threatening gesture.

Depending on the incident and interviews a screening, assessment, or investigation will take place.

The staff member who heard the initial threat will complete the screening and if a possible threat is present the School Social Workers, Psychologist, and/or Administrator will determine if a Threat Assessment needs to be completed to help determine how credible and serious the threat is and to what extent does the threatener appear to have the resources, intent and motivation to carry out the threat. If it is high level threat an Administrator will determine if a law enforcement investigation needs to take place.

Parents of the involved parties will be contacted for notification and for any further recommendations or actions.

Gavin District 37 Behavior Consequence Flowchart



*Steps may be skipped depending upon severity and/or seriousness of the behavior.