

Grass Lake School

An Illinois  School

Home of The Braves



Inspiring Lifelong Learning Together!

2012 – 2013

PARENT/FACULTY/STUDENT HANDBOOK

Grass Lake Elementary District #36

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Antioch, IL 60002

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GRASS LAKE SCHOOL

DISTRICT #36

ANTIOCH, ILLINOIS

26177 W. Grass Lake Rd.

Antioch, IL 60002

Phone: (847) 395-1550

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Transportation: Durham Bus Co:
(847) 838-5198

PURPOSE

The purpose of this handbook is to familiarize parents with the policies and procedures followed in Grass Lake School District 36, and to answer some of the questions which you may have concerning the school life of your child. Cooperation between the home and the school is an extremely important part of the educational process.

The staff of Grass Lake School endeavors to create a learning environment in which each student can develop and maintain a positive self-image; where each student is considered an individual of great worth; and where each student is afforded the opportunity to achieve optimum mental, physical, social, emotional and moral growth.

It is our hope that you will become closely acquainted with your school and its staff.

BOARD OF EDUCATION

- **Vicki Rundle, President**
- **Gary Jost, Vice-President**
- **Linda Vaughn, Secretary**
- **Jim Foerster**
- **Ron Lobodzinski**
- **Stacy Rietschel**
- **Sheryl Spooner**

Children Learn What They Live

If a child lives with criticism...

he learns to condemn.

If a child lives with hostility...

he learns to fight.

If a child lives with ridicule...

he learns to be shy.

If a child lives with shame...

he learns to feel guilty.

If a child lives with tolerance...

he learns to be patient.

If a child lives with encouragement...

he learns confidence.

If a child lives with praise...

he learns to appreciate.

If a child lives with fairness...

he learns justice

If a child lives with security...

he learns to have faith.

If a child lives with approval...

he learns to like himself.

*If a child lives with acceptance and
friendship...*

he learns to Find love in the world.

~Dorothy Law Nolte, 1998

ABSENCES

The school should be called before 7:45 a.m. if a child is to be absent for the morning session or for the entire day. An answering machine will take messages during the hours when the school office is closed.

A written excuse may be required from the parent or guardian when a student returns to school from any absence, even if the school has been properly contacted by phone.

The absentee phone number is (847) 603-5110

In the event that no phone call is received, we are obligated by law to call the student’s home number, mother’s place of employment, and/or father’s place of employment in order to verify that the child is home with parental approval.

When to Keep Your Child Home

A child should not return to school FOR 24 TO 48 HOURS AFTER A FEVER IS GONE. This rule applies to flu symptoms, such as nausea and vomiting. Children with any of the following symptoms or conditions should not be in school:

1. Acute cold
2. Sore throat or earache
3. Nausea or vomiting
4. Signs of listlessness, weakness, chills, headache, or fever of 100 degrees
5. Swollen glands
6. Eyes-tearing, irritation, redness, swelling of lids, pus discharge, aversion to light
7. Mouth/lungs-cough, open sores inside or outside, persistent foul odor
8. Nose-watery or mucous discharge, open sores, sneezing, bloody discharge
9. Ear-pain, crackling sounds, clear or pus discharge
10. Conjunctivitis (pink eye)
11. Head Lice – The school has a no nit policy and the student, upon

returning to school, will be checked and if there are still nits in the hair, the student will be sent home.

ADMISSION

Students seeking admission to the District shall satisfactorily meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by The School Code of Illinois and the District.

Residency requires legal proof of residence within the Grass Lake School District#36 boundaries, including, but not limited to, lease agreement or mortgage statement, at least two utility bills, or a legal residency affidavit.

Unacceptable forms of residency includes, but is not limited to, cell/phone bills, cable/satellite bills, and other non-utility bills.

AFTER SCHOOL EVENTS, PROGRAMS, AND ATHLETICS

Students attending any event, program or athletic event must be accompanied by a parent or guardian. Unless otherwise noted, Grass Lake School does not participate in “drop-off your student” programs. The exception would be Junior High Dances.

Grass Lake School has the right to enforce the “if you leave, you leave” policy. Once students exit the program/event, they may not reenter the function.

Below are the expectations of any event, program or athletic function:

- All children must be accompanied by a parent/guardian. Do not drop off the kids and leave; supervision will not be available.
- Children must be supervised at all times.
- It is not okay to walk in and out of the gym during the show/event. Once in the building, stay in and remain seated.
- Children should not be running around in the gymnasium or school.

- Snack items will be for sale at intermission only. Please be considerate and throw the garbage away.
- All food/drinks must be consumed in the concession area.

Sports Etiquette

- Participants should understand that losing is part of the game and should be gracious in defeat and humble in victory.
- Only the coach may talk to officials.
- Be courteous to all people attending our athletic events.
- Be courteous to all opponents, coaches, referees, umpires, and score keepers.
- Obscenities will not be tolerated.
- Demonstrate Grass Lake School sportsmanship and etiquette while attending any athletic event home or away.
- Any one leaving the gym will not be readmitted.

Any attendee who violates the expectations or rules for extracurricular activities/athletics will be required to leave the premises.

ATHLETIC/EXTRACURRICULAR ELIGIBILITY

Athletic Activities

Student participation in school board approved athletic activities is contingent upon the following:

1. A \$50.00 activity fee shall be paid per student for each activity participated in (the athletic cap to fees is \$100 for an individual and \$150 for a family). Students who have not paid the participation fee and/or all other required fees will have their eligibility to participate in the activities withheld until all fees are paid.
2. The student must attain the academic standards set forth under Athletic/Extracurricular Eligibility.
3. Written permission must be given by the parents(s)/guardian(s) for the student's participation, giving

the District full waiver of responsibility of the risks involved.

4. A current physical examination (within the past 12 months) of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District.
5. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

Athletic/Extracurricular Eligibility

In order to participate in athletic and extracurricular clubs, each student must maintain passing grades WEEKLY in all courses in which he/she is currently enrolled.

- Students and parents will review the Student Handbook
- Any student participating in sports or activities will have a weekly ineligibility check.
- Students will be placed on the ineligibility list for one or both of the following:
 - Students who drop below a cumulative weekly grade point average (G.P.A.) of 2.0 or less.
 - Students who have one or more failing grades within any subject(s).
- Students on the ineligibility list are not eligible to participate with the team/club, but must attend all practices and games.
- Weekly eligibility checks will occur on Thursday.
- A School Official will create a current list of students and distribute the list to all staff.

- The staff will return a signed and completed list to the School Official by 9:00 a.m. on Friday morning (unless the school calendar dictates an alternative).
- The School Official will notify the coaches or club sponsors, athletes, and parents on Fridays of any ineligibility.
- Students who are ineligible will not be allowed to participate in any competition starting Monday through the following Sunday.
- Students ineligible for three weeks during a season or quarter will be removed from the team. The activity fee will not be refunded.
- Weekly grades are calculated Friday through Thursday.
- Eligibility checks will begin one week prior to the first program or athletic contest.
- If a student is in athletics or extracurricular activities and receives an in-school or out-of-school suspension, they are not allowed to participate in any activity scheduled for the day (or days) of the suspension.
- Parents and students must sign an Eligibility Policy form.

Athletic Uniforms

When a uniform is assigned to a student, he/she becomes financially liable to return that same uniform to the coach/sponsor at the end of the season.

If a missing uniform is later found, the replacement fee will be refunded. Also, students/parents are responsible for following the laundering instructions of the uniforms. Uniforms can easily be damaged in the washer/dryer if cleaned improperly.

Physical Exams/Athletic Participation

All students desiring to participate in any of the athletic programs are required to have a physical examination within one year of intended participation. The medical physical must be on file before a student may try out or practice for any

sport.

Participation in an intramural program does not require a physical exam. A permission participation form signed by the parent/guardian must also be turned in to the coach.

Student participation in the athletic program requires:

- Up-to-date medical physical (within the past 12 months).
- A signed parent permission form to participate.
- School athletic insurance coverage or signed waiver from parent/guardians stating that insurance has already been provided with a pre-existing family policy.
- Students on athletic teams must be in attendance at school a minimum of 3½ hours to participate in after school events.
- All athletes are required to follow all training and participation rules established by the coach and athletic director.
- Players who break the rules of participation will be warned verbally on the first incident and parents notified. This may result in game suspension as decided upon by the coach and athletic director. Players who break rules for the second time in a season will be subject to the above with possible dismissal from the team. Players who break the rules for the third time will be removed from the team.
- Athletes are expected at all practices and games. Athletes must request the coach to excuse any absences.
- Athletes must participate in P.E. (including dressing, having gym shoes, etc.).
- Injured athletes must attend practices/games to maintain eligibility on the team/activity.

Extracurricular Activities

Extracurricular activities include, but are not limited to, School Plays & Musicals, Chess Club, Student Council, Radio Club, Yearbook, and other student-centered activities.

Students may be subject to the same eligibility requirements as athletics. Extracurricular fees may vary from activity to activity.

Student participation in extracurricular activities requires:

- A signed parent permission form to participate.
- Students must be in attendance at school a minimum of 3½ hours to participate in after school events.
- All students are required to follow all participation rules established by the activity sponsor.
- Students who break the rules of participation will be warned verbally on the first incident and parents notified. This may result in participation suspension as decided upon by the sponsor. Students who break rules for the second time will be subject to the above with possible dismissal from the activity. Students who break the rules for the third time will be removed from the activity.
- Students are expected at all practices. Students must request the sponsor to excuse any absences.

ATTENDANCE

For students transferring from the District, the following procedures apply:

1. written notification by the student's parent or guardian to the Administration Office;
2. payment of outstanding fees or fines;
3. signature of parent or guardian on the release form;
4. all school owned property returned.

Parents/guardians shall be given the opportunity to review the student's temporary and permanent records.

Within ten (10) days of notification that the student will be leaving the District, the following information concerning the student shall be sent to the District to which the student will transfer:

1. an unofficial record of the student's grades;
2. the student's current mathematics and language arts placement levels;
3. the student's health records;
4. the student's most current standardized test reports.
5. Special Education Records

The District may request that the student present his records, including the unofficial records of his grades and his current mathematics and language arts placement levels, health records and most current set of standardized test reports. The student's inability to present the records shall not prohibit his admission to the District.

The school district from which the student is transferring is responsible for sending the student's records within ten (10) days of notice.

AFTER SCHOOL WORK

Students may be asked to stay after school to receive extra help from their teachers. Parent approval is required for students to stay after school. Parents will be notified in advance if a child is asked to remain at school for a special reason. Also, there are occasions when special project work will be of benefit to the student and must be done after school. Parents should pick up or provide a pick up in a timely manner.

BICYCLES

Riding bikes to school is generally discouraged. Parents are encouraged to review the following safety regulations with their bicycle-riding children.

1. All students who ride their bicycles to and from school should ride on the right hand side of the street.
2. Always ride single file.
3. Students should walk their bicycles across major roads.
4. Bicycles may not be ridden on the playground. When arriving or leaving the school grounds, the child should walk the bicycle.
5. When weather is bad, bicycle riding should be discouraged.
6. All bicycles should be locked to prevent theft.*
7. Children are not to loiter about bicycles parked in the rack.
8. Students are not to take bicycles out of the rack and ride them without the permission of the owner.
9. Students should not ride double.
10. Students are not to leave school grounds after arriving at school in the morning.

*The School District is not responsible for the theft or vandalism of student bicycles.

COMMUNICATING WITH PARENTS

The school predominantly uses electronic newsletters as a regular means of keeping parents informed of upcoming activities and current procedures. Flyers and notices also are sent home with the students as needed. Students should accept the responsibility for delivering these materials to their families. Additionally, parents may visit the Grass Lake School website at www.gls36.org. Parents may request paper copies of electronic newsletters.

COMMUNITY BLOG WEBSITES

Students and parents should be aware of predators who search community "blog" websites (i.e., Twitter, Facebook, MySpace). If using Blog sites, students are recommended not to post any personal information, such as, last names, phone numbers, town in which they live, school they attend, and other identifiable information.

CORPORAL PUNISHMENT

District 36 board policy stipulates that a premeditated act involving physical punishment is not to be used by any employee as a way to discourage disorderly student behavior. However, under circumstances involving behavior which could result in harm to other students or employees, or which is so disruptive that learning cannot continue in the classroom, an employee may have to physically remove a student.

CURRICULUM NIGHT

Parents are invited to a Curriculum Night, which is held in early September. The Curriculum Night highlights your student's grade/course curriculum.

DENTAL EXAMS

Beginning in 2005, the State of Illinois requires students to have a dental exam at **Kindergarten, Second Grade, and Sixth Grade.**

DISMISSAL FOR VACATION

Vacations are discouraged during the school year. Absences of long duration may have an adverse effect on grades and achievement and should be avoided.

If, however, a child is to accompany parents on a vacation or trip during the school year, the school should be notified several days in advance if at all possible. If assignments are requested, two weeks' notice should be allowed for the teacher to gather the assignments. Assignments for long vacation absences may be of a general nature. Students should plan to spend extra time when they return to make up missed assignments.

Work assigned to a student(s) during vacation will be required to be returned to the teacher on the first day back in attendance.

DISPENSING MEDICINE AT SCHOOL

Below is the Grass Lake School District #36 Medication policy, which is distributed to families within 15 days of enrollment:

Medication required by a student will generally not be administered at school by an employee of the School District, other than the school nurse. This policy includes even common and widely used preparations such as aspirin and cough medicine. However, students recovering from temporary illness or students on permanent medication who require it during the school day may bring the medication to school following these guidelines:

1. A written request and permission form from the parent to the administrator along with the name of the medication must be sent to school. (Forms are available at the school office.)
2. It is the responsibility of the parent to bring the medication to the school office or to designate a responsible adult to bring the medication to school. Parents are also responsible for picking up the unused medication.
3. Medication must be brought to the school office in the original container appropriately labeled with the student's name, medication, dosage, date, and doctor's name and telephone number. Medication sent in a plastic bag or in a container used for other medication will not be accepted. Parents of students requiring long term medication should consult with the school office to determine the amount of medication to be kept on hand in the school office.
4. All medication will be stored in the school office and will either be dispensed by school personnel or administered by the student if the student has been trained to administer his/her own medication.
5. Unauthorized medication shall be confiscated. Parents do have the option of coming to school and personally administering medication to their child if they desire.

6. In all cases, the school District retains the discretion to reject a request for dispensing and/or administering medication.
7. Students are monitored by an adult staff member while taking medication.
8. Cough drops may be issued by the teacher with parental permission.

DRESS CODE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate*. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Grass Lake School has a no hat/cap policy that is in effect throughout the school building at all times. Failure to adhere to the dress code policy will be considered insubordination and be subject to disciplinary consequences.

Halter tops, swim suit tops, spaghetti strap tank tops with straps less than three-fingers width, off the shoulder or one shoulder tops, open back tops, bare midriff blouses and shirts, pajama tops/bottoms or any reasonable similar clothing (with or without pockets), short shorts (shorter than where the tip of one's thumb reaches if the arm is flat at one's side), low-ride pants or jeans, and short skirts or dresses (shorter than where the tip of one's longest finger reaches if the arm is flat at one's side) are not to be worn in school or at any school sponsored event.

State law requires that shoes must be worn in all public buildings. Obscene language and graphics may not be printed on clothing or body, nor may occult symbols, graphics promoting drugs and alcohol, tobacco or gang symbols be displayed in school. Clothing or jewelry with protruding objects that could be used as a weapon will not be allowed. Any types of face painting or face drawings are also not permitted.

Hats or any type of head covering are not to be worn in the building. Head coverings shall include, but are not limited to, caps, hats, bandanas, or any other head covering determined by the administration.

Students may not use temporary hair-coloring spray (including on Halloween).

Outdoor jackets, coats, over-sized hoodies, or any oversized outdoor apparel or vests may not be worn in the building unless the administration determines that the building temperature warrants it.

Students wearing flip-flops or other open-toed footwear are not allowed to be on the playground.

Dress code applies at all dances/events.

***If a staff member determines a student's appearance is reasonably inappropriate, the student will be required to change their clothes/appearance.**

Students who violate this policy may receive one or more of the following consequences:

1. required to change their clothing to meet the school's expectations.
2. contact a parent/guardian and be sent home to change their appearance;
3. other disciplinary consequences, if needed.

EARLY DISMISSAL

No child is allowed to leave the building or the playground during school time unless he/she is accompanied by a parent, guardian or an adult from the school. All day attendance is important for every student, every school day. If it is known in advance that an early dismissal is absolutely necessary, parents must send written notice to the classroom teacher. Children who leave school early must be picked up at the school office and are to be signed out. For safety reasons, students are not

permitted to wait outside or to walk home alone.

For emergencies, please contact the front office at 847-603-5110.

EQUAL EDUCATION OPPORTUNITY

Title IX of the Education Amendments of 1972 states that no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance funds. The District 36 Board of Education provides an orderly grievance procedure, beginning with bringing the complaint to the person who is allegedly discriminating. The complete grievance procedure is obtainable from the office.

FIELD TRIPS

Parental permission is required before students are taken on field trips. Students are expected to exhibit good conduct and to act in a responsible, courteous manner. When necessary, parents/guardians may be asked to help provide supervision during a field trip experience. Field trips will often require an additional fee. All school policies must be adhered to during any field trip.

All parents attending field trips must obtain prior teacher approval to participate. Parents are not allowed to participate in group events unless they are approved chaperones. Parents attending field trips may be required to pay for their admission.

Because of liability, it would be too dangerous for volunteers to bring children to school that are not their own. No minor siblings will be allowed to go on any school sponsored field trips (NO EXCEPTIONS).

Students not participating in field trips will be provided an alternate supervised activity.

FIRE, EVACUATION, LOCK-DOWN AND TORNADO DRILLS

Fire, emergency evacuation, bus evacuation, lock-down drills and tornado drills are required and regularly practiced. The school has an early warning weather alert that indicates severe weather conditions and a fire detection system.

GRADES

Grades are issued on trimesters every 60 days.

The following marks are issued for Kindergarten:

- O=Outstanding
- S=Satisfactory
- N=Needs Improvement

The following marks are issued for 1st, 2nd, and 3rd grade:

- N=Needs Improvement
- S=Satisfactory
- O=Outstanding
- NE=Not Emerging
- NA=Not Assessed
- 1=Needs More Time
- 2=Emerging
- 3=Secure
- 4=Exceeds

The following marks are issued for 4th, 5th, and the Junior High (and Spelling, Math, Reading for 3rd grade):

- A=Excellent
- B=Good
- C=Fair
- D=Poor
- F=Failing
- I=Incomplete. Incomplete grades are calculated in G.P.A., but not credit earned.
- P=Pass. Pass grades are not calculated in G.P.A., but are given credit earned.

Special subjects (i.e., Physical Education, Music, Art, Library, etc.) may issue the following marks in addition to the student's grade level marks:

- N=Needs Improvement
- S=Satisfactory
- O=Outstanding

The student will be given a maximum of two (2) weeks after the report card has been issued with an incomplete grade (I) to complete the missing work. After the allowed time to complete an incomplete grade has expired, a grade will be calculated based on the work turned in and entered on the student's report card as a permanent grade.

GRADUATION

The 8th grade graduating class will have three levels of graduates: 1) high honors (3.8 and higher G.P.A.), 2) honors (3.0 to 3.79), and 3) regular. High honors and honors will be determined by the grade point average (G.P.A.) accumulated only during their 8th grade.

HEALTH RECORDS

A current health examination and immunization record is kept up-to-date on each child. When a child transfers, the health record is sent to the new school upon request of that school.

Parents should inform the school office of any health problem, which could result in an emergency situation while the child is in school.

HOMEWORK

Homework begins in a general way in kindergarten when children are requested to bring items or material from home. Students may be given homework in order to prepare them to assume responsibility for completing assignments out of school.

Each year there is need to further refine study skills and study habits through the use of formal and informal homework.

Students who have been absent must contact the school for all assignments.

Late work must still be turned in and will be given credit according to the following: Any student who misses school due to illness shall be given 1 day for every day absent. All classwork/homework must be turned in during the time allowed. After the allowed day(s) expire, a grade

will be calculated based on the work received.

Homework is evaluated by standards consistent with those applied to daily lesson work.

ILLNESS AT SCHOOL

If a child becomes ill at school, the parents, or other responsible party, will be notified as soon as possible. During registration parents are required to provide or verify the names and phone numbers of at least two responsible relatives or neighbors who can come for the child if the parents are not available. **These emergency names should be kept up-to-date and the school notified immediately if there is any change in the emergency information.**

ISAT TESTING

The Illinois Standards Achievement Test (ISAT) measures individual student achievement relative to the Illinois Learning Standards. The results give parents, teachers, and schools one measure of student learning and school performance.

The ISAT is administered in the spring to students 3rd through 8th grade.

ITEMS NOT TO BE BROUGHT TO SCHOOL

Objects which create a safety hazard or which interfere with school procedures should not be brought to school. Parents are urged to help children understand which items are undesirable and why. No Cell Phones, CD/Digital music players, pagers, digital cameras, electronic gaming devices, or any electronic device used for recreational purposes should be brought to school. **The office of Grass Lake School or any staff member will not take responsibility for any items brought into the school.** Students may use the school phone to call parents when necessary.

Prohibited objects will be confiscated if brought to school without the teacher's

permission and will only be returned to the parent. Repeat offenders will result in disciplinary action.

Students are recommended to not carry large amounts of cash.

The District is not responsible for loss of property or cash.

JUNIOR HIGH DANCES/EVENTS

Dress code applies at all dances/events. Grass Lake School staff will be the determining authority for enforcement of the dress code. Violators of the dress code will not be allowed admission. If the event requires an admission, admission will be collected at the door.

8th Grade Graduation Dance

Tradition at Grass Lake School has the 7th grade sponsoring the 8th grade graduation dance.

7th grade sponsorship of the 8th grade graduation dance has the following requirements:

- 7th grade students must wear black pants/slacks or skirts and a white dress shirt/blouse (no t-shirts or jeans).
- 7th grade serves refreshments to the 8th grade.
- 7th grade is responsible for decorating the dance and choosing the theme.
- 7th grade is responsible for cleaning up after the dance.
- 7th grade is responsible for obtaining chaperones.

LIBRARY/MEDIA CENTER

All students have the opportunity to utilize the library media center. Students begin checking out materials from the library media center when they become ready for this privilege. Students and parents are responsible for all items taken from the library media center.

Lost or damaged library materials will be assessed a fee.

LOST ITEMS

Grass Lake is not responsible for any lost items.

Articles of clothing, boots, tennis shoes, and lunch boxes **should be marked** on the inside with the child's name and grade or room number so they may be returned if lost.

Found articles should be brought in immediately and children should check the "Lost & Found" as soon as they lose an item. Parents are also encouraged to occasionally go through the "Lost & Found".

Lost items will be donated at the end of each trimester.

NOTIFICATION OF ASBESTOS

As required by the Federal Asbestos Hazard Emergency Act (A.H.E.R.A.), it is our obligation to notify you that non-friable asbestos is still contained in some building material in Grass Lake School although it is all contained. Every six months we have a mandated AHERA Reassessment of the Asbestos Containing Building Materials to insure the safety of students and staff. The district also has an asbestos management plan, which has established priorities and response actions. The management plan is available for public inspection.

NOTIFICATION OF HIGHLY QUALIFIED STAFF

As required by NCLB, parents may request the qualifications of their children's classroom teachers at the beginning of the school year. Requests must be made in writing through the superintendent's office.

PARENT DROP-OFF/PICK-UP

The parents' drop-off/pick-up is located in front of the gymnasium. Parents are prohibited from entering the bus entrance. Parents may not park anywhere other than designated parking-

spots when dropping-off or picking-up their student(s).

PARENT/GUARDIAN NOTIFICATION

Grass Lake School District 36 keeps records of its students in two files: A Permanent Record File and Temporary Record File. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. Procedures as outlined in the Rules and Regulations to Govern School Student Records are distributed at the time of student registration.

Upon eighth grade graduation, it is the policy of the school district to send the student records to the high school in which the child enrolls. The high school then becomes the custodian for the permanent record on each student.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at the end of the first trimester. However, a conference may be arranged whenever the parent or teacher feels it would be beneficial to the student. Conferences provide a valuable opportunity for parents and teachers to share information and determine ways in which the school and home can work together for the welfare of the child.

If parents wish more specific information regarding their child's progress during a year, a conference with the teacher should be arranged.

PARENT-TEACHER ORGANIZATION

Grass Lake School has a parent teacher organization, which supports programs and issues of value to the students and education in general. All parents and teachers are encouraged to be active members of the school's organization. Information about parent-teacher meetings and plans can be obtained by contacting the school office.

PARENTAL RIGHTS/RESPONSIBILITIES

The bond between the school and home should strengthen each other. Parents

who understand their rights and responsibilities in regard to the education of their child contribute to a much better educational system.

Parents have the right to:

1. Be informed of their child's school progress on a regular basis and in an easily understood format. This information may come through conferences and written progress reports.
2. Privacy with regard to information about the family and the right of access to school records concerning their child.
3. Notification of any special problems which their child might be having in school.
4. Participation in planning a special program, which their child might need as, determined by special educational testing.
5. Remove their child from a specific aspect of the curriculum, which they feel contradicts their basic religious or ethical beliefs.
6. Visit their child's school and become acquainted with the total academic and extracurricular program during on-school hours.
7. Comment, question or make suggestions about any aspect of the school program, which they feel deserves or requires special attention.

Parents have the responsibility to exercise their rights in accordance with District and State regulations.

PARTIES

Grades Pre-K through 5th are permitted to hold three **general** parties a year during school hours. These are held on Halloween, Valentine's Day, and the day before winter recess.

Students not participating in parties will be provided an alternative supervised activity.

PHYSICAL EDUCATION POLICY

Gym shoes are required for all P.E. classes (Pre-K through 8th grade). Please make sure your child has proper athletic footwear.

Junior High students are required to wear a Grass Lake School P.E. uniform during class. Students may wear a uniform from a previous year or purchase a new one for \$20.00.

A locker will be assigned to each Jr. High student. They are responsible for their own possessions. Locks will be available free of charge upon request. A \$5 charge will be assessed for a lost or damaged lock. Students are recommended to always lock their assigned locker. **The school is not responsible for lost or stolen items.**

Written notice from a parent/guardian is needed to excuse a student from participating in P.E. due to illness or injury. A physician's note may be required for long-term exclusion.

PHYSICAL EXAMS AND IMMUNIZATIONS

Physical examinations and proof of immunization against preventable communicable diseases are required by law for all students entering kindergarten (or first grade if a child did not attend kindergarten), sixth grade and students new to District 36 in all other grades. The Illinois School Code requires that students be immunized against diphtheria, tetanus, whooping cough, measles, polio, German measles (rubella), and mumps.

A SECOND IMMUNIZATION OF LIVE MEASLES VACCINE IS REQUIRED FOR ALL STUDENTS. Students entering the sixth grade must have three doses of Hepatitis B vaccine. The Illinois School Code requires that students who do not comply with either the physical examination or immunization requirements will be excluded from attending school until the requirements have been met or medical or religious exemptions are properly in order.

Therefore, kindergarten (or first grade) and sixth grade students who have not complied with state immunization requirements by October 15 will be excluded until they have been properly immunized or have obtained the proper exemptions.

State law exempts children from these requirements if the parents submit a signed statement objecting to either physical examination or immunization on the basis of constitutional (religious, etc.) or health (allergies, etc.) reasons.

PHYSICIANS NOTES/RELEASE

A health certificate from your physician should be submitted to the school:

1. After certain communicable diseases to show freedom from contagion.
2. After a rash – to show freedom from contagion.
3. After surgery – to notify the school of any restriction on physical activity.
4. When requested by the school.
5. When an excuse from physical education classes is necessary for longer than three days.

PLAYGROUND RULES

No athletic equipment is allowed on the woodchip area of the playground. Students are not allowed to climb up the slides, jump off the equipment, or any actions deemed dangerous by the staff.

Students are not allowed to play-fight or horseplay. Any misconduct will be considered a disciplinary referral. Students must be visible to supervisors at all times.

PUBLIC COMPLAINTS

Grass Lake School requires students and parents to follow the chain-of-command philosophy. The chain-of-command starts with the teacher; if dissatisfied, the principal/superintendent would follow; if still unresolved, the Board of Education would be contacted. Constructive criticism of the school is welcomed whenever it is motivated by a sincere desire to improve the quality of the

educational program or to help the school do its job more effectively.

Complaints and grievances are best handled and resolved as close to their origin as possible. The Board of Education should only be involved when a problem cannot be resolved through consultation with the teacher, principal and other staff members.

Every effort will be made to promptly reply to complaints, questions and comments. Matters referred to the Superintendent and the Board should be in writing and should state the nature of the complaint and the desired outcome.

REPORT CARDS

Report cards are sent home following the end of each trimester.

RETENTION POLICY

Grass Lake School District #36 maintains the policy to retain students for one or more of the following reasons: (a) not meeting Illinois Learning Standards for a specific grade level and/or subject and/or (b) lack of attendance.

Remediation Assistance to Avoid Retention

Grass Lake School District #36 offers students in jeopardy of being retained a grade level the following: (a) parent/guardian consultation, (b) teacher/student tutoring, and, if warranted, (c) summer school, (d) study skills program.

SAFETY

The school is deeply concerned with the safety of every child. To prevent accidents, safety rules and procedures should be taught and practiced both at home and at school. Parents are asked to urge their children to go directly to and from school or directly to and from the bus stop and avoid possible dangers in route. Parents are asked to follow the school's traffic and parking regulations for safety reasons and to set a good example.

SCHOOL CLOSING

Normally, District 36 does not close because of bad weather. If there is a serious weather emergency, which requires the school to be closed, please listen to local news, GLS website, or visit www.emergencyclosing.com.

Our school buses run every day that school is in session, although time schedules are likely to vary in bad weather for reasons of safety and slow moving traffic.

If weather and road conditions become worse during the school day, it may become advisable to dismiss school early. In addition to weather, there are other types of emergencies that may cause an early dismissal of school. Parents should be aware of the possibility that early school dismissals may be necessary and should make plans for the care of their children. Parents are required to fill out a school form instructing students where to go if school is dismissed early.

SCHOOL HOURS

Elementary School Hours:
7:50 a.m. to 2:45 p.m.

Junior High School Hours:
7:47 a.m. to 2:45 p.m.

Early Learning (Pre-Kindergarten): 9:00-11:30

For safety reasons, students may not arrive at school before 7:45a.m. The school does not provide supervision until fifteen minutes before classes begin.

The school holds the right to review and/or modify and change the regulations from time to time.

SCHOOL OFFICE HOURS

The office in the school is normally open from 7:45 a.m. until 3:30 p.m. when school is in session.

It is important that class interruptions be kept at a minimum, therefore students and teachers will not be called out of class to answer calls except in

emergencies. Non-emergency personal messages cannot be delivered to students.

SEVERE STORM WARNING AT DISMISSAL TIME

If a severe storm approaches the area at dismissal time, all children will be kept at school until the storm warning is lifted. Students will then be dismissed and buses will proceed as usual.

SCHOOL ROUTINE

At the close of the school day, all students are to go promptly home, unless they have been detained by a teacher or are involved in a school activity. The school is not responsible for the supervision of children who return to the school grounds.

SCHOOL BUS TRANSPORTATION

Board policy allows all students to ride a bus to school due to Grass Lake Road being designated as a hazard. (Providing transportation is at the discretion of the school district with the exception of students living over 1.5 miles from school). All requests, questions, or concerns regarding bus transportation, bus routes, or bus delays must be addressed to Durham Transportation at 847-838-5198.

Problems connected with the use of buses make it absolutely necessary that the school, the parents, and the students cooperate in order to insure the safety of all.

Students are not to ride on a bus to which they have not been assigned. Changes in a student's regular bus stop are discouraged for students in grades 1st through 8th (Kindergarten students must be met by their parent/guardian). If an emergency situation should arise, any change to your child's bus route must be approved through the school office.

Administrative approval may be given provided that all information has been received in a timely manner and provided that seating is available on the bus.

Students who are normally transported to and from school by the district bus are required to have permission in order to change their transportation mode – be able to: walk, ride a bicycle, travel to and/or from school with another parent, etc. The note must be specific and indicate the starting and ending date.

Buses usually run every day that school is in session. Bus pick-up and departure schedules may vary, particularly in very bad weather. Such variations are generally uncontrollable.

Students may be denied the privilege of riding the school bus for a short period of time, or for the remainder of the school year, for behavior which causes difficulty or endangers the safety of other students or the bus driver. Parents will be notified if such action is necessary.

Once a student has entered a bus, parents must get approval from the office to remove the child from the bus.

SCHOOL BUS SAFETY

Parents are urged to instruct their students about proper behavior at bus stops and where to stand while waiting for the bus. In most cases, students should stand back from the edge of the road at least 10 feet and at least 20 feet along a high-speed road. Students must remain a safe distance from a moving bus at all times.

To ensure the safety of the Grass Lake School students, after disembarkation of a bus, the school bus driver will be the last person off the bus.

Bus Stop Behavior

It is the responsibility of the parents to teach their children to respect the property of others. Many complaints are received about student conduct at bus stops, including destruction of landscape, throwing stones, and noise. Students who do not conduct themselves properly at bus stops may have their bus privileges suspended.

Riding-the-Bus Behavior

Be Safe

- Enter and exit single file
- Face forward
- Remain seated unless loading or unloading
- Keep windows above the line
- No eating or drinking

Be Respectful

- Voice level = 2
- Remain in your personal space
- Follow all directions and instructions from the driver

Be Responsible

- Carry your own items on and off the bus
- Sit only in your assigned seat
- Be ready to exit at your stop

SCHOOL BUS DISCIPLINE

A student who does not follow the conduct expectations of Grass Lake School will receive a bus discipline conduct referral. If a student's conduct does not improve and referrals accumulate, each referral will receive a more severe consequence. Students who receive a school bus conduct referral will have the following consequences:

First referral: Warning.

Second referral: 1 day off bus.

Third referral: 3 days off bus.

Fourth referral: 5 days off bus.

Fifth referral: 10 days off bus.

Sixth referral: Removal from bus for remainder of year.

Suspension From Bus

A suspension from the bus cannot be served on the same day(s) as a suspension from school (suspensions cannot be concurrent).

SPECIAL SERVICES

District 36 provides help for students in the areas of speech correction, remedial reading, and learning disabilities. Special services are also available from a school social worker. If a parent feels his/her child needs special services and is not receiving them, the child's teacher or principal should be contacted.

Test results are used only as an indication of a student's ability, achievement or growth. Tests, by themselves, are not the only means to measure creativeness or other important facets of mental, physical or social development. Tests, therefore, become useful only when considered in relation to the student's overall performance in and out of school. Prior to starting kindergarten, children of kindergarten age may be formally screened before they start school to help determine areas in which special help may be needed. Students also receive testing to assess: gross and fine motor skills, hearing, and vision.

The District is a member of the Special Education Cooperative of Lake County (SEDOL), which provides special education classes not available within the District.

STUDENT DISCIPLINE**Philosophy**

In order for any school to be effective, all students must be given the opportunity to learn and all of the teachers the opportunity to teach. Students must learn that group living demands that individual actions must be tempered and limited. Such understandings take time for growth in the individual and meanwhile external authority must prevail until desirable habits are acquired.

At Grass Lake School, teachers, administrators, and staff are held responsible for upholding the disciplinary standards of the school. It is expected that high standards of conduct will be maintained at all times, which are consistent with the emotional and social growth of the child at any given level. The educational environment of the school shall be such that the administration, teachers, and staff shall demonstrate fair, just and flexible attitudes and disciplinary efforts towards all students.

When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers, administrators and staff to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific violation of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

In all matters related to discipline and the conduct of the students in the school, the teachers, administrators, and the staff assume the supervisory roles of parents/guardians to the students. The relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents/guardians. This philosophy of our discipline program can be summarized as follows:

- Be Safe
- Be Respectful
- Be Responsible

Expectations

Teachers and staff have reasonable rules and consequences which may include,

but are not limited to, loss of recess, parent conferences, homework notices, and teacher detentions. (Teacher detentions require the student to work with their teacher after school on missing or late work. Office detentions require the student to serve the detention quietly in the office after school).

Misconduct

A student who does not follow the conduct expectations of Grass Lake School will receive a written conduct referral. Parents are notified for each referral. Written notice is also supplied for out-of-school suspensions. If a student's conduct does not improve and referrals accumulate, each referral will receive a more severe consequence.

Misconduct

Inappropriate Language

Defiance

Disruption

Dress Code

Tardy

Property misuse

Electronic violation

Physical Contact

Other as decided by the staff member

Below is the sequence of consequences for misconduct:

1. First Referral: 30-minute office detention after school.
2. Second Referral: 90-minute office detention after school. Student is referred to the intervention team (the intervention team includes, but is not limited to, the Principal, the Director of Special Education, and the Social Worker).
3. Third Referral: In-school detention for one day.
4. Fourth Referral: One-day suspension*
5. Fifth Referral: Three-day suspension*
6. Sixth Referral: Five-day suspension*
7. Seventh Referral: Referred to the school board for review (expulsions from school)

*Suspensions may cause the loss of privileges such as field trips, class trips, and end-of-year activities.

Severe Misconduct (Suspendable Offenses)

Any conduct which could cause or create a disruption in, or material interference with, any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of the other students, is prohibited. Grass Lake School uses PBIS (Positive Behavior Intervention Services) to guide decisions regarding behavior. Students will have an action form filled out by a staff member anytime a minor or major behavior offense occurs. The social worker will keep data on all of the behavior occurrences for all students and provide interventions.

Severe Misconduct

Abusive Language

Fighting

Overt Defiance

Harassment/Bullying

Lying/Cheating

Disruption

Stealing

Gang Activity

Sexual Harassment

Other as decided by the staff member
3 of the same minor offense will turn into a major offense. Any major offense will result in the referral process.

Anti-Bullying Policy

Grass Lake School District #36 is committed to making our district a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying behaviors may include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing

- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way – including using the words “retarded” or “retard” and “gay” or “fag,” etc.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Students at Grass Lake School will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult.

Administration, teachers and staff at Grass Lake School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the bullying report form.
- Look into all reported bullying incidents.

Consequences for Violation of the Anti-Bullying Policy

Depending on the severity and nature of the incident, Grass Lake School will take one or more of the following steps when bullying occurs:

1. Intervention, Warning, and Redirection

A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. The teacher, principal, or staff member will fill out the *Action Form* and give it to the social worker. The social worker will then meet with the student(s) involved. During this meeting with the student, the social worker will have the student(s) complete the *Think About It Form* in order to redirect the student(s) and come up with a plan for success, in case they find themselves in a similar situation in the future.

2. Notification of Parents

The social worker will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school social worker.

3. Resolution with the Target of the Bullying

The student may be required to write a letter of apology to the student who was bullied. The letter must be signed by the parent. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

4. Referral to Professional School Support Staff

The student may meet with the school social worker to help prevent future violations. Parents must give permission for the student to meet with the Social Worker.

5. Misconduct Consequences

The student may lose recess or school privileges. Additionally, the student may be issued a misconduct referral.

6. Severe Misconduct Suspension

In cases of severe or repeated bullying, the student will be suspended.

Homework During Suspension

If a suspension is issued, students will be responsible for completing all homework assignments. All homework is due on the day the student returns to school, unless otherwise stipulated by the teacher(s).

Full credit will be given to work that is turned in on time.

Misbehavior Toward A Substitute Teacher

Grass Lake School has a policy that if a student is sent to the office for misbehavior by a substitute teacher, the parent is called to pick up their child for the remainder of the school day.

Behavior at District 117

When visiting Antioch Community High School or Lakes Community High School for any activity (i.e., football game, performance, etc.), students are expected to follow school policies; students not following ACHS or LCHS rules will be referred to Grass Lake School for misconduct.

Lunch Detentions

Lunch detentions may be issued for chronic tardiness and/or minor disciplinary offenses.

Academic Dishonesty

Students who aid or participate in academic dishonesty, plagiarism, or any form of cheating, will be issued a conduct referral. Additionally, the student(s) may be issued a failing grade for the assignment(s). Academic dishonesty applies to receiving or supplying information.

Appeal Committee

An appeal committee of staff members may be an option for families who feel the discipline for their student is not fair and/or just. The appeal committee has the option to remove the disciplinary referral from the student's record. There

is no stay of a disciplinary action for those families choosing to appeal (consequences must be served).

Discipline Committee

A discipline committee made up of parents, staff, and Board of Education members meets annually to review and revise the existing policy. If you would like to be on the discipline committee, please contact the superintendent/principal.

STUDENT FEES

Pre-Kindergarten milk registration for in-district students is \$135 and for out-of-district students is \$1500 (\$500 per trimester). An optional \$50 milk fee applies to all students.

Kindergarten is \$135 registration and an optional \$50 milk fee.

1st grade through 8th grade is \$135.

Junior High Students will be charged an additional \$20.00 for a gym uniform.

Refunds on fees are made on a quarterly basis (if needed).

Textbooks are on loan for the school year. Students who return books with excessive damage will be charged a fine.

Additional fees may be charged for field trips or special programs (i.e., skating, swimming, etc.).

STUDENTS RIGHTS/RESPONSIBILITIES

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

The Board endorses the following principles of student conduct:

1. Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all students.
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes shall be maintained.
4. Respect for individual worth to the end that every student shall be assisted to the limit of his ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered are an obligation of the school as well as the student.
5. Grass Lake School endorses a zero tolerance for students to hit or kick or strike any student. Such actions will result in the student being asked to leave school in the company of a parent or guardian.

STUDENT RECORDS

Families will be provided a copy of the parent/teacher/student handbook within 15-days of the student enrollment to Grass Lake School.

Permanent and temporary student records will be maintained in the district office. Grass Lake School District #36 follows the State of Illinois schedule laws regarding the destruction of student records. When records are destroyed, Grass Lake School District #36 provides public notice of the right to request a copy of such records prior to their destruction for parents/students when pupils graduate, transfer or withdraw from Grass Lake School

STUDY SKILLS PROGRAM

Students who receive a "D" or "F" within any of their classes may be placed in a study skills program. Students will be graded on weekly basis. Students who successfully maintain a 70% or higher in all their classes will not be required to attend the study skills program.

TARDINESS

Students who are tardy for school are required to provide an excuse from parents or guardians. Chronic tardiness may result in lunch detentions and/or after-school detentions. Chronic tardiness is considered being tardy more than four (4) days during a quarter (less extenuating circumstances).

TRUANCY

Families will be referred to the Lake County truancy office or equivalent for refusal or failure to comply with state and local attendance laws, including but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.

USE OF SCHOOL BUILDINGS AND GROUNDS

The basic purpose of the school building and grounds is to serve student academic and recreational needs, including school sponsored events held outside of the regular school day. Individuals and recognized groups within the community may also use school property for approved activities. Information about building availability can be obtained from the Superintendent.

Individuals or organizations requesting use of the school building are required to complete an application available through the school office.

Fees may be charged to an organization who does not leave the facility the way it was found.

VANDALISM

Citizens are urged to immediately notify any Grass Lake School personnel about any damage to the school building

and/or grounds and give the identity of the vandals if possible.

In all cases where school property is damaged, parents and guardians will be held responsible for replacement or repair of damaged or defaced property.

VISITORS

All visitors must enter the building through the front doors. Visitors must sign-in at the office when visiting the school. Visitors are restricted to parents/guardians and grandparents unless approved by the principal and/or superintendent. Advance notice is required to accommodate teachers if parents wish to visit the classroom. Special consideration will be given for siblings and community members to

attend programs/events with the understanding that such consideration is limited to said program/event.

Visitors must wear a badge or other proper (school approved) identification. Visitors are limited to visiting in the pre-approved area of the building and may not wander the school.

VOLUNTEERS

Because of liability it would be too dangerous for volunteers to bring children to school that are not their own. No siblings will be allowed to go on any school sponsored field trips (NO EXCEPTIONS).

Volunteers in the building may only help/work in the pre-approved area.

**GRASS LAKE SCHOOL
PARENT/FACULTY/STUDENT HANDBOOK
RECEIPT**

I have received a copy of the Grass Lake School Parent/Faculty/Student Handbook.

I will return this sheet to my child's homeroom teacher indicating that I received the handbook.

Your Child's First Name/Last Name

Parent Signature

Date

Homeroom Teacher

If you have any questions, please phone the school at 847-395-1550.