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Sharon Sovey, Fourth Grade Teacher  
Laura Mund, Fifth Grade Teacher  
Laura Lenzie, Sixth Grade Teacher, 6-7-8 Language Arts  
Austin McDowell, 6-7-8 Soc. Studies, 6-7-8 P.E., Athletic Director  
Angie Tjelle, 6-7-8 Math Teacher, Jr. High RTI, Test Coordinator  
Lauren Walsh, Computer Teacher, K-8 Technology Director  
Amanda Smith, 7<sup>th</sup> Grade Teacher, K-5 P.E., 6-7-8 Science Teacher  
Mike Leone, Band Teacher  
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**Grundy County Co-op**

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Judy Vogel, EC/DK Para Professional  
Carolyn Elkin, Program Coordinator  
Laura Locia, Psychologist  
Stephanie Norris, Social Worker  
Cathy Beier, Speech  
Rochelle Prospero, Vision  
Samantha Rickmon, Occupational Therapy

# MEETINGS

Gardner Grade School District 72-C  
Board of Education  
Meeting Dates for 2016-2017

Thursday, July 21	7:00 P.M.
Thursday, August 18	7:00 P.M.
Thursday, September 15	7:00 P.M. (Budget Public Hearing 6:55 P.M.)
Thursday, October 20	7:00 P.M.
Thursday, November 17	7:00 P.M.
Thursday, December 15	7:00 P.M. (Public Hearing for Levy 6:55 P.M.)
Thursday, January 19	7:00 P.M.
Thursday, February 16	7:00 P.M.
Thursday, March 16	7:00 P.M.
Thursday, April 20	7:00 P.M.
Thursday, May 18	7:00 P.M.
Thursday, June 15	7:00 P.M.

All meetings will be held the 3<sup>rd</sup> Thursday of every month at  
Gardner Grade School, Board Room  
598 N. Elm Street, Gardner, IL.

## MISSION STATEMENT

*“It is the responsibility of Gardner Grade School  
to educate individuals in a caring, safe, and structured learning environment.  
Students, staff, and community members will work together  
so that students will acquire knowledge, skills, and responsibility,*

*values, and self-esteem to be prepared for lifelong learning.”*

Dear Parents/Guardians,

We look forward to continuing our proactive behavior support system, Positive Behavior Intervention and Supports (PBIS). It is well known that schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral expectations, it is our goal to create this atmosphere for learning. Gardner’s expectations are the following:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be A Problem Solver**

Based on Positive Behavioral Interventions and Supports, our plan is in place, with staff trained and looking forward to training students at the beginning of this school year. We also welcome parent involvement and look forward to giving parents information throughout the year. Please look for monthly PBIS newsletters and talk with your child about the information shared in these newsletters.

Included in the handbook is an overview of the system we will be using at Gardner Grade School. If you have any questions, please feel free to call Mr. Whiston, or any one of your student’s teachers. For more information or research regarding positive behavioral interventions and supports (PBIS) please visit their website at <http://www.pbis.org/main.htm>.

We Look Forward To A Great Year!

**THE PBIS TEAM**

## Table of Contents

<u>Topic</u>	<u>Page</u>
Academic Programs / Grading Scale	14-15
Academic Banquet	14
Alert Now	7
Annual Notice of Non-Discrimination	16
Athletic Handbook	35
Asbestos Management Plan Notice	17
Behavior & Discipline Procedures	24-25
Bus Discipline for Misconduct	21
Bus Transportation	16
Chapter I Procedures	16
Community Resource Persons and Volunteers	30
Cost of Reproducing Student Records/Removal of Materials	29
Daily Schedule	9
Discipline	26-27
Drug Policy/ Alcohol/Narcotics/ Prohibited Substances	27
Emergency Closing of School	11
Enforcement of Rules & Regulations	25-26
Extra-Curricular Activities, Expectations & Rules	31-34
Gang Activity Prohibited	27-28
Head Lice Policy	13-14
Homework	15
Inspection of Instructional Materials	29
Inspection of Student Records	29
Integrated Pest Management Policy	17
Parent Activities	30-31
Parent Teacher Conferences / Activities	30
Parental and Pupil Responsibilities & Rights	7-8
PBIS	18-19
Physical Education Classes	15
Promotion and Retention Policy	15
Request for Teacher's Qualifications	30
Safety and Security	17
School Calendar	5-6
School Fees / School Fees Waived	11-12
School Lunch Program	11-12
School Wellness Program	30
Special Education Services	16
Student Attendance	10-11
Student Attendance Eligibility	9
Student Directory Information	29
Student Health Information, Physicals, Immunizations	12-13
Student Medications	13
Student Records/Permanent and Temporary Records	29
Student Rules & Regulations	20-24
Student Transfers	9
Suspension and Expulsion of Handicapped Students	28
Technology Acceptable Use Policy	15
Weapons on School Grounds	27

Gardner Grade School 72c  
Annual Calendar

2016-17 School Year

August	12th	Teacher Institute Day
	15th	Teacher Institute Day
	16th	First Day Student Attendance - 2:00 pm Dismissal
	19th	Picture Day
September	5th	Labor Day - No School
	14th	11:30 Dismissal, School Improvement Day
	16th	First Quarter Mid-Term
October	7th	11:30 Dismissal, School Improvement Day
	10th	Columbus Day - No School
	17th	End of First Quarter
	TBA	Quarter 1 Academic Assembly at 2pm
	27th	2pm Dismissal P/T Conferences
	28th	P/T Conferences - No Student Attendance
November	11th	Veteran's Day - No Student Attendance
	13th	Second Quarter Mid-Term
	22nd	2pm Dismissal, School Improvement Day
	23rd - 25th	Thanksgiving Break - No School
December	21st	2pm Dismissal, End Quarter 2
	22nd - Jan 2nd	Christmas Break - No School
January	3rd	Teacher Institute Day - No School
	4th	Students return to school - full day
	TBA	Quarter 2 Academic Assembly 2pm
	16th	MLK Jr. Birthday - No School
February	1st	11:30 Dismissal, School Improvement Day
	6th	3rd Quarter Mid-Terms
	20th	President's Day - No School
March	2nd	2pm Dismissal - P/T Conferences
	3rd	P/T Conferences - No Student Attendance
March	8th	11:30 Dismissal, School Improvement Day
	10th	End of Quarter 3

	15th	3rd Quarter Academic Assembly, 2pm
	24th	2pm Dismissal, School Improvement Day
	27-31	Spring Break
April	3rd	School Resumes
	5th	11:30 Dismissal, School Improvement Day
	14th	Good Friday
	17th	Easter Monday
	21st	4th Quarter Mid-Term
May	18th	End Quarter 4
		Talent Show at 9am then Quarter 4 Academic Assembly
	19th	Graduation Practice and Pictures
	20th	Graduation at 2pm
	23rd	Last Day of School, Picnic Day and Report Cards
		2pm Dismissal
	24th	Teacher Institute Day - No Student Attendance

### **Alert Now Mass Parent Communication Program**

GGs uses the Alert Now Communication system to make emergency and general communications with parents. It is the parent's responsibility to provide the school with the most current and correct contact information.

### **Parental Responsibilities**

Good conduct in school originates in the home. It is the obligation of the parents, by their teaching and example, to develop in their children attitudes of respect for the school, the teachers, administrator, and for other children. To help their children develop good behavior habits, the parents must:

1. Instill in their child respect for authority, for the rights of adults and of other children, and for private and public property.
2. Know their child's friends.
3. Know where their child is when he or she is away from home.
4. Teach their child to obey the teacher and other persons in authority.
5. Confer privately with the teacher or administrator if action taken is not understood or if there is a question regarding its appropriateness.
6. Confer personally with a teacher or administrator when requested.
7. Insist that their child be prompt and regular in school attendance.
8. Carry out the recommendations made by the school in the best interests of their child.
9. Talk with their child about school activities. Take an active interest in their child's progress in school and in his/her progress report.
10. Safeguard the physical and mental health of their child by taking him/her for periodic health examinations.
11. Attend meetings of the parent teacher group and special school programs, if at all possible.
12. Arrange for a time and place for their child to do homework assignments and supervise him/her in completing them.
13. Encourage their child to participate in wholesome activities in the school and community.
14. Understand and comply with the rules of the school concerning pupil conduct.
15. Demonstrate good sportsmanship at all school functions and assume responsibility for the behavior of their child at such functions.

### **Parents Rights**

Parents are encouraged to communicate with staff about any suggestions or concerns.

If a parent wants to confer with a teacher, an appointment should be made for a time outside of school hours.

1. All visitors are required to register at the school office before proceeding to their destination. Visitors who do not comply with this regulation may be prosecuted for trespassing.
2. Students not enrolled at Gardner Grade School will not be permitted to visit a classroom while school is in session unless there is prior approval by the Superintendent.
3. Confidential parent conferences are very important to good communications.

These conferences should be limited to one set of parents at a time. If several parents share a common concern special arrangements should be made through the Superintendent.

4. If a parent needs to take his/her child from school, that parent should make the request to the building administrator. In the case where only one parent or a guardian has legal custody, a court order or a copy of the divorce decree indicating custody must be on file in the school office before the school can refuse to release a child to either parent.
5. Parents may request homework for an absent child, but such requests should be made by noon on the day of absence. Materials may be picked up in the main office at the end of the day.
6. From time to time parents may have some concerns about the use of certain instructional materials or about rules and/or practices. The procedure for handling these concerns is as follows:
  - a. Concerns about the use of certain books, instructional materials, rules, or procedures, should be first directed to the teacher, sponsor, or coach. If the parent is not satisfied with the response of the teacher, the parent may then request a meeting with the Superintendent.
  - b. Concerns about athletic activities should first be directed to the coach. If the parent is not satisfied with the response of the coach the concern should then be directed to the Athletic Director.
  - c. Concerns about building or district rules, procedures or practices should be directed to the Superintendent.
  - d. All matters not resolved at the Superintendent's level may be appealed to the School Board. These requests must be made 48 hours prior to the Board meeting in order to be on the agenda. A request form may be complete at the school office.

### **Pupil Responsibilities**

The pupil attends school so that he/she may develop his/her individual capacities to their fullest and become, for his/her benefit and that of others, the best person that it is possible for him/her to become. To do this, the pupil must:

1. Accept responsibility for his or her own actions.
2. Approach his or her studies with a seriousness of purpose of realization that learning is its own reward.
3. Develop good study habits and make a sincere effort to do his or her best.
4. Be well prepared for his or her classes each day, both physically and mentally.
5. Make the most of all educational opportunities provided by the school.
6. Develop a basic attitude of consideration and thoughtfulness for the rights, welfare, and happiness of other people.
7. Be regular in his or her attendance and punctual in arriving at school and at class.
8. Dress appropriately and practice habits of personal cleanliness.
9. Choose his or her friends and companions carefully.
10. Understand and comply willingly with rules and regulations established by the school.
11. Participate with enthusiasm and in a dependable, self-reliant manner, in the civic, athletic and social activities of the school.
12. Act in a manner, which will reflect credit on himself/herself, parents, and school.
13. Respect the authority of teachers and other members of the school staff.
14. Remember that the real measure of the individual is what he or she does.
15. Learn the National Anthem, school song, and the Pledge of Allegiance.
16. Keep his or her locker locked at all times.
17. Know what times to have parents pick him/her up following school functions.



## Daily Schedule

- 7:45am **Students may arrive on school grounds. School Doors will open and Supervision will be provided.**
- 8:00am Bell rings. If student arrives after bell the student must enter through the main office door.
- 8:05am Tardy bell rings. Students arriving after tardy bell will be given a tardy slip. Classes begin.
- 10:45am-11:20am Lunch/recess period for grades K,1,2.
- 11:20am-11:55am Lunch/recess period for grades 3,4,5.
- 11:40am-12:15pm Lunch/recess period for grades 6,7,8.
- 2:50pm K-5 Bus students are dismissed.
- 2:55pm 6-8 Bus students are dismissed.
- 3:00pm All other students in grades K-8 are dismissed.

Students not participating in extra-curricular activities are expected to leave the school grounds immediately following dismissal. Students are not permitted to remain on school playgrounds to play unattended or unsupervised.

**Note: Be sure to check the School Calendar for dates and times of early dismissal.**

**Students will remain inside for recess should the wind chill/ temperature reach 20 degrees or lower.**

## Student Attendance Eligibility

Pupils are eligible to attend school in District 72C if parents or legal guardians reside within the boundaries of the district. No child living outside the legal boundaries of the district may attend the school unless a written request is submitted to the Superintendent and approved by the Board of Education. When circumstances warrant, parents will be required to pay a per capita tuition charge per child based on the previous school years costs. Every parent/guardian must supply two proofs of residency upon registration of their child at Gardner Grade School. The following items will be accepted:

### First form of proof (only one needed):

- Lease
- Purchase agreement
- Property tax receipt

### Second form of proof (only one needed):

- Utility bill such as one for
- Electric
- Gas
- Water/Sewer/Garbage
- Telephone/Internet

## Eligibility to enter school – Kindergarten and First Grade

The State of Illinois requires a child to be five years old on or before September 1, 2015, in order to be enrolled in Kindergarten. A child must be six years old on or before September 1, 2015, to be enrolled in First Grade.

### **Student Transfers into District**

All students transferring from another district must present evidence of grade placement at registration. In addition, a written request for transfer of records must be signed by the parent/guardian so that records can be released to the school.

### **Student Transfers from the District Mid-Year**

If a parent/guardian of any student changes residency outside the school district after the school year has begun, their child may complete the school year without tuition charges providing the parent provides transportation to and from school.

## **Attendance**

### **Attendance Regulations –Chronic/Habitual Truant**

In accordance with the compulsory attendance laws for the State of Illinois, all students age seven through seventeen are required to attend school. Students who are either tardy or absent to school more than 5% (9 days) or more of the previous 180 regular attendance days are considered at risk for truancy. Unless there is a verified medical excuse, students will be reported to the Grundy County Truancy Office for further assistance and legal action may be taken. This law placed the ultimate responsibility for attendance upon the student and their parent/guardian.

- Upon three tardies or unexcused absences the school will send a letter to parent's concerning the child's absences, students 3<sup>rd</sup> -8<sup>th</sup> will receive an office detention.
- Upon the student's fifth absence or tardy (excused or unexcused), and taking into consideration the student's history of absences and reasons for absences, the school may send the parent/guardian a "medical note required" letter requesting a physician's note for any future absences to be considered excused.
- Upon the student's ninth absence or tardy (excused or unexcused), and taking into consideration the student's history of absences and reasons for absences, the school may report student to the Grundy County Truancy Officer.

Generally, in accordance with district policy, absences can be classified into 1 of the 4 following categories:

- 1- Excused Absence:** this absence is defined as a personal illness (medical note required on 3<sup>rd</sup> day of illness), death in the family, or extenuating circumstances approved by the administration. Students upon returning will generally be allowed a day for every excused absence to make up their work for credit.
- 2- Pre-Arranged Absence, Excused:** This absence is defined as that which can, and should be, arranged for in advance using the **Anticipated Absence Form**. Two days of advanced notice is requested for each day of anticipated absence. To receive credit for work assigned in advance, the work must be completed upon the student's return to classes. Absences in this category include:
  - a. Doctor or dental appointment verified by appointment card or Dr. note (**please note, appointments should be made for a reasonable time only. Such appointments shall be encouraged during the beginning or end of a school day, not the entire day**)
  - b. Court appearance verified by an official summons
  - c. Religious appointments verified by a note from the clergy
  - d. Participation in school activities
- 3- Pre-Arranged Absences, Not Excused:** This absence is defined as that which can, and should be, arranged for in advance using the **Anticipated Absence Form, but will not be excused**. Students will be allowed to make up their missed work for a maximum of five (5) days per year. If absences in this category exceed five cumulative days in a year, work missed on the sixth day forward will receive a grade of zero. Two days of advanced notice for each day of planned family vacation is **mandatory**. Work assigned will be given full credit if it is completed upon the student's return to classes. Absences in this category include:

- a. Family vacations or trips of educational value
  - b. Job related work at home or at a family owned business
- 4- Unexcused Absence:** An unexcused absence is defined as willful absence from any portion of the school day with or without permission of the parents and without prior approval from the school. Absences in this category will result in a zero being issued for all graded work missed, with the exception of out-of-school suspensions. Students absent for reasons in this category are subject to additional disciplinary action. Absences in this category include but are not limited to:
- a. Truancy or skipping class
  - b. Oversleeping
  - c. Shopping, haircuts, beauty appointments
  - d. Recreational trips
  - e. Running errands for family or friends on school time
  - f. Babysitting
- 5- Absences and Extracurricular Activities:** Student must be in attendance by noon to participate in that evening's event. Please see Activity Handbook for further explanation.
- 6- Reporting Absences:** If a student is to be absent from school, parents/guardians must call the school at 237-2313 option 1 and report the following: student name, reason for the absence and if homework is being requested. An absence may also be e-mailed to [absent@ggs.grundy.k12.il.us](mailto:absent@ggs.grundy.k12.il.us). If the school is not notified of the absence by 9:00 a.m., the parent/guardian will be contacted at home and/or work to determine the whereabouts of the student. Once a student has been absent for any reason, they are to report first to the office upon their return to obtain an admit slip.
- 7- Requesting Homework:** Homework requested before noon on the day of an absence can be picked up at the office after 3:10pm the same day. Homework requested after noon will be available the next school day.
- 8- Pupil Sign Out:** Students expecting to leave school anytime during the day must have note or phone message stating the time the student will be leaving turned into the office before 8:30am, this gives the teacher time to prepare for the students absence. Students will NOT be called out of class until the parent has arrived at the school to pick the student up.

### Emergency Closing of School

All Illinois schools are required to be in session a minimum of 174 days. Our school calendar has included five (5) snow days or emergency days. Parents will be notified as soon as possible if the school is to be closed due to inclement weather or other emergency reason. This notification will be made through the mass parent communication system, *Alert Now*, as well as through local radio stations. You may listen to Wilmington (FM 105.5) and Morris (FM 95.7, FM 103.1) for information concerning possible school closings *Note: Please do not call the school, the bus company, or the radio stations as these telephone lines need to remain open.* It is the parent's responsibility to ensure that the school has the correct contact information. In the event that parents cannot be reached, the emergency contact listed on the registration form will be contacted to arrange for safe transport and care of the student.

### School Fees (updated June 2013)

The textbook rental fees are:

Kdg - Grade 2	\$70.00 (a 10% discount for Kindergarten will be given for early pre-registering at designated March yearly date)
Grades 3 – 5	\$94.00
Grades 6- 8	\$99.00 + \$6.00 PE Shirt + \$9.00 PE Short

Breakfast - \$1.50 a day

Lunch Fees - \$2.30 a day

Replacement Assignment Books \$ 4.00 (3-8 grades)

Replacement PE Uniform: \$6 Shirt and \$9 Shorts

Snack Milk (optional for Early Childhood, Developmental Kindergarten Yearly \$51.60, ½ year \$25.80).

All textbook fees are due at the time of registration. If necessary, arrangements can be made for installment payments to be completed by end of the school year. After this date, a list of unpaid fees will be presented to the Board of Education for action to recover these monies.

### **School Breakfast / Lunch Program**

GGs has implemented the National Lunch Program and must follow the federal guidelines. Breakfast will be served daily at 7:45-8:00 at the fee of \$1.50. Lunch fee is \$2.30 daily, additional milk and bottled water may also be purchased each day. Lunch fees are collected in the main office. This helps parents keep better track of what their child is spending. A letter will be sent home with students to let parents know when their child's food account needs replenishing. Students will be given a cold sandwich in place of the hot dish if lunch balance is below \$0. Students will be given only a cheese sandwich and milk if balance is negative \$50.00 or more until balance is paid in full. Students will be issued an automated lunch card. Parents may update cards with a minimum \$10.00 payment. A charge of \$2.25 will be automatically deducted from the student's account for lost or destroyed cards. The School Board is committed to improving the nutrition value of student lunches and to that end has determined that no snack items such as chips or various treats will be available for purchase. Students are discouraged from bringing canned or bottled soft drinks to school for the same reason. A lunch menu is sent home each month to assist parents in planning their child's lunches. In order to make the lunchroom more cost effective and efficient in serving students, GGS will continue to hone lunchroom policies and procedures throughout the 2015-2016 school year.

### **Student Fees Waived**

Students currently receiving aid under the Illinois Public Aid Law are eligible for waiver of school and breakfast/lunch fees on the basis of federal family income guidelines issued not later than June 1 of each fiscal year by the Secretary of the U.S. Department of Health and Human Services for the federal free and reduced price lunch program; or in cases in which a student's family is able to otherwise establish that they cannot afford to pay the fees. Student fees may be waived if the gross income of the student's family is at or under the federal guidelines for free or reduced price lunch issued annually; if the student's family is receiving public aid; or if the student's family otherwise established that they cannot afford to pay the fees.

### **Physical Exam and Immunizations**

Students entering Early Childhood, Developmental Kindergarten, Kindergarten and Sixth grades, and students in any grade who have not attended Illinois public schools in the past, must have a physical examination and a current immunization record as required by the Illinois School Code within one year prior to the entrance into these grades.

Parents or legal guardians of students who are not in compliance with these laws will be notified and told of their deficiencies. Parents or legal guardians of any student who is not in compliance will have until October 15 to meet these requirements. By State Law, all students not in compliance by October 15 must be excluded from school until compliance has been attained. Parents have been determined legally responsible for this requirement and, in many counties in the State, have been fined when their child has not been properly immunized.

### **Dental Exam**

All students in Kindergarten, Second and Sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in Kindergarten, Second or Sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof of a completed dental examination, or that a dental examination will take place within 60 days after May 15.

### **Eye Exam**

Parents/guardians of students entering Kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of Kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye exam.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof of a completed eye exam or that an eye exam will take place within 60 days after October 15.

### **Student Health Information**

Parents are encouraged to identify, at the time of registration or later if something develops during the school year, any special health needs of their children. This information will be kept confidential and shared only with District staff that may come in contact with your student(s).

### **Student Medications**

The Board of Education of Gardner Grade School District 72-C believes that parents have the primary responsibility for the administration of medication to their children. The Board recognizes, however, that when circumstances prevent parents from exercising this responsibility of administering such medication to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems.

Upon written request, using a Medication Permit Form to be provided by the school and completed by the parent or guardian of any student, school personnel will keep properly labeled medication which will be made available to the student at prescribed times and in prescribed dosages during the school day. A Medication Permit Form can be found on the school website or requested from the office.

All medication will be clearly marked with the student's name, doctor's name, contents and dosage. In the case of prescription medication, the original labeled pharmacy container must be supplied. **The medication must be brought to school by the parent and the unused medication also must be picked up by the parent.**

It is the parent's responsibility to communicate with coaches and the office about medication needs.

### **Head Lice Policy and Procedures**

If your child is sent home with head lice, you should be aware that this is an easily treated condition that is generally not associated with any serious medical complications. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, headphones, etc.). It has nothing to do with cleanliness and does not reflect poorly on you as a parent.

The problem is easily managed:

- (1) Students will be randomly checked for head lice during the school year. This can be done during an office visit to the nurse or may come from a parent or teacher request.
- (2) Any student found to have an active case of lice will not be allowed to continue with the school day and will be sent home for treatment.
- (3) The parent will be instructed with the proper treatment for removal of the lice from the student and treatment of the home the child resides at.

- (4) The parent or guardian of the child will be responsible for the child to be picked up from school following the discovery of head lice.
- (5) The student will be expected to return to school (accompanied by their guardian) the following day and be checked first by the nurse or administrator in charge, if the nurse is absent, before they will be allowed to attend class. If the child does not return the next day, that absence, and any consecutive days following the original discovery will not be excused if head lice is the cause.
- (6) If the child is found to have any nits the child's parent will again be instructed on proper removal of all nits before returning the child to school.
- (7) Additional infestations and continued improper removal of the problem with additional absences will be considered to be an unexcused absence. If needed truancy procedures will be enforced.
- (8) Any student in close contact with the affected student will be checked. If more than the original student is found to be affected then a note will be sent home informing all students in contact with that student that a case has been found so that the parents can check their own students.

### **Academic Programs**

Gardner Grade School District 72-C provides a comprehensive educational program as specified under the Illinois Program for Evaluation, Supervision and Recognition of Schools and The Illinois School Code. Among the subjects provided under these guidelines are Reading, English, Language Arts, Spelling, Science, Math, Social Studies, Music, Art, Health and Safety, Physical Education, Career Education, Genocide, Conservation of Natural Resources and Civics. As part of the requirements of the Illinois School Code, physical education or health is taught daily. All students are required to participate unless excused or limited by physical restrictions. To qualify for this exclusion, a student must submit a written excuse from a registered physician.

### **Grading Scale**

A	93 - 100
B	85 - 92
C	75 - 84
D	70 - 74
F	69 and below

### **Honor Rolls**

Gardner Grade School students will be recognized for well-rounded achievement on one of three different Honor Rolls. The guidelines for these Honor Rolls are as follows:

- High Honors: Students who have all "A's" in the major subjects of Reading, English, Spelling, Language Arts, Math, Science, Social Studies, Physical Education, and Computers.
- Honor Roll: Students who earn "A" or "B" grades in all subjects listed
- Honorable Mention: Students who have earned a 85 or above average on a 100 scale (B average) will receive honorable mention for their achievement. To be eligible, no grades may be lower than 75.

All students who qualify for any of the three honor rolls will have their names submitted to local newspapers for recognition and receive a certificate at an awards assembly held each quarter.

### **Valedictorian and Salutatorian**

The top academic and the second highest academic students will be honored at eighth grade graduation as Valedictorian and Salutatorian for their class. Final grades for each school year

from sixth through eighth are averaged to determine these winners (with May 1<sup>st</sup> of the 8<sup>th</sup> grade year being the cut-off date). Grades for the regular classes in Language Arts, Math, Science, Social Studies, PE, and Computers are averaged to two decimal places (with rounding being based on the third decimal place). Beginning with 2006-2007, percentage grades will be used exclusively.

### **End of Year Academic Banquet**

The top two students from grades 3<sup>rd</sup> thru 8<sup>th</sup> will be honored at our annual Academic Banquet in late May. The cumulative GPA will be figured 10 business days before the banquet.

### **Promotion/Retention Policy**

Illinois State law requires that all school districts adopt a policy that requires students to meet local goals and objectives, and to utilize assessment procedures that measure to what extent students are meeting these goals. The decision to promote a student in Gardner District 72-C is based on successful completion of the curriculum, attendance record, state assessment, achievement test scores, and other criteria as established by the Board of Education. If a student is not able to meet this requirement, he or she will have a written remedial program that may include, among other alternatives, retention at the present grade level. The determination of each pupil's promotion or placement each year will be made by the school administration and professional staff.

### **Homework**

Every child should have his/her own quiet corner and a regular time for reading and studying at home. Homework is purposeful when it provides needed practice in newly developed skills, helps train children to work independently, and enriches and extends school experiences. One of the teacher's objectives in preparing homework assignments is to promote initiative, responsibility, and self-reliance. Parents should talk about school with their children each day, check on homework assignments, discuss the assignment, check to see that the assignment has been completed, and then sign the child's assignment book, when appropriate.

Parents should never do a homework assignment for their child, and after discussing the assignment, should allow the child to complete the assignment independently. Assignments should always be turned in at the time designated by the teacher. At the discretion of the teacher, students may receive only partial credit when the assignment is a day late, or no credit if the assignment is more than a day late.

### **Physical Education Classes – All Students**

1. All students are required to have rubber sole shoes specifically for the gym.
2. Parents are allowed to write students one excused "no participation day" in regular PE activities each semester. However, if the student is well enough to attend school an alternate activity/assignment will be assigned. A doctor's note is required for any additional days a student must sit out of P.E. A doctor's note is also required to return to activities.

### **Physical Education Classes – Grades 6, 7, and 8**

1. Students are **required** to dress in the school-approved uniform for gym class each day unless a written doctors' excuse is presented. After the one parental absence a doctor's medical note will be required.
2. Gym shorts and t-shirts will be available for purchase at registration and through the school office.
3. Students will take their uniforms home to be laundered every Friday.
4. Students are required to use a PE locker during gym class. Students must use the lock that is provided and may not use their own.
5. Students involved in extra-curricular sports will be assigned a larger locker in the locker room.

### **Technology – Acceptable Use Policy**

Gardner Consolidated Grade School District 72-C has the ability to enhance the educational program for all students through access to the Internet. The Internet offers a vast resources and opportunities to enrich student learning. An Acceptable Use Policy has been adopted by the Board of Education that includes an Authorization for Internet Access. The failure of any user to follow the terms of the Authorization for Internet Access will result in disciplinary action and the loss of privileges. Parent authorization is required before any student has access to this resource. This authorization will be kept on file with the Computer teacher in the Computer Lab. A copy of the District's Acceptable Use Policy can be requested at the office.

### **Special Education Services**

All children with disabilities from birth to 21 who live within district boundaries may be eligible for special education or related services. Parents may contact Mr. Neil Sandburg, Director of Grundy Country Special Education Cooperative at (815)942-5780 for information regarding the district's screening, referral, and evaluation procedures.

### **Bus Transportation Service**

Gardner Grade School contracts with Illinois Central School Bus Company to provide buses for the transportation of all students who live more than one and one half mile from school. Buses are also utilized for special education transportation and extra-curricular activities. Parents need to call the bus company to report if their child is not riding the bus or being picked up/dropped off at a different location on a particular morning or afternoon; the contact number is (815)634-0333, please inform the school as well. **Students are not permitted to ride the bus for the purposes of arriving at a baby sitter.** If this service is required, parents/guardians will be charged \$250 for the service and prorated on a quarterly bases. If a parent wants to make the request that their child ride on a different bus for a particular afternoon or go to a different location on their normal bus for a specific afternoon, a parent note needs to be sent to the office by the morning of that requested day. In the note be sure to include who the student is that your child would be ridding home with that afternoon.

### **Annual Notice of Non-Discrimination**

The board of Education of Gardner Grade School hereby notifies students, parents, employees and the general public that this board insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Any questions in reference to this may be directed to:

Superintendent Gardner Grade School  
598 N. Elm St.  
Gardner, IL 60424

### **Chapter I – Grievance Procedures**

SECTION 128 OF PL 95-561 states that each education agency receiving funds under Chapter I shall develop and implement written procedures for the resolution of complaints made to that agency by parent advisory councils, parents, teacher or other concerned organizations or individuals concerning violations of this act.

Pursuant to this section the following procedures are hereby adapted:

\*Any parent, parent organization or other concerned organization or individual who is or are aggrieved on violations or suspected of Chapter I personnel or program or regulations pertaining to Chapter I may request a hearing or an investigation of their complaints in writing to the Principal and or Director of Federal Programs. The Principal or the Director will, within 10 days, respond to the complaint in writing indicating resolution of the complaint.

\*If the response is not satisfactory to the complainant, the parent or organization may within five days request a hearing or investigation of the complaint by the L.E.A.'s authorized



representative or his designee who in turn will hold a hearing or investigation and respond within 10 days or receipt of written complaint indicating resolution or decision.

\*If the response is still not satisfactory to the complainant, the parent or organization may appeal the final resolution or decision to the State Educational Agency within 30 days of receipt of written resolution or decision.

\*In each of the foregoing steps, the complainants and/or complainant's representatives will be provided the opportunity to present evidence, including an opportunity to question parties involved.

\*Information concerning these procedures will be on file in the Superintendent's office. Copies will also be provided each member of the Parent Advisory Council and will be available on request to interested parties.

### **Safety and Security**

All doors to the building will be locked during school hours with the exception of the main office door. All visitors must enter through the main door entrance, and all visitors will be required to register in the office and wear a badge. All students entering school after the bell rings or being picked up early before school is dismissed must be signed In or Out in the School Office Log.

### **Integrated Pest Management Policy**

The Gardner Grade School Board of Education recognizes the need to maintain a safe and healthy learning environment for the students and staff who work in the building.

To this extent the Board has adopted an integrated pest management control plan, which emphasizes inspection, identification, and elimination of conditions in the school that could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the pest control program. Parents desiring to receive written notification two days in advance of the application of liquid or aerosol pest control materials should complete the Pest Control Notification Form in the District office.

### **Asbestos Management Plan Notice**

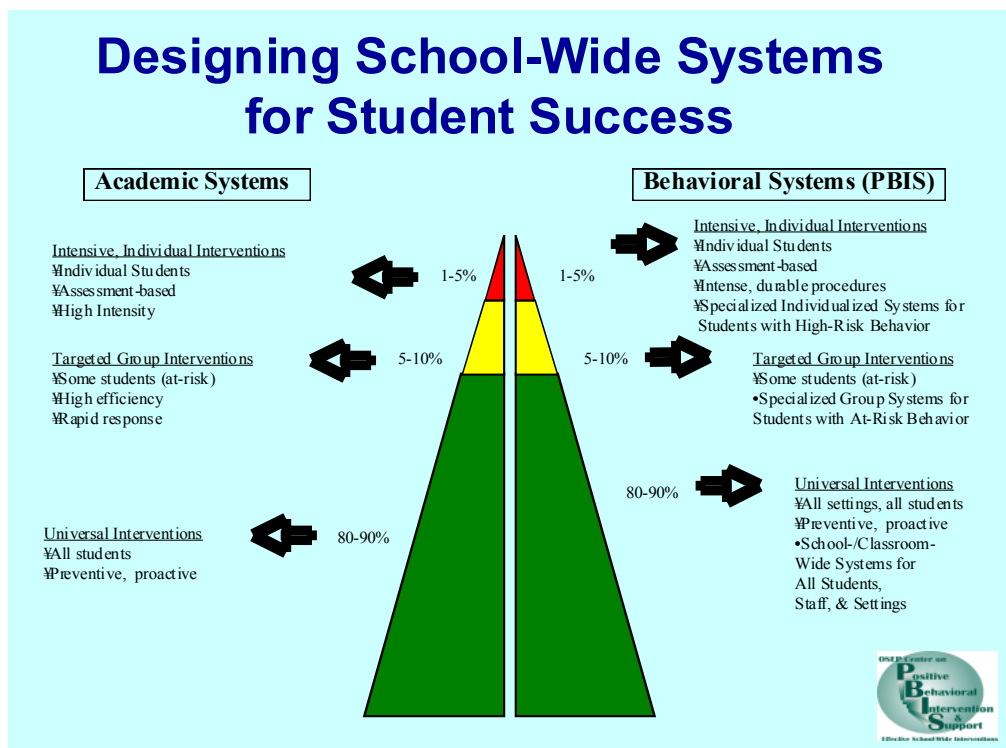
This is to inform you of the status of Gardner Grade School's asbestos management plan. It has been determined by the Illinois Department of Public Health and Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was initially inspected for asbestos on September 16, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas is 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 as required. The Inspection/Management Plan is available for public review in the Grade School Office. Should you wish to review the plans, please call to make an appointment between 8 A.M. – 3:00 P.M.

## Positive Behavior Intervention and Support (PBIS)- A proactive approach to School-Wide Discipline

### What is PBIS:

PBIS stands for Proactive Behavioral Interventions and Supports. PBIS is a school-wide systems approach to preventing and responding to classroom and school behavioral problems. Emphasis is directed toward developing and maintaining a safe learning environment where teachers can teach and students can learn.



### Gardner's Goal For PBIS:

To improve student behavior in all locations within the school setting, thus decreasing the amount of instructional time lost to discipline issues and provides consistency across the school when dealing with student behavior.

### Definition of Discipline:

Unfortunately, “**discipline**” commonly is defined by procedures that focus on control with punishment. This traditional discipline perspective is incomplete without attention to the development and support of pro-social behavior. Research suggests that punishment by itself is ineffective in achieving long-term suppression of problem behavior and enhancement of pro-social behavior.

*Therefore, a more effective definition of discipline is “the steps or actions, teachers, administrators, parents, and students follow to enhance student academic and social behavior success.”*

### **Proactive Approach to School-Wide Discipline:**

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Instead of using a patchwork of individual behavioral management plans, schools are moving toward school-wide discipline systems that address the entire school.

- 1. Behavioral Expectations are Defined:** A small number of clearly defined behavioral expectations are defined in positive, simple rules. Gardner's expectations are the following: **Be Respectful, Be Responsible, Be A Problem Solver.**
- 2. Behavioral Expectations are Taught.** The behavioral expectations are taught to all students in the building and are taught in real contexts.
- 3. Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught they need to be acknowledged on a regular basis.
- 4. Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable and for preventing that unacceptable behavior from resulting in inadvertent rewards.
- 5. Program Evaluations and Adaptations are Made by a Team.** School-wide systems of behavior support involve on-going modification and adaptation.
- 6. Administrative Support and Involvement are Active.** School-wide behavior support involves the active and on-going support and involvement of key administrators.
- 7. Individual Student Support Systems are Integrated with School-wide Discipline Systems.** School-wide behavior support is a process for establishing a positive culture in school.

Schools that have been successful in implementing school-wide positive behavioral interventions and supports describe the following **BENEFITS**:

- 1. Increases in attendance**
- 2. Student self-reports of a more positive and calm environment**
- 3. Teacher reports of a more positive and calm environment**
- 4. Reduction in the proportion of students who engage in behavioral disruptions**
- 5. Reduction in the number of behavioral disruptions**

### **PBIS Reinforcement Plan:**

To effectively change student behavior and improve the school climate, Gardner Grade School has developed a reinforcement plan to strengthen and support the PBIS program. The plan includes:

- 1. Gotchas:** These tickets are an integral part of the reinforcement plan. All adults in the building will use these to reinforce previously taught appropriate and expected behavior. It is important to positively acknowledge exhibited positive behaviors. Gotchas will be collected by each student and can be used to earn rewards throughout the year.
- 2. Celebrations:** Students will attend celebrations throughout the year to reinforce, encourage, and celebrate positive behaviors.

### School Rules and Regulations

The PBIS program rules and regulations included in this handbook are guidelines for students, parents, and teachers. The Superintendent may waive the rules and regulations based upon an emergency or unusual situation. All such decisions shall be made in accordance with the purpose and intent of the PBIS policies and procedures of the Board of Education.

#### Examples of Minor Offenses (generally handled by the teacher)

<b>Minor</b>	<b>Definition</b>
Defiance/Disrespect	Student engages in low-intensity failure to respond to adult requests
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Electronic/Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, music/video players, camera, computer, Internet, etc.
Forgery/Theft	Student is in possession of, having passed on, or being responsible for someone else's property or has signed a person's name without that person's permission.
Inappropriate verbal language	Student engages in low intensity instance of inappropriate language
Lying/Cheating	Student delivers a message that is untrue and/or violates rules.
Non-compliance (Classroom)	Student fails to follow classroom procedures
Non-compliance (School)	Student fails to follow school-wide procedures
Physical Contact/Horseplay	Student engages in non-serious, but inappropriate physical contact
Tardy	Student arrives at class after the bell
Teasing	Student engages in a non-serious but inappropriate (as defined by school) use of disrespectful messages (verbal or gesture) to another person.
Property Misuse	Student engages in low-intensity misuse of property
Other	Student engages in any other minor problem behaviors that do not fall within the above categories (Staff must specify behavior)

#### Major Offenses (generally referred to the office)

<b>Major</b>	<b>Definition</b>
Alcohol/Drugs/Tobacco	Student is in possession of or using illegal drugs/substances or imitations.
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters,

	firecrackers, gasoline, lighter fluid etc.)
Defiance/Disrespect	Refusal to follow directions, talking back and/or socially rude interactions.
Disruption	Behavior causing an interruption in a class or activity. Disruption includes 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 as practiced by the school/district.
Electronic/Technology Information	Student engages in inappropriate (as defined by the school) use of cell phone, music video players, camera, computer, Internet, etc.
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, Taunting, Bullying	Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin, disabilities, sexual orientation, or other personal matters.
Inappropriate Verbal Language	Student uses profanity or inappropriate language (as defined by the school).
Inappropriate Display of Affection	Student engages in inappropriate (as defined by the school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Tardy/Truant	Excessive tardies (3 or more) to school, leaving class/school without permission and/or staying out of class/school without permission.
Vandalism/Property Damage	Student deliberately impairs the usefulness of property
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other	Students engage in problem behaviors that do not fall within the above categories (Staff must specify behavior)

### **Discipline for Misconduct on the Bus**

In the case of a student who deliberately mars, cuts or otherwise attempts to or actually mutilates or destroys any part of the bus, the superintendent may ask the Board of Education to bar that student from further riding for the remainder of the school year or until such time as satisfactory reparation has been made. Drivers are instructed by the Superintendent and the Board of Education to report to the Superintendent the occurrence of student misconduct on the bus or failure to obey bus safety rules.

### **School Rules**

1. Students should arrive at school between 7:45am and 8:00am. Any exceptions to this should be addressed in writing with the reason and brought to the attention of the Superintendent. **Supervision is provided fifteen minutes before the bell rings at the start of the school day.**

2. Students walking to or from school should walk on the sidewalks as provided. Parents should discuss with their children the safest way to get to and from school. This is of particular importance for the avoidance of street and traffic hazards.
3. Students are expected to cross the street in the crosswalks when arriving to and departing from school.
4. Students may leave school at lunchtime if a signed permission form is on file in the School office. All students are required to sign in and out of the school office before exiting the building. Parents are expected to call the school if their child is not returning to school after lunch. Returning students are to report immediately to the lunchroom. Students are not permitted to leave the school without permission during school hours.
5. Teachers are responsible for maintaining classroom discipline. Students are expected to conduct themselves in such a manner that a quiet and ordered atmosphere is maintained in the hallway, cafeteria, restrooms, and learning areas of the school. Students will be expected to conform to the behaviors outlined in PBIS and this handbook.
6. Respect by all persons within this school community of learners is expected. This means that all adults working in this school will work to see that respect is communicated from student to student, student to adult, adult to student, and adult to adult.
7. Lockers and desks are the property of Gardner District 72C and are subject to inspection whenever it is deemed advisable or necessary by the administration. Students are not to deface lockers inside or outside with decals, pictures, or stickers that cannot be easily removed. Students will provide restitution for any damages. Open cans or bottles of drinks or open containers or wrappers of food are not to be placed inside or on the shelf above the lockers. Lockers must be kept neat and orderly. Excessive hitting or kicking of lockers will not be tolerated. The security of the locker is the responsibility of the student. Students who violate these guidelines will be disciplined and can have their lockers taken away.
8. In the library the following rules apply:
  - a. All books removed from the library must be checked out by the librarian, teacher, or volunteer. Books will have a due date. An overdue notice will be given to a student who keeps a book beyond the due date. Parents will be notified if the overdue book exceeds two weeks.
  - b. Encyclopedias and other reference books may not be checked out overnight by students. Teachers may check out reference materials for use in the classroom.
  - c. Any book that is lost or damaged must be replaced. The librarian will send home a statement of book title and cost. Students may lose checkout privileges.
  - d. The Fossil Ridge Bookmobile makes a stop at the grade school on alternating Fridays so that students may have the opportunity to borrow books. This is a wonderful service to our students and staff. Students are expected to care for these books and return them to the Bookmobile in two weeks.
9. Dress Code

The philosophy of Gardner Grade School is that the parents and students have the responsibility for dress and grooming. However, the administration shall take action on student appearance when the dress and or grooming presents a clear and present danger to student health, causes an interference with schoolwork, or creates a classroom or school disorder. The following guidelines shall be used as a basis for judgment concerning appropriate dress and grooming for 4<sup>th</sup>-8<sup>th</sup> grade students. K-3rd students

are encouraged to follow the rules as well. However, do to students' age, conferences will be held with parents.

a. Hats, coats, insulated vests, jackets, windbreakers that are being worn over a shirt or blouse is not permitted in the classrooms or lunchroom. (Exception: a teacher may make exceptions if the temperature is abnormal because the heating and cooling system is not functioning properly.

b. The length of shorts or skirts must extend below the student's fingertips when the student's arms are fully extended downward at his/her sides.

c. All shirts and tops worn by students must cover their shoulders and not have low necklines. Halter-tops, tank tops, spaghetti strap tops, and the like, are not permissible. Bare midriff tops are not permissible.

d. Underclothing must be covered at all times and must not be visible.

e. Students must wear shoes at all times. **Students in K-8th must have a back strap and closed toe on shoes.**

f. Profanity or obscene or objectionable material (drug, sex, alcohol, tobacco, gang related) on clothing, belts, hats, or other items of apparel is not acceptable in school.

g. Students will not be permitted to wear choker/dog collars or wear chains that are hanging from clothing.

10. Electronic pagers/beepers, cell/camera phones, & similar communicative devices  
The School Board prohibits the use of electronic paging devices, cellular phones, and similar communicative devices in the classroom, locker room, and school building during the school day. During the school day these devices are to remain turned off and stored in the hall locker (or backpack if not assigned a locker). Students that use any of the before-mentioned recording devices will have them confiscated and the parent/guardian will be required to come to school to retrieve them.

11. Cameras, camera phones, iPads, tablets and video recording devices  
Students are prohibited from bringing cameras or videoing recording devices to school. Cell phones that contain camera and/or recording devices cannot have those functions used when on school grounds or on the bus without specified administrative approval. Students that use any of the before-mentioned recording devices will have them confiscated and the parent/guardian will be required to come to school to retrieve them.

12. Red Dot Laser Pointers  
The School Board prohibits the possession of Red Dot Laser Pointers on school property. Red Dot Laser Pointers may cause serious damage if pointed directly at an eye. A student found in possession of a Red Dot Laser Pointer will be subject to the disciplinary code.

13. Extracurricular Events  
All students who participate in extracurricular are expected to follow the guidelines established by the coaches/sponsors for each respective extracurricular. Students attending athletic events and all school-sponsored activities are to conduct themselves in such a manner as to demonstrate positive sportsmanship, cooperation, and pride as representatives of Gardner Grade School.

14. Party/celebration Invitations

Invitations for individual student parties, celebrations, etc. are not to be brought to school to be passed out to specific students. The exception is if **all** the students in that teacher's classroom were being invited to the event.

15. **Birthday Treats**

Children may celebrate their birthdays with their classmates by bringing in a special snack to school. Cupcakes, cookies, 100% fruit juice, or water for their child's birthday are recommended. These items must be purchased rather than homemade to ensure they are prepared in an environment with a Certified Food Handler. Also, these food items must be able to stay at room temperature during the day. **NO FROZEN TREATS.** Food items for birthdays should be dropped off in the office before school, or may be sent with student to school. Classroom teachers will be notified by the office. Please make sure the treats are in individual, easy-to-serve portions. Parents must provide serving utensils, napkins, and/or plates, if needed. If parents do not want to bring in edible treats, parents are welcome to send pencils, erasers, bookmarks, and stampers that teachers can pass out to the students. We are asking the treats be kept in the classroom and students do not walk treats around the building to all the different adults. This is largely due for safety of the students.

Please do not bring/send floral arrangements, balloons, and other bigger gifts. If they are sent, the items will remain in the office until after school.

**Behavior and Discipline Procedures**

The provisions of these procedures reflect the policies, rules, and practices of Gardner Consolidated School District 72-C. The administration reserves the right to interpret and apply these procedures as deemed necessary to promote a positive learning environment for students and staff. The sequence of procedures to be followed may include, but not be limited to the following:

1. Student-Teacher Conference is held where the teacher informs the student that a behavior is inappropriate and the teacher will re-teach the proper behavior.
2. Parent contact by the teacher that the student's behavior is inappropriate and parent communicates with teacher about home follow-up with student.
3. Recess restriction where the student is required to spend non-class time in a supervised school designated area or after schoolteacher detention.
4. Parent-Teacher Conference is held where the student's inappropriate behavior is discussed. The student is included at the discretion of the teacher and the parent.
5. Parent-Administrator Conference is held to discuss the student's behavior. Teacher(s) and the student are included at the discretion of the administrator.
6. Social probation: Restricted extracurricular activities where a student is excluded from participation or attendance at after school activities for a designated time.
7. In school suspension where the student is held in detention during school hours. Students may not attend any regular activities during the school day with peers and cannot attend after school functions.
8. Suspension where the student is prohibited from attending school or any school related activity and from being on school property from 1 to 10 days as determined by the Superintendent.



9. Expulsion where the student is prohibited from attending school or any school related activity and from being on school property for the period of time designated by the Board of Education following the Illinois State Code.
10. Police notification is immediate when a student has engaged in illegal activity.

**Note: A detention may be issued by any staff member at any point in this sequence of procedures.**

At the discretion of the Superintendent, gross misconduct may result in Social Probation and exclusion from any or all-extracurricular activities, including field trips.

If a student is removed from the classroom, the teacher will complete a Discipline Referral Form that indicates the time and reason for exclusion. The Discipline Referral Form will be sent to the Superintendent's Office for action. Copies of the Discipline Referral Form will be sent to the parent, the teacher, and retained in the office for documentation. The duration of the exclusion will be determined by the Superintendent following action taken. Communication with the teacher and student will follow for the purpose of reinstating the student to class.

### **Enforcement of Rules and Regulations**

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for the Gardner Grade School, must be enforced by those directly responsible for the operation of the school. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

The School Board of District 72C has a legal responsibility according to the Illinois School Code to enforce standards of behavior and administer punishment. To be effective, a punishment (control measure) should be a logical consequence of the offense. It should be prompt. It should be applied consistently.

1. School Detention  
Students may be detained after school as a disciplinary measure. The teachers will make a reasonable attempt to contact the parents or guardian to provide notification of the detention. Students will be given 24-hour notification. All detentions will be served in accordance with the rules and regulations of Gardner Grades School.
2. Temporary Alternative Classroom (TAC)/ In-School Suspension (ISS)  
Upon receiving a 5<sup>th</sup> office detention of the semester the student will serve one day of In-school suspension (TAC). All schoolwork assigned the student while he or she is in TAC must be completed during TAC for full credit.
3. Suspension  
In accordance with Section 10:22.6 of the Illinois School Code, the Building Principal may suspend students from all school attendance and activities for gross disobedience and gross misconduct and for a period up to ten (10) school days in length. Written notification which describes the nature of the violation and details of the disciplinary action taken by the school is given to the parents/guardian. During the period of suspension, the student is not permitted to be on school property or attend any school activity. Schoolwork missed while a student is suspended from school must be completed and turned into the teacher (s) the first day returning to school to receive the credit.
4. Expulsion  
The Illinois School Code Section 10:22.6 indicates the Board of Education may expel students from school. The Superintendent is authorized to recommend to the Board of Education that a student be expelled from school for gross disobedience and gross

misconduct. Prior to any expulsion, the parents will be requested to appear at a meeting with the Board of Education to discuss the proposed expulsion.

5. Other remedies

The Superintendent or any teacher of the school shall be authorized to take reasonable action in connection with student misbehavior. Reasonable actions might include:

- a. counseling with a student or group of students
- b. conferences with a parent or group of parents
- c. assigning students alternative work
- d. rearranging class schedules
- e. requiring a student to remain after regular school hours for counseling with the teacher.
- f. Restricting recess
- g. Restricting extracurricular activity
- h. Referral to PBIS team

### **Discipline – Corporal Punishment**

The use of corporal punishment is not permitted in Gardner Consolidated School District 72-C. Corporal punishment is defined as striking a student with an object, hand or the administration of physical force to punish a student for misconduct.

Classroom teachers and other staff members will refrain from using disciplinary methods that may be physically or psychologically damaging to children such as ridicule, uncontrolled display of temper, or negative insult. Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

### **Discipline – Guidelines for Issuing Detentions**

Teachers are to assign teacher classroom detentions for minor classroom infractions. The student/parent must be given 24-hour notice. Teacher detentions are to be served before attending practice, games, or any extra-curricular activities. The teacher detention slip will be signed by the parent and returned to the teacher. **For major/continuous infractions an office referral will be issued.** The following procedures will be followed for **office referrals**.

1. The staff member who witnesses the infraction issues the detention. The detention slip, which will be sent home to be signed and returned to school. Parents will be expected to make arrangements to pick up their child at 4:00 P.M., which is the end of the detention period.
2. Office Detentions will be served for behavior related offenses. Detentions may not be issued for not completing homework.
3. Students will be expected to arrive promptly at the office where the office detention will be served immediately after the 3:00 P.M. dismissal. Students should be prepared with homework, pencil and paper.
4. Office Detentions will be served from 3:00 to 4:00 P.M. Students will not be permitted to converse or leave the room during this time.
5. If a student fails to serve the office detention a second detention is automatically added.
6. **After a student has been issued three office detentions, parents may be contacted for a meeting with the Superintendent, teacher, and the student.**
7. After the 4<sup>th</sup> office detention is issued, the student will automatically be excluded from participation or attendance at all extracurricular and athletic

- practices, games, and extracurricular field trips for that semester.
8. Upon receiving the 5<sup>th</sup> office detention of the semester the student will serve one day of in-house suspension (TAC).

*At the beginning of 2<sup>nd</sup> semester, a student will carry over one-half of the accumulated office detentions they had from 1<sup>st</sup> semester (as it pertains to the before-mentioned cumulative discipline approach). In the case of an odd number of detentions the fraction would always be rounded down (i.e. 3 accumulated office detentions would not be viewed as 1.5 but rather 1 accumulated office detention for the start 2<sup>nd</sup> semester).*

The purpose for issuing a detention is to correct misbehavior by providing a consequence when school rules are not followed. There is also the recognition that positive behavior is to be reinforced and acknowledged by all members of the staff. For this reason, school wide efforts will be made to be proactive by recognizing those students who exhibit positive responses toward others and who consistently behave appropriately.

#### **Discipline – Guidelines for Temporary Alternative Classroom Assignments/ In-school Suspensions**

- A. A substitute teacher may be hired to provide direct supervision for the student in a separate learning space within the school.
- B. A student assigned to TAC/ISS is expected to complete the work as assigned by his or her teachers with minimal assistance and verbal exchange between the student and teacher monitoring the in-school suspension room.
- C. The student will receive full credit for the work completed during TAC/ISS. No work will be allowed to go home to be completed.
- D. The student will not be allowed to participate or attend any extra-curricular activities on the day of the TAC/ISS.
- E. Continued misconduct may result in referral to special education, law enforcement, or social service agencies for consultation with staff, student, parents, and the administration. The homeroom teacher is expected to attend all meetings and to document intervention activities attempted leading up to the referral. An individual student plan will be developed along with recommended options for maximizing student learning and behavior management.

#### **Drug Policy**

In-service drug education program may be provided for all District 72-C employees. All serious drug-related incidents will be reviewed by the Board of Education of Gardner District 72-C.

#### **Possession, Distribution, Sale and/Use of Alcoholic beverages, Narcotics, Illegal Drugs and/or Prohibited Substances**

Disciplinary action will be taken against students involved with drugs at school. This includes any student under the influence of drugs or any student in possession, sale, or the distribution of drugs. Legal authorities will be notified in addition to the parents. Students may be suspended and/or recommended for expulsion.

#### **Weapons on School Grounds**

Any person who knowingly, intentionally, or recklessly brings a firearm, explosive weapon, knife, or other dangerous instrument onto the school premises is subject to arrest and criminal prosecution by the state of Illinois. Legal authorities will be notified and school authorities will cooperate fully with local, county, state and federal officers as required.

to ensure the safety of all students. Students may be suspended and/or recommended for expulsion.

### **Gang Activity Prohibited**

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity including, but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item that provides evidence of membership or affiliation in any gang.
2. committing any act or omission, or using any speech, either verbal or non-verbal (gestures, handshakes) showing membership or affiliation in a gang,
3. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gang
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person. This includes extortion, borrowing, or attempting to borrow money or item of value from a person at school without their consent.
  - c. committing any other illegal act or other violation of school district policies
  - d. inciting other students to act with physical violence upon any other person

Students engaging in any gang-related activity will be subject to one or more of the following actions:

- Parent conference and referral to appropriate law enforcement agency
- Restriction from extra-curricular and athletic activities
- Suspension and/or recommendation for expulsion

### **Discipline Records**

The building administrator shall keep or cause to be kept, a record of teacher discipline referrals, the date and reason for the referral, the name of the teacher or supervisor making the referral and action taken

### **Notice to Parents/Guardians**

All parents/guardians will receive a copy of the Discipline Policy including building rules and regulations no later than fifteen days from the opening of the school year. Any student enrolling after the opening of school will receive this information at the time of enrollment.

### **Suspension and Expulsion of Handicapped Students**

The School Code of Illinois authorizes a school board to suspend any student guilty of gross disobedience or misconduct. The eligible bases for suspensions are actions by handicapped students that are physically harmful to themselves, other students, staff, or school property. A handicapped student may not be suspended for actions that are symptomatic of or caused by the student's handicap.

The School Superintendent shall have the power to suspend in accordance with the Illinois School Code and the Rules and Regulations to Govern the Operation of Special Education. Any suspension imposed shall be for ten days or less. If requested by a parent or guardian, a suspension is subject to review at an impartial due process hearing.

It shall be the policy of this Board of Education that the student's Individual Educational Program (IEP) reflects any anticipated behavioral problems by the inclusion in the IEP of suspension in the form of a behavioral modification tool.

The School Code of Illinois authorizes a school board to expel any student guilty of gross disobedience or misconduct. However, expulsion of a handicapped student may not occur when the actions are symptomatic of the handicap. In the event a student is being considered for expulsion, a multidisciplinary conference (MDC) must be held. The purpose of the MDC shall be to determine if there is a causal connection between the student's handicap

and the disciplinary incident. If no causal relationship is found, the recommendation resulting from the MDC may be to expel. Based upon such recommendation, the Board of Education may expel the student. If a causal relationship is found, the student has the right to remain in his/her educational placement. This right is qualified in that, if the student is dangerous to himself/herself or others, he/she shall be provided an appropriate interim placement.

### **Student Records**

In compliance with federal legislation pertaining to the “Family Rights and Privacy Act of 1974”, (pursuant to Chapter 122, Article 50, Illinois Revised Statutes, 1975), the Board of Education has adopted procedures which are outlined in detail and available in the district office for perusal.

### **Permanent and Temporary Records**

The Student Permanent Record shall consist of (a) basic identifying information, including students’ and parents’ names, addresses, birth date, and place and gender; (b) academic grades, class rank, graduation date, grade level achieved; (c) attendance record; (d) accident reports and health record; (e) record of release of permanent record information; (f) honors and awards received; and (g) information concerning participation in school-sponsored activities or athletics. The Student Temporary Record consists of all information not required to be in the Student Permanent Record.

### **Inspection of Student Records**

A parent or any person specifically designated as a representative by a parent, shall have the right to inspect and copy all student permanent records of their child. A student shall have the right to inspect and copy his/her school record. A parent’s or student’s request to inspect and copy school records must be granted no later than fifteen school days after the date of receipt of written request by the official record custodian.

Parents shall have the right to challenge the accuracy, relevance or propriety of any entry in the student records, exclusive of academic grades of the child. Parents have the right to insert in their child’s school records, a statement of reasonable length setting forth their position in any disputed information contained therein.

Each school is required by law to maintain student permanent records for not less than sixty years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

### **Student Directory Information**

Information that may be designated as directory information shall be limited to: identifying information; i.e. name, address, gender, grade level, birth date and place, and parent’s name and address.

### **Cost of Reproducing Records**

The district may charge that parent/student with the cost of reproducing and releasing records, except that no parent or student shall be denied a copy of school records for inability to pay. This fee may not exceed fifty cents per page for each copy.

### **Removal of Material in Student Records**

When a student completes the eighth grade, the building administrator will examine the student’s records and remove any material that is not relevant to high school. Students and their parents have the right to examine the contents of the file and challenge any entry, exclusive of grades, and have copies made of the material kept in the file.

### **Inspection of Instructional Materials**

Parents have the right to inspect all instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis, or evaluation of their child. A Literature Review Committee will review a library book upon parent request to recommend appropriateness, restriction, or disposition of the book to the administration for action by the Board of Education.

### **Request for Information on Teachers' Qualifications**

A parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Parents wishing to receive this information may contact the school office.

### **Community Resource Persons and Volunteers**

The School Board encourages the use of volunteers to: increase students' educational attainment, provide enrichment experiences for students, increase the effective use of staff time and skills, give more individual attention to students, and promote greater community involvement. To ensure the safety of all of our students, volunteers are subject to background checks that are provided by the Grundy County Sheriff's Office.

### **Parent Teacher Conferences**

Gardner Grade School teachers conduct scheduled conferences following the first quarter of the school year. A second optional conference may be scheduled during the middle of the third quarter grading period. Morning, afternoon, and evening conference times are available to accommodate the schedules of active parents. Under the School Visitation Rights Act employed parents unable to meet with educators because of a work conflict have the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends. 820 ILCS 147/1.

### **School Wellness Program**

Per the State of Illinois guidelines, GGS has adopted a school wellness program. For more information please check the GGS website for more information. [www.ggs72.org](http://www.ggs72.org)

### **Parent Activities**

#### Sport Boosters

Parents of all students involved in the athletic programs are urged to attend and participate in all meetings of the Gardner Grade School Extra-Curricular Booster's Club. We welcome all of your support.

#### Band Boosters

Parents of all students who participate in band activities are encouraged to participate in the Band Boosters Club. This organization consists of parents from the high school and grade schools.

#### Parent Teacher Group – PTG

Parents of all students attending GGS are encouraged to attend meetings as they are scheduled throughout the year. This organization has raised money to purchase items for the school such as playground equipment, computers, ceiling fans, and library books. This group may sponsor activities including but not limited to the Halloween parade, School picnic, and Family education programs during the year. Parents of students new to the school are invited to become involved.

### **Extra-Curricular Activities**

#### Band Program

Students in grades fourth through eighth who are eligible may participate in band. The band teacher comes into the school for individual lessons and group band work. A class period has been set-aside for those students who wish to become members of the band. Individuals or small groups of participants may choose to enter the I.E.S.A. State Solo and Ensemble Contest held in the spring. Students must be academically eligible to compete.

Students in grades seven and eight who are band members participate in the marching band, along with members of the Gardner-South Wilmington High School band.

#### Literary Club

Students in sixth through eighth grade may participate in the I.E.S.A. Literary Contest, usually held in November. Students will compete per IVC rules and regulations. In September, the students will have an opportunity to select a speech or a dramatic piece of literature. This material must be memorized and dramatized for competition. Students may compete as individuals or as a duet. The school pays the entry fee. If a student drops out after names are sent to the state office or if a student does not appear the day of contest, he/she must reimburse the school. Students must be academically eligible to compete.

#### Student Council

Students in grades sixth through eighth will have an opportunity to participate in Student Council. Student Council sponsors dances, fundraisers, contests, assemblies, and various other activities. Student Council is a great way for students to practice leadership skills and express their creative side. Any student in grade 6, 7, or 8 may complete a written application to be considered for Student Council. All applications will be reviewed by a team of teachers and 9 members (3 students from each grade) will be selected to participate. Following this, an election of officers will take place. All 6, 7, 8 grade students will have the opportunity to vote on the President which will be an 8<sup>th</sup> grade student and Vice President which will be a 7<sup>th</sup> grade student. One class officer from each grade will also be chosen. Student Council elections provide an important understanding of the election process. To remain on Student Council students have to demonstrate appropriate school behavior. Students must be academically eligible to participate on the Student Council.

#### Math Club

Students in sixth through eighth grade classes may participate in the Math Club. All students have an opportunity to join the club and attend meetings. These meetings begin in January or February and they are held after school. The team will compete per IVC rules and regulations. Students must be academically eligible to compete.

#### Spelling Bee

A total of three students in sixth through eighth from Gardner and South Wilmington will compete in the Grundy County Spelling Bee per the IVC rules and regulations. Students must be academically eligible to compete.

#### Scholastic Bowl

Students in sixth through eighth grade students will have the opportunity to participate in the IVC competitive scholastic bowl. Students must be academically eligible to compete.

Boy's Baseball (hosted by South Wilmington)

Boys in fifth through eighth grade may participate in baseball. The baseball team will use pony league baseball rules. They will participate in the IVC conference and the IESA tournament. The state rules are used for all of these activities.

Boys' Basketball (hosted by Gardner)

Boys in fifth through eighth grade may participate in basketball. Two boys' basketball teams will be chosen to represent the grade school in scheduled competition. They will participate in IVC conference and IESA competition.

Cross Country (hosted by South Wilmington)

Students in fifth through eighth grade may participate.

Girls' Softball (hosted by South Wilmington)

Girls in fifth through eighth grade may participate in softball competition. They will participate in the IVC conference and the IESA tournament. The state rules are used for all of these activities.

Girls' Basketball (hosted by Gardner)

Girls in fifth through eighth grade may participate in basketball. Two girls' basketball teams will be chosen to represent the grade school in scheduled competition. They will participate in IVC conference and IESA competition.

Track and Field (hosted by Gardner)

Girls and boys in fifth through eighth grade may participate in Track. Track teams will be competing in both Class A and B for both boys and girls. These teams will have an opportunity to compete in state competition through the IESA.

Volleyball (hosted by Gardner)

Girls in fifth through eighth grade may participate in Volleyball. The seventh and eighth grade girls will participate in IVC conference and IESA competition.

Wrestling (hosted by Dwight)

Students in fifth through eighth may participate in wrestling.

Cheerleading (hosted by Gardner)

Students in sixth through eighth are selected to represent the school as cheerleaders.

Excused for Bona Fide Religious Objection

Any student who participates in extracurricular activities who is unable, because of the observance of a bona fide religious holiday or practice, to participate in a practice, contest, meet, game, or other meeting of the extracurricular team or group shall be excused from such practice, game, or meeting upon the written request of the student's parents or legal guardians. Neither the District nor the extracurricular team or group shall subject the excused student to discipline or other adverse consequences due to such excusal. For purposes of this policy, discipline and adverse consequences do not include actions necessary to be taken for the safety of any student or students as a result of the absence(s).

**Rules for Participation in Extra-Curricular Activities**

The primary function of the school is to provide an atmosphere and environment for students to learn. Extra-curricular activities are a privilege supported by the school board to assist the students in learning how to compete in life and to help them develop a larger scope of interests in both athletics and fine arts. In order to qualify for participation, the student must first realize his/her first purpose is attending school, to obtain an elementary education.



The Illinois Elementary School Association is a state group of schools whose function is to establish guidelines for the schools to compete. As a member of that body, we assume the same guidelines for academic achievements that they require. They are:

1. Students must be in grades fifth through eighth of school.
2. Participants must be doing passing work in all subjects.
3. Schoolwork shall be checked/enforced by the Athletic Director on a weekly basis for eligibility the following Monday through Saturday, grades are taken on Friday at noon.
4. If a student is determined ineligible because of failing grade or grades, he/she will remain ineligible for one week. Once grades have been posted and checked, neither the coach/athletic director nor teacher will revisit them. Those grades remain final until the next week. His/Her grades will continue to be checked each week until they are passing. After being ineligible for any three weeks (they do not have to be consecutive) during the particular extra-curricular sport/activity, the student will be removed from the team.
5. Students may participate only one year in each grade, fifth through eighth, or a total of four years.
6. Students must present a current physical examination and insurance waiver before he/she may participate in an organized practice.
7. Students must be in attendance in the afternoon on the day of an athletic or fine arts competition, unless that activity is on a non-school attendance day.
8. If a student transfers, the student becomes eligible for participation on the 11<sup>th</sup> school day of attendance.
9. To be eligible to participate in IESA sanctioned activities at Gardner Grade School a student must be enrolled at Gardner Grade School or a coop school. Students who receive their academic training/education at home are not eligible to participate in IESA sanctioned activities at Gardner Grade School.
10. For all seventh grade athletic activities sponsored by a member school, a student shall be eligible through age fourteen (14). If a student in a seventh grade athletic activity becomes fifteen (15) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the seventh grade state tournament series in girls' basketball, boys' basketball, or Girls' volleyball, he/she is not eligible to participate in that activity. For boys' and Girls' track, the final date of eligibility shall be governed by the member school's size classification. For all athletic activities sponsored by a member school, other than activities designed as seventh grade activities subject to by-law 3.061, a student shall be eligible through age fifteen (15). If a student in an athletic activity becomes sixteen (16) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in that activity, he/she is not eligible to participate in that activity. For boys' and girls' track, the final date of eligibility shall be governed by the member school's size classification.
11. At the end of each season, students are expected to return uniforms to the coach at the conclusion of the last competition (for the last "away" and "home" competition if two uniforms are used). A replacement charge will be assessed for uniforms that are damaged or not returned.
12. It is the policy and practice of the district that no extracurricular groups, including but not limited to athletic teams shall practice or otherwise meet on Sunday. Further, no District facilities shall be available for any practice or meeting except as provided herein. In addition to these rules, the Gardner Grade School staff and coaches have set their own rules and expectations for their sports. Parents and students should become familiar with these rules as well as the general ones. Note: The **Athletic Code Sheet Form** must be signed by both student athlete and parent/guardian prior to participation in any athletic practice or activity.

### Expectations of Behavior for Extra-Curricular Events

#### Of the Coach

- Set a good example for players and spectators: Please refrain from arguments in front of the players and spectators; no gestures which indicate an official or opposing coach does not know what he or she is doing; no throwing of objects in disgust.
- Respect the integrity and judgment of the game officials. Avoid public criticism of game officials.
- Display modesty in victory and graciousness in defeat in public and in meeting with the media.
- Teach sportsmanship and reward/acknowledge players that display good sportsmanship.
- Abide by and teach the rules of the game in letter and in spirit.

#### **Of the Student-Athlete**

- Respect the integrity and judgment of the game officials. Avoid public criticism of game officials. Accept the decision of contest officials.
- Display modesty in victory and graciousness in defeat.
- Teach sportsmanship and reward/acknowledge players that display good sportsmanship.
- Learn and follow the rules of the game. Share this knowledge with parents and fans to help them have a better understanding and appreciation of the game.
- Respect your opponent. Treat them the way you would wish to be treated, as a guest or friend; who better can understand all the hard work and team effort that is required of the participants.

#### **Of the Spectators**

- Avoid criticism of game officials and sideline coaching, which detracts from the performance of the student.
- A ticket is a privilege to observe the contest and not a license to verbally assault others.
- Learn the rules of the game, so that you may understand the game and appreciate the effort of the participants.
- Remember that the school athletic experience is a learning experience for students and mistakes are sometimes made.
- Recognize and show appreciation for outstanding play by either team.

#### **Of the Officials**

- Accept your role in an unassuming manner.
- Know the rules of the game thoroughly.
- Never exhibit emotions or argue with participants or coaches when enforcing the rules.
- Maintain confidence and poise, controlling the contest from start to finish.

#### **Of the Cheerleaders**

- Select positive cheers, which praise your team without antagonizing the opponents.
- Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- Give encouragement to injured players and recognition to outstanding performances by both teams.
- Treat opposing cheerleaders the way you would wish to be treated, as a guest or friend.

#### **Of the School Administration**

- Provide appropriate supervisory personnel for each interscholastic event. Develop a crowd control plan for both home and away games.
- Support participants, coaches and fans that teach and display good sportsmanship.
- Actively discourage undesirable conduct by participants, coaches and fans.
- Develop a program for teaching and promoting good sportsmanship.

#### **General Gym and Gym Floor Rules**

- No outdoor shoes are allowed inside the playing area marked by the outer boundary line around the perimeter of the gymnasium floor.

No exception to this rule is permitted.

- All visitors and spectators are expected to walk outside of the boundary line while walking around the gym floor without cutting corners.
- During games, only water and popcorn are allowed in the gym. All other food and drinks must be consumed in the concession area.