

G.C.M.S Middle School



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

STUDENT HANDBOOK 2023-2024

GCMS Middle School
316 E. 19th Street
Gibson City, IL 60936

School Phone: 217.784.8731
School Fax: 217.784.8726
Unit Office: 217.784.8296
Bus Garage: 217.784.5800

GCMS Webpage: www.gcmsk12.org

Kent Nash
Principal

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

PART I: GENERAL INFORMATION

The following items are not located in the Student Agenda Handbook but are detailed in the official student handbook. The Official Student Handbook can be referenced at www.gcmsk12.org

- Equal Opportunity and Sex Equity
- Parental Communication
- School Visitation Rights
- School Volunteers
- Uniform Grievance Procedures
- Visitors
- Illinois School Report Cards
- Asbestos Management Plan
- Mandated Reporters
- School District Medicaid Policy Information
- Pesticide Application Notice
- Sex Offender Notification Law
- Sex Offender and Violent Offender Community Notification Laws
- Special Education – Provision of a Free Appropriate Public Education/Related Service Log
- Related Services Log
- Guidelines for School-Sponsored Publications
- Guidelines for Student Distribution of Non-School Sponsored Publications
- Instructional Materials
- Student Biometric Information
- Student Privacy Protections
- Student Records
- Exemption from Physical Activity
- Application for Fee Waiver
- Access to Student Social Networking/Passwords/Websites
- Internet Acceptable Use Sign-Off
- Standardized Testing
- Teacher Qualifications
- Release Time for Religious -- Observation/Instruction
- Interrogation – DCFS/Police
- Physical Restraint
- Suspension and Re-Engagement of Returning Students
- English Learners
- Response to Intervention
- Insurance
- Care of Students with Diabetes
- Communicable Diseases
- Head Lice
- Home/Hospital Instruction
- Immunization/Health/Eye/Dental Examinations
- Student Medication
- Asthma Inhalers
- Students with Food Allergies
- Students with Disabilities
- Special Education Discipline of Students with Disabilities
- Exemption from Physical Education
- Request to Access Classroom or Personnel for Special Education
- Sexual Harassment and Teen Dating Violence Prohibited
- Suicide and Depression Awareness and Prevention
- Video and Audio Monitoring
- Pedestrian Safety
- Transportation Guidelines
- Transportation to School Events
- School Operations During a Pandemic or Other Health Emergency
- Annual Notice to Parents About Educational Technology Vendors
- Student and Parent Handbook Acknowledgement and Pledge

DISTRICT MISSION STATEMENT

The vision of the Gibson City-Melvin-Sibley Unit #5 School District is to create a community of life-long learners by providing an atmosphere of enthusiasm, excellence, and respect.

EDUCATIONAL PHILOSOPHY

The members of the Gibson City-Melvin-Sibley Community Unit School District #5 School Board, as legal officials of the State of Illinois, duly elected by the people of our district, are obligated to the youth and adults of our district to ensure that their educational needs are met in the best possible manner. We exhibit leadership in all endeavors to improve the district's

educational program and facilities.

We believe that the educational program should provide each student with the opportunity to develop to his/her fullest capacity in the areas of mental, physical and emotional needs. We will strive to provide the citizens of this community with the most complete educational program possible.

PRINCIPAL'S MESSAGE

Greetings Falcons Nation,

My name is Kent Nash, and I am excited and humbled to be the principal of GCMS Middle School! The mission of the GCMS Middle School is to create an environment of mutual respect and responsibility where individuals are inspired to reach their fullest potential.

The teachers and staff at GCMS Middle School are dedicated to ensuring that your child has a positive and rich learning experience. We believe in educating the whole child. To accomplish this GCMS Middle School will provide our students with a healthy, safe, engaging, supportive and challenging educational experience. We are committed to providing a variety of opportunities that will enhance the experience your child will have while attending GCMS Middle School such as; Band, Choir, Student Council, Athletics, and other clubs and organizations.

We firmly believe that it takes a community to raise a child, and I am very excited to continue the strong partnership between GCMS Middle School and the GCMS community. We strongly encourage parents to be active participants in your child's education. I have an open-door policy to parents who have questions or concerns about their child's educational experience here at GCMS Middle School. By working together, we can provide your child with the best educational experience possible. I would like to take this opportunity to thank you in advance for taking an active role in your child's education.

Go Falcons!

Sincerely,
Kent Nash

PART II: GENERAL INFORMATION

2023-2024 GCMS School Calendar

| | |
|--------------------|--|
| August 2 | Student Registration |
| August 3 | New Student Registration (Appointment Only) |
| August 7-8 | New Staff Orientation – 8:30 AM – 3:30 PM |
| August 8 | Pre-school Transition Night |
| August 9 | 6 th Grade Transition Night – 5:45 PM |
| August 10 | Kindergarten Transition Night |
| August 11 | Freshman Transition Day – 9:00 AM – 12:00 PM |
| August 15 | Teacher Institute |
| August 16 | Teacher Institute |
| August 17 | 1 st Day of Student Attendance – 2:20 Dismissal |
| August 18 | Student Attendance – 2:20 PM Student Dismissal |
| September 1 | SIP Day – 11:30 AM Student Dismissal |
| September 4 | Labor Day – No School |
| September 15 | Midterm 1 st Quarter |
| October 6 | SIP Day – 11:30 AM Student Dismissal |
| October 9 | Columbus Day – No School |
| October 13 | End of 1st Quarter |
| October 18 | 2:20 PM Student Dismissal – Parent Teacher Conferences 3:30 PM – 7:00 PM |
| October 19 | 2:20 PM Student Dismissal – Parent Teacher Conferences 3:30 PM – 7:00 PM |
| October 20 | Fall Break – No School |
| November 10 | SIP Day – 11:30 AM Student Dismissal |
| November 17 | Midterm-2nd Quarter |
| November 22-24 | Thanksgiving Break – No School |
| December 8 | SIP Day – 11:30 AM Student Dismissal |
| December 19 | End of 2 nd Quarter, 2:20 PM Student Dismissal |
| December 20-Jan. 2 | Winter Break – No School |
| January 3 | Teacher Institute |
| January 4 | Student Attendance Resumes |
| January 15 | Martin Luther King, Jr. Holliday Observance – No School |
| February 2 | Mid Term 3 rd Quarter |
| February 16 | SIP Day – 11:30 AM Student Dismissal |
| February 19 | President's Day – No School |
| March 8 | SIP Day – 11:30 AM Student Dismissal |
| March 11 | End of 3 rd Quarter |
| March 25-April 1 | Spring Break – No School |
| April 12 | SIP Day – 11:30 Student Dismissal |
| April 19 | Midterm 4 th Quarter |
| May 10 | SIP Day – 11:30 Student Dismissal |
| May 18 | High School Graduation |
| May 22 | End of 4 th Quarter |
| May 22 | Last Day of Student Attendance – 11:30 Student Dismissal |
| May 23 | Teacher Institute |

Note: This calendar will be required to be flexible with the use of remote learning days, emergency days (weather), and remote planning days as allowable by the State of Illinois. In all circumstances we will adhere to state law and the expectations of the GCMS Board of Education.

SCHEDULE OF PERIODS

Regular School Day

| | |
|------------------|---------------|
| First Bell | 8:10 |
| 1 st | 8:15 – 9:01 |
| 2 nd | 9:04 – 9:45 |
| 3 rd | 9:48 – 10:29 |
| 4 th | 10:32 – 11:13 |
| 5 th | 11:16 – 11:48 |
| 6 th | 11:51 – 12:23 |
| 7 th | 12:26 – 1:07 |
| 8 th | 1:10 – 1:51 |
| 9 th | 1:54 – 2:35 |
| 10 th | 2:38 – 3:20 |

2:20 Dismissal

| | |
|------------------|---------------|
| First Bell | 8:10 |
| 1 st | 8:15 – 8:50 |
| 2 nd | 8:53 – 9:26 |
| 3 rd | 9:29 – 10:02 |
| 4 th | 10:05 – 10:38 |
| 5 th | 10:41 – 11:17 |
| 6 th | 11:20 – 11:56 |
| 7 th | 11:59 – 12:32 |
| 8 th | 12:35 – 1:08 |
| 9 th | 1:11 – 1:45 |
| 10 th | 1:48 – 2:20 |

Enrichment 11:30 Schedule

| |
|-------------------|
| First Bell – 8:10 |
| 8:15 – 8:40 |
| 8:43 – 9:08 |
| 9:11 – 9:36 |
| 9:39 – 10:04 |
| 10:07 – 10:30 |
| 10:33 – 10:57 |
| 11:00 – 11:30 |

6th Grade

| |
|------------------------|
| 1 st Period |
| 2 nd Period |
| 3 rd Period |
| 4 th Period |
| 7 th Period |
| 9 th Period |
| ENRICHMENT MEETINGS |

7th Grade

| |
|------------------------|
| 1 st Period |
| 2 nd Period |
| 3 rd Period |
| 4 th Period |
| 7 th Period |
| 8 th Period |

8th Grade

| |
|------------------------|
| 1 st Period |
| 2 nd Period |
| 8 th Period |
| 4 th Period |
| Enrichment |
| 3 rd Period |

All schedules are subject to change throughout the school year.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio (WGCY 106.3), television station (WCIA), GCMS School District social media, all-calls and text messages to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

ANNOUNCEMENTS

Announcements pertaining to student activities and matters of general interest to the school will be made each day at the beginning of first period and at times before dismissal in the afternoon. Announcements will not be made for individual club activities or meetings except at the regular time. Students should consult the calendar each day, and teachers should post the calendar in a conspicuous place in each room. Any announcements to be made over the intercom must be approved and initialed by the club or class sponsor.

6th GRADE TDAP REQUIREMENT

Students entering the sixth grade are required to show proof of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td dose. Students entering grades seven through twelve who have not already received Tdap are required to receive 1Tdap dose regardless of the interval since the last DTaP, DT or Td dose.

LOCKERS

Students will be assigned to a hall locker. Students are expected to keep their books, coats, book bags, and other personal items in their locker. Students are not permitted to trade lockers or keep their belongings in any locker not assigned to them. Sharing lockers is not appropriate. **Hallway lockers do not have locks.** PE lockers should be always locked.

It is the student's responsibility to see that the locker is kept clean. The student should keep his or her locker combination to him or herself.

The locker is not the student's private property and may be opened by school authorities at any time. Students should not expect privacy of the lockers or the student's personal effects left in lockers.

Students are responsible for whatever may be found in their lockers. Any items or materials that may be deemed potentially hazardous, disruptive to students or school personnel, or inappropriate to the school environment may be confiscated.

Valuables should be brought to school only when they are to be used for a school related educational purpose and are to be stored in the main office. Students are cautioned not to bring to school large amounts of money, music devices, cameras, or other items deemed personally valuable to the student. GCMS schools are not responsible for, nor insured against, theft of students or staff's personal property.

If the student's locker fails to operate properly, office personnel should be notified immediately. Any damage done to the individual lockers will be charged to the person assigned to the locker.

EMERGENCY INFORMATION

A current list of emergency information must be always on file in the office. This list will be compiled at registration. The information on this list is invaluable in helping to ensure your son/daughter has a safe and healthy experience at GCMS High School. Please inform the school when a change in this information occurs.

FEES

The Gibson City-Melvin-Sibley Board of Education establishes fees each year to be paid by students. Fees are charged for, but may not be limited to: textbook rental, lock fees, yearbook, lab fees, and calculator rental fees. Families who qualify for the free/reduced lunch program will have all fees waived.

Because of the special nature of certain courses, courses in which students consume or take home finished projects, a lab fee is charged. Fees are subject to change without notice.

Student insurance is also available to all students for an additional fee. It is recommended that all students be covered by some type of insurance.

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast is served every school day from 7:45 a.m. to 8:10 a.m. Lunch is served every school day from 11:16 a.m. to 12:23 p.m., except when there is an assembly or earlier dismissal.

Free or reduced-price meals are available for qualifying students. For an application, contact Beth Tabor at the Unit Office at 217-784-8296.

The middle school serves a state approved breakfast and lunch each day to all students who wish to participate. Students are given the choice of 2 main entrees each day. The cost of breakfast and the cost of lunch, which includes milk, are set

at the beginning of each school year. Extra milk is also available. The cafeteria program operates on a debit system. Each student is assigned an account number and is expected to prepay for their lunches. A lunch payment drop box is available in the office for students or parents who wish to make payments to their accounts. If a student's account is negative, the student will only be allowed to order a school lunch after arrangements are made between a parent and the principal. Students who have a negative account balance of \$10 will be provided a sack lunch instead of a hot lunch until the debt has been paid. Positive lunch account balances will be carried to the next year.

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

FIELD TRIPS

Students will at times be taken on school related field trips. All students enrolled in the class requesting the field trip are required to attend. All field trips require a written consent from parents/guardians. Valid reasons for not attending the field trip must be approved by the administration. It is the student's responsibility to contact teachers in advance for assignments missed while on a field trip. Fees may be applied to defer some of the cost of the trip to the student/parent. Notification of these fees will be provided in advance.

INJURIES

Students and teachers are to report any injury to the principal, who will in turn see that the student's parents/guardians are notified, and the procedures are followed as indicated on each student's emergency card. An accident report must be filed in the middle school office. Students should report an injury to the supervising adult immediately. No student will be sent home unless arrangements have been made to assure that someone is in the home.

TELEPHONES

The telephones in the office are for school business only. If you **must make an EMERGENCY call**, you may make it from inside the office with the permission of the secretary. Parents are urged to keep incoming calls to students to a minimum. Much time is spent locating students for telephone messages, therefore, please do not ask the office to deliver messages except in cases of emergency.

PARENT NOTIFICATION

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

Parents can request the following information:

1. Whether the teacher has met the state's qualification and licensing criteria for the grade levels and subject matter he or she teaches.
2. Whether the state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency or other provisional basis.
3. The teacher's college major, any graduate certification or degrees the teacher has, and the field of discipline of those certificates or degrees; and whether teachers' aides or similar paraprofessionals provide services to the parents' children and, if they do, their qualifications.

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certificate or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

GUIDANCE & COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

PART III - ACADEMIC INFORMATION

SCHEDULE CHANGES

The administration must approve all schedule changes. Scheduling requires considerable parent, student, and school planning. To be considered for schedule changes, a student must have significant educational reasons. The time to make changes in the class schedule for the fall is before the student leaves school in the spring. Parents should discuss classes and offerings with the student and make changes at this time. Second semester changes must be the result of a counseling conference at least two weeks prior to the end of first semester. The change must be finalized before the second semester begins. Some students may require administratively assigned schedule changes due to requirements necessary for promotion. It is recommended that problems with classes be discussed as they arise rather than at the end of a semester. Parents are asked to approve their student's schedule in the spring for the subsequent year. Exceptions to the general schedule change procedure will be discouraged but will be discussed on an individual basis. All schedule changes will require student signature, parent signature, and administrative approval. A parent/teacher/student meeting to discuss schedule changes might be required at the teachers request before a signature may be granted.

GRADING

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

GRADING SCALE

- | | |
|---|----------|
| A | 90 - 100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 60 - 69 |
| F | 0 – 59 |

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

HONOR ROLL

Both high honor roll and honor roll will be used for students' recognition. For a student to be on the high honor roll, he/she must have at least a 3.5 GPA and be passing all classes. To be on the honor roll, a student must have at least a 3.0 GPA. Any student that received a "D" or "F" during the quarter will automatically be removed from the honor roll list, regardless of overall GPA.

PROMOTION AND RETENTION

The educational program should provide for the continuous progress of students from grade to grade, with students spending one year in each grade. Some students may benefit from staying a second year in the same grade and some students will be required to repeat a year in the same grade if certain expectations are not met. Such retention may be considered when any one or more of the following conditions are met:

1. A student is achieving significantly below grade-level expectations.
2. A student is receiving more than 8 quarterly grades of an F. This includes all rotation classes, electives, and health.
3. A student is receiving more than two quarterly grades of an F in a core class. Core classes are science, literature, English, social science, and math.

School personnel shall make decisions as to the retention or promotion of a student. Parents may be afforded input to the final determination, but the final decision rests with the Building Principal. A concerted effort will be made to help the child reach the next grade level. In certain cases, remedial intervention such as repetition of course(s) or summer school may be employed. **Each student will be promoted or retained on the facts of the individual's case.**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

8th GRADE PROMOTION AND END OF THE YEAR AWARDS ASSEMBLY

At the close of the school year, 8th grade students who have successfully completed all requirements necessary to entitle them to enter 9th grade will be promoted. There is an end of the year school wide awards assembly to recognize the achievements of students in sixth, seventh, and eight grade. The awards assembly will be attended by all students and staff of the middle school and will be broadcast through the district YouTube channel.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

PART IV - STUDENT ATTENDANCE POLICY

PHILOSOPHY

Gibson City-Melvin-Sibley Middle School students are expected to attend school every day that school is in session. Maintaining regular attendance is a cooperative effort between the student, the parent(s) and the school.

While written assignments and tests may be made up, the student who is frequently absent misses social interaction, class instruction, and discussion that are critical to the educational process. It is the philosophy of GCMS Middle School that being in class, participation in class, and the academic performance in the class are three ingredients in the academic outcomes that produce a grade.

ATTENDANCE

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student

for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the middle school at 217-784-8731 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

WHITE CARD

It is the position of the Board of Education and the administrators of the GCMS Community Unit School District to discourage requests for excused absences for such things as vacations, visiting relatives, hunting, and fishing trips, shopping trips, etc. However, if parents insist on taking their students out of school, **students are encouraged to make up all their work in advance**. No more than five days (white card days) per school year will be allowed under the provisions of this section. A white card can be used for family vacations and for special circumstances that are approved by the principal. **All white cards must be requested and approved by the administration prior to the date requested. Failure to do so may result in the White Card request being denied, if an absence occurs it will be considered unexcused.**

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

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

It is the responsibility of the student to obtain and complete assignments following an absence. Normally, after a one-day absence, all make-up work will be due on the second day following the student's return to school. One additional day will generally be given to complete work for each day the absence exceeds the initial day. Specific due dates, which may vary from the above guidelines, may be arranged between the teacher(s) and parents if the absence is due to serious injury or illness. Students who are absent during the school day cannot attend any after school activities or functions without administrative approval.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

EARLY RELEASE

Students who find it necessary to leave school during the day are to present a note, signed by their parents, to the office before leaving school. Visits to the doctor, dentist, or orthodontist must be supported by a slip signed by the doctor or their office staff verifying the time of the appointment and the time that the student left the office. When approved, the student

with an early dismissal must sign out in the office before leaving the school building. This includes illness or injury.

When a student becomes ill during the school day, they should report to the office. If necessary, the district nurse will be called to assess the student. If it is determined the student needs to go home, office personnel will call the parent/guardian. At no time should the student call home to be excused without the permission of the office staff.

Upon returning to school after an early release, the student must sign in and obtain a pass from the office.

TARDINESS

A student is tardy when he/she is not in his/her assigned room ready for work at the sound of the bell. Tardiness is largely due to carelessness. If a student is tardy to an academic class, the teacher will admit him/her and record the tardiness in the record book. If a teacher detains a student after class, that teacher may issue a pass slip to the next class.

Students will be subject to the following penalties for each 3rd tardy:

1st Level – Lunch Detention assigned, and notification sent to parents. (Assigned after tardy 3 and 6)

2nd Level – After School Detention and notification sent to parents. (Assigned at tardy 9, 12, 15)

3rd Level – In-school suspension and a parent conference. (Assigned for each 3rd tardy following 15)

Tardy totals reset at the end of each semester.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Students will be allowed **FIVE** absences per semester. Medical illness and appointments (as excused by a physician), court dates (with documentation) and out of school suspensions will not count toward these absences. (When a student reaches his/her sixth absence, this absence will be considered an unexcused absence.) The administration reserves the right to handle each absence on a case-by-case basis.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

PART V - DISCIPLINE POLICIES

POLICY

The GCMS School District believes all students should be encouraged and aided to complete their formal education and that no student has the right to hinder or prevent other members of the school district from getting the maximum out of the educational program. **The school district is not interested in punishment, but in developing a behavior change when there are disciplinary infractions.**

GUIDELINES FOR STUDENT DISCIPLINE

Teachers will be responsible for establishing uniform rules of conduct and developing procedures for classroom order to

provide an appropriate educational atmosphere. All teachers have the right to remove disruptive students by sending them to the office. Students sent to the office will then be seen by the building principal or his designee.

VIOLATIONS OF THE GUIDELINES FOR STUDENT DISCIPLINE MAY RESULT IN DETENTION, LOSS OF PRIVILEGES AND/OR ACTIVITY PARTICIPATION, FRIDAY SCHOOL, DISCIPLINARY PROBATION (INCLUDING REMOVAL FROM CLASS), IN-SCHOOL-SUSPENSION, OUT-OF-SCHOOL SUSPENSION, AND/OR EXPULSION.

PARENTS/GUARDIANS WILL BE NOTIFIED BY PHONE OR IN WRITING OF THE REASON FOR THE SUSPENSION AND WILL BE GIVEN A HEARING ON THE SUSPENSION/EXPULSION BEFORE SCHOOL AUTHORITIES IF THEY SO DESIRE.

DESCRIPTION OF DISCIPLINARY MEASURES

REFERRALS

The principal or designee will be notified through a disciplinary referral from certified staff members when disciplinary situations occur in the classroom, cafeteria, restrooms, gym, media center, parking lot, or anywhere on school property during school hours or for school-related events. The referral will be placed in the student's disciplinary file and the following procedures will be utilized:

1. A conference with the student will be initiated to end the incident with counseling whenever possible. It may be minor disciplinary action will be taken, such as recording the incident and assigning a detention. A copy of the disciplinary referral will be sent to the parents in all cases.
2. If the student tends to repeatedly be involved in disciplinary incidents, a conference will be held that may include any or all of the following: student, teacher, parent, counselor, and principal.
3. If no behavior change becomes apparent, the student and his/her parents will be notified that the school authorities will take one of the following courses of action:
 - a. Additional counseling
 - b. Detention
 - c. In-School Suspension
 - d. Friday School
 - e. Suspension/removal from class
 - f. Suspension from school
 - g. Suspension of privileges or suspension from activity
 - h. Recommendation for expulsion from school.

The principal or designee reserves the right to determine when a student is in need of any disciplinary action.

DETENTION

Detention is action taken for minor disciplinary or repeated disciplinary problems. Students who miss school time because of excessive tardiness or discipline infractions must make up that time in 30-minute or 60-minute blocks in the designated detention room from 3:30-4:30 p.m. Noon or Lunch Detentions may also be assigned by teachers or administration. Assignments to serve detentions will take precedence over any activity, and failure to make up this time will result in doubling of the time. Flagrant disregard of this obligation will result in the student receiving a suspension. Students will be given a minimum of twenty-four hours in which to provide for transportation or arrange other commitments to serve their time after school. **Teacher assigned detention may not require a notice from the office.**

SUSPENSION FROM CLASS

Students that are disruptive in a particular class may be suspended from that class by the administration if they determine the student's offense(s) warrant this disciplinary action. Students that are suspended from class may receive class assignments and credit but will not receive any class participation credit. GCMS believes class participation is critical for student success and deems this type of disciplinary action only to be warranted in severe cases.

SUSPENSION OF PRIVILEGES

Many activities sponsored by GCMS occur outside the regular academic routine. These activities are privileges reserved for GCMS students that have consistently demonstrated acceptable behavior in and out of the classroom. The administration may determine it appropriate to suspend attendance at extra-curricular activities and/or remove certain out of class privileges

(field trips, etc.) if deemed necessary to enforce proper behavior and not penalize academic performance.

IN-SCHOOL SUSPENSION

Students may be assigned an in-school suspension when extenuating circumstances warrant this type of alternative to the normal school day. During in-school suspension students will be assigned to a supervised area away from the remainder of the student population. Students will be given school related work to do during the suspension. Students may receive credit for work completed but will receive no in class teacher assistance.

OUT-OF-SCHOOL SUSPENSION

Students may be assigned out-of-school suspensions. Students who have an out-of-school suspension by administrative action are not permitted to participate in or attend any school-sponsored activities or to go on school property during the period of the suspension. If a student violates this policy, the suspension may be extended, and police involvement may occur.

EXPULSION

Expulsion is a school board action that may result in a student not being allowed to attend Gibson City-Melvin-Sibley Middle School for up to two (2) years depending upon the disciplinary violation.

Out of school suspensions for **three days or less** may be used only if the student's continuing presence in school would:

- Pose a threat to school safety; or
- Pose a disruption to other students' learning opportunities.

Note: Determining whether a student's continuing presence constitutes a "threat to school safety" or a "disruption to other students' learning opportunities" is left to the discretion of the school board or its designee and must be determined on a case-by-case basis.

Out of school suspensions for **more than three days, expulsions and disciplinary removals to alternative schools** may be used only if:

- Other appropriate and available behavioral and disciplinary interventions have been exhausted; and
- The student's continuing presence in school would either:
 - Pose a threat to the safety of other students, staff or members of the school community; or
 - Substantially disrupt, impede or interfere with the operation of the school.

Determining whether a student's continuing presence constitutes a "threat to the safety of other students, staff, or members of the school community" or would "substantially disrupt, impede, or interfere with the operation of the school" is left to the discretion of school officials, and must be determined on a case-by-case basis. In addition, determining whether "appropriate and available behavioral and disciplinary interventions have been exhausted" is also left to the discretion of school officials.

Written decisions must be issued related to expulsions and suspensions.

- If a student is **suspended**, the suspension decision/notice must:
 - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend.
 - Include a rationale as to the specific duration of the suspension.
 - Include whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions; and
 - For students who are suspended out-of-school for longer than four school days, include whether "appropriate and available support services" are to be provided to the student or whether it was determined that there are no such appropriate and available services.
- If a student is **expelled**, the expulsion decision must:
 - Detail the specific reasons as to why removing the student from the learning environment is in the best interest of the school.

- Include a rationale as to the specific duration of the expulsion; and
- Include whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
- Students who are suspended out-of-school for **longer than four** school days must be provided appropriate and available support services during the period of their suspension.

Determining what constitutes “appropriate and available support services” is left to the discretion of school authorities.

STUDENT APPEARANCE

To address concerns for student safety and welfare, to create a learning environment with minimal distractions, and to reinforce the values of modesty and civility, the teachers and administration will be responsible for enforcing this dress code fairly and reasonably. It is not our intent to prevent self-expression or exercise unreasonable control over students; however, current trends seem to favor certain modes of dress which are inappropriate for school, causing distractions to the learning environment, and sometimes putting the students in situations not intended for them.

A student’s appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Clothing that advertises or promotes the use of drugs, alcohol, tobacco, or has suggestive slogans written or displayed may not be worn or brought to school on any clothing. Vulgar, obscene, suicidal, satanic, or violent messages on clothing will not be tolerated. There must be no depictions of weapons.
- Outerwear, such as coats, jackets, gloves, sunglasses, and hats may not be worn during the school day unless the student is directly entering or leaving the building. Fingerless gloves are not permitted while in the school building. Hooded sweatshirts must be always worn appropriately with hood down.
- Clothing must be appropriate. No sagging shorts or pants. Pants must be securely fastened at the waist – undergarments must be completely covered.
- Male and female students must wear clothing that completely covers the body from the shoulder to the mid-thigh region. Tube tops, halters, see-through shirts, mesh shirts, spaghetti straps, crop tops, or tops which expose cleavage or midriff will not be allowed. Shorts must come to the fingertips and holes in pants must be below the fingertips.
- Wallet/key chains, dog chains/collars, studded chains, studded belts or jewelry, drug, gang, or cult-related jewelry, etc. may not be worn.
- Appropriate footwear must be worn to school (no high heeled/platform shoes, shoes with built in wheels, slippers, or any other shoes that may cause markings or damage to floors or create a disturbance). Due to daily physical activity including P.E., overall student safety and students using stairs, students are strongly encouraged to wear shoes with backs.
- Pens, pencils, markers, or other writing utensils should not be used to mark arms, hands, legs, face, etc. Students will be asked to wash off the markings.

STUDENT BEHAVIOR

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving, or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public-school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

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

Weapons Prohibition

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look a like" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

GCMS MIDDLE SCHOOL GUIDELINES FOR DISCIPLINARY ACTION

When students do not follow class or school rules, they and their parents/guardians should expect appropriate disciplinary action to be taken. It should be noted that school rules apply at all school activities, even when they occur outside the regular school day or away from school grounds.

The specification in this Code of a particular disciplinary action for a particular type of misconduct does not preclude more severe disciplinary action if warranted by all the circumstances associated with the misconduct. The offenses for which suspension or expulsion are identified as consequences are considered gross disobedience or misconduct within the meaning of the Illinois School Code. However, misconduct, which by itself does not warrant suspension or expulsion, may by repetition become gross misconduct or disobedience for which suspension or expulsion may result. Finally, whether specified in this Code, a student may be suspended or expelled gross for misconduct or disobedience by any standard.

1. Possession of Alcohol, Drugs or Drug Paraphernalia, suspicion of and/or under the influence of Alcohol or Drugs
 - 1 – 10 day out-of-school suspension and/or recommendation for expulsion. Police may be notified.
2. Sale of Alcohol, Drugs, or Drug Paraphernalia
 - 10-day out-of-school suspension and recommendation for expulsion. Police may be notified.
3. Possession or use of smoking materials (tobacco products, lighter, matches, electronic smoking devices, etc.)
 - Friday school and/or 1-3 day in-school suspension or out-of-school suspension.
4. Possession and/or use of weapons

- 1-10 day out-of-school suspension and/or recommendation for expulsion. Police will be notified.

5. Fighting

- All incidents will be evaluated on an individual basis by the administration. Based upon the investigation, the administration may assign detentions for minor conflicts and Friday School or 1-10 days of out-of-school suspension for fights. A parent conference will be included and may also result in an expulsion hearing by the Board of Education.
- Friday school/In-School Suspension 1-5 days/Out-of-school suspension 1-10 days or recommendation for expulsion.

6. Theft of school and/or personal property.

- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion.

7. Engaging in the destruction of either student or school property, or inciting others to do the same.

- Restitution and/or Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion.

8. Harassment of students, non-students, staff and/or parents.

- Warning/Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion.

9. Hazing of students

The hazing or “initiation” of students is prohibited by state law and is also forbidden by school regulations. Any infraction of this regulation must be reported at once. School disciplinary consequences will occur immediately, which may include expulsion as a possible penalty for such behavior whether it occurs within the school, on the campus, on the school buses, or at any school sponsored activity.

10. Non-compliance with School Appearance/Dress Code

Student dress should be appropriate as determined by the administration or their designee. If a student’s appearance is such that it may disrupt the education process, he or she may be excused until more suitable attire is worn. Clothing items, which advertise or make other reference to drugs, alcohol, tobacco products, sexual connotation and/or display profanity, are not to be worn at school. The following types of clothing are NOT to be worn: hats, short-shorts and/or skirts, muscle tank tops, spaghetti strap tops, midriff tops, or any other clothing that is unnecessarily revealing. Shorts and skirts must extend to the fingertips when the student is standing with arms extended down at their side. Any articles worn or possessed that are considered dangerous or hazardous will not be permitted (chains, etc.)

- Warning and/or change of clothing/Detention(s) and/or Friday School / In-School Suspension 1-5 days/1-10 day out-of-school suspension. Parents will be notified of repeated dress code violations.

11. Displays of affection

Excessive public displays of affection will result in a conference with the teacher and/or administrator and parent notification. If continued, each student will face disciplinary action.

- Warning/Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion.

12. Insubordination

- Detention/Friday Night School/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion.

13. Disruption of the educational environment of the classroom.

Removal from the classroom setting may occur when a student displays disruptive behavior. We are concerned with the rights of all students in the class to learn. Any certified person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health, or property. Removed students shall remain in the school in a restricted or isolated area to be selected by the principal or his/her designee pending further discipline when applicable.

- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion

Student could be removed from the class until there is a meeting with the teacher, parent, and student. If it is

impossible for the parent to attend the meeting, then the meeting can be held without the parent. This meeting is held to reemphasize the conducts expected in the classroom and state the possible ramifications of a third offense.

14. Repeated or willful behavior which shows disregard for school rules and regulations.

- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion.

15. Gross Disobedience or Misconduct

Gross disobedience or misconduct occurs when school authorities believe a student's behavior is causing, or might cause, a major disruption or interference with school activities. This includes activities in the school, on school property, on a school bus, or at a school-sponsored function.

- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days or recommendation for expulsion.

SEARCH AND SEIZURE

To maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive considering the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. During the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any

other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

INTERNET ACCEPTABLE USE

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- c. Downloading of copyrighted material for other than personal use.
- d. Using the network for private financial or commercial gain.
- e. Wastefully using resources, such as file space.
- f. Hacking or gaining unauthorized access to files, resources, or entities.
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
- h. Using another user's account or password.
- i. Posting material authored or created by another without his/her consent.
- j. Posting anonymous messages.
- k. Using the network for commercial or private advertising.
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

STUDENT USE OF ELECTRONIC DEVICES/CELL PHONES

Cell phones found in possession of a student for purposes other than educational use will be surrendered to the office and a parent will be required to retrieve the phone. The possession or use of cell phones and other messaging or recording devices that disrupt the educational environment or violate the rights of others are subject to the following guidelines:

1. They must be powered off and **kept in student lockers during the regular school day** unless needed during an emergency that threatens the safety of students, staff, or other individuals.
2. Taking pictures, video or recording sound with phones or any other electronic device during school hours without teacher permission is strictly prohibited.
3. The use of these devices in bathrooms or locker rooms is strictly prohibited at any time.
4. Items prohibited during school hours will be confiscated and placed in the office for return to the student or student's parent/guardian. Items not retrieved by June 30th will be donated to charity.
5. Electronic devices can be used in the classroom for educational purposes at the teacher's request, and then must be turned off when leaving the classroom and put back into the locker.
6. Students may text in the designated text area in the office in the case of an emergency.
7. Students with an electronic signaling device (i.e.: Apple Watch) will be required to power down their device during school hours (8 AM to 3:20 PM). Any student found with a personal electronic signaling device on, during school hours, will be required to surrender that device to the teacher or administrator.

GCMS Middle School assumes no responsibility for cell phones/electronic signaling devices which are lost, damaged or stolen.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student's parent/guardian will be notified.
2. Second offense – The device will be confiscated. A detention may be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. During an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

CAFETERIA RULES

- Students shall not save seats for other students.
- Students shall walk to lunch and behave in an orderly manner during their lunch period.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

PART VI - EXTRA-CURRICULAR AND ATHLETIC CODE OF CONDUCT

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must not have a failing grade in any class. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team

by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor, or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored, and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior.
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes).
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form.
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia.
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet.
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
7. Act in an unsportsmanlike manner.
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving.
9. Haze or bully other students.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying using technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- a. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
- b. Causing a detrimental effect on the student's or students' physical or mental health.
- c. Interfering with the student's or students' academic performance; or
- d. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

10. Violate the written rules for the extracurricular or athletic activity.
11. Behave in a manner that disrupts or adversely affects the group or school.
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities, or competitions.
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 -

- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

STUDENT ATHLETE CONCUSSION AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play, and return-to-learn protocols.

PART VII – Miscellaneous

LIBRARY

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

Library fines will be assessed for materials not returned on schedule. Books will be assessed at the rate of \$.05/day and reference materials are assessed at \$.50/day. Students will be charged replacement costs for books that are lost. Students with overdue books or fines will be notified. All student debts or outstanding books must be clear at the end of each quarter to ensure participation in privileged activities (i.e., dances, athletic events etc.)

ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

BUS TRANSPORTATION

For questions regarding school transportation issues, contact: **Kari Ryan at 217-784-5800.**

BUS CONDUCT

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period more than 10 days for safety reasons.

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