

## Table of Contents

[Introduction](#)

[Mission Statement](#)

[District Directory](#)

[School Directory](#)

[Board of Education](#)

[School Calendar](#)

[Assessment and Grading](#)

[Attendance](#)

[Communication](#)

[Curriculum](#)

[Discipline](#)

[Health Services](#)

[Mental Health Support](#)

[Miscellaneous](#)

[Parents](#)

[Policy and Procedures](#)

[Programs](#)

[Registration and Enrollment](#)

[Safety](#)

[Student Records](#)

[Technology](#)

[Transportation](#)

[Human Services Agencies](#)

[Who To Contact](#)

## 2023-24 Parent & Student Handbook

### Introduction:

The Parent/Student Handbook is a summary of board policies and procedures governing the district. School board policies are available to the public at the Gurnee District Office and on our website ([www.d56.org](http://www.d56.org)). This handbook may be amended during the school year, without notice.

The Parent/Student Handbook is available on our district website ([www.d56.org](http://www.d56.org)) or in print, upon request, at any of our school locations and at the District Office.

## Mission Statement

*Education that inspires....Opportunities for all*

### Beliefs

- We believe children are the first priority. Every decision and action must be based on the needs of children.
- We believe the alliance of home, school, and community promotes student success. Everyone concerned with the child's development has a unique role in this partnership.
- We believe diverse opportunities and challenges allow for each student's gifts and talents to be discovered and encouraged.

District 56 has the responsibility to offer a wide range of learning opportunities. Through experiences in areas such as athletics, fine arts, and clubs, children can explore their interests and discover talents and joys beyond the routine education program.

- We believe in the optimal use of all resources.

District 56 has the responsibility to maximize the talents and energies of all human resources within the community. In addition, we will efficiently utilize all available facilities, time, and finances.

- We believe all student's opportunity for independence and success is maximized through the emphasis of all essential life skills, including reading, writing, and mathematics.

District 56 has the responsibility to emphasize the basic and crucial skills of reading, writing, and mathematics whenever they are realistic goals for a student. An acknowledgement of and sensitivity to each student's individual abilities and potential must be an integral part of that student's educational path.

- We believe that an emotionally and physically comfortable, safe environment is most conducive for effective teaching and learning.

The schools should be free of physical hazards, as well as social and emotional threats. All members of the learning community are entitled to a mutually comfortable arena, which encourages risk-taking and facilitates learning.

## 2023-24 Parent & Student Handbook

- We believe in learning communities where students are supported to become self-directed, life-long learners.

We define a “learning community” as a place where cultural diversity is celebrated and academic needs are recognized and supported. This belief encourages students to use what they have learned and experienced to become critical and creative problem solvers.

## 2023-24 Parent & Student Handbook

### District Directory

District Office: 847-336-0800  
3706 Florida Avenue, Gurnee, IL 60031  
Fax: 847-336-1110

Dr. Luis Correa, Superintendent  
Lori Rupsch, Administrative Assistant to the Superintendent & Board of Education  
Aurora Orozco, Administrative Assistant & Registrar

Dr. Rachel Solomon, Director of Pupil Services  
Yolanda Vega, Administrative Assistant

Miriam Torres, Multilingual Services Coordinator  
Yolanda Vega, Administrative Assistant

Pete Helfers, Director of Curriculum and Instruction  
Melissa McCormack, Administrative Assistant and Data Specialist

Mark Lindem, Director of Business Services  
Donna Gonzalez, Administrative Assistant/Payroll  
Sue Stoodt, Administrative Assistant/Accounts Payable

Office Hours 7:00 AM-4:00 PM

Transportation Office: 847-336-8997  
3801 Swanson Court, Gurnee, IL 60031

Steve Kirwan, Supervisor of Transportation  
Veronica Herrera, Administrative Assistant

Facilities Management: 847-336-8280  
13600 W. Wadsworth Road, Wadsworth, IL 60083

Sean Smith, Supervisor of Facilities & Grounds  
Jim Neofotistos, Maintenance Specialist

Technology Services: 847-249-7130  
Website Address: [www.d56.org](http://www.d56.org)  
3706 Florida Avenue, Gurnee, IL 60031

[Return to Top](#)

## 2023-24 Parent & Student Handbook

Eric Esteban, Director of Technology

Jonathan Cejka, Technician

\_\_\_, Technician

Reese Gonzalez, Technician

Caius Arias, Technician

## School Directory

- [Spaulding School](#)
- [Prairie Trail School](#)
- [River Trail School](#)
- [Viking Middle School](#)

### Spaulding School

847-662-3701

2000 Belle Plaine Avenue, Gurnee, IL 60031

Fax: (847) 249-6262

Attendance: (847) 249-7165

School Hours: 8:45 A.M. - 3:20 P.M.

Ellen Mauer, Principal

Alicia Johnston, Assistant Principal

Jackie Bucher - Behavior Facilitator

Crystal Lopez, Secretary

Ashley Harvey, Clerk

Joseph Muller, Certified School Nurse

### Prairie Trail School

847-623-4333

13600 W. Wadsworth Road, Wadsworth, IL 60083

Fax: (847) 623-4456

Attendance: (847) 249-7166

School Hours: 8:35 A.M. - 3:25 P.M.

Kevin Simmons, Principal

Tara Lenhoff, Assistant Principal

Craig Timko, Behavior Facilitator

Yunuen Arteaga, Secretary

Jeanne Gildea, Clerk

Victoria Tompkins, Nurse

### River Trail School

847-249-6253

333 N. O'Plaine Road, Gurnee, IL 60031

Fax: (847) 249-4662

Attendance: (847) 336-5652

School Hours: 7:35 A.M. - 2:25 P.M.

## 2023-24 Parent & Student Handbook

Jennifer Glickley, Principal  
Lori Johnson, Assistant Principal  
Christina Ayala, Secretary  
Monica Melchor, Clerk  
Lorena Gonzalez-Velasco, Nurse

Viking Middle School  
847-336-2108  
4460 Grand Avenue, Gurnee IL 60031  
Fax: (847) 249-0719  
Attendance: (847) 263-4000  
School Hours: 7:35 A.M. - 2:25 P.M.  
Ryan Lazar, Principal  
Kim VanMatre, Assistant Principal  
Karen Graham, Behavior Facilitator  
Sandra Demyanovich, Secretary  
Barbara Rosmann, Clerk  
Lizzette Ramos, Nurse  
Dain Elman - STEM Facilitator  
Laura Liphardt - Certified School Nurse Facilitator



## Board of Education

- [Board of Education Meetings](#)
- [Board of Education Members](#)

### Board of Education Meetings

Board of Education meetings are open to the public. The Board [generally meets the 4<sup>th</sup> Wednesday of every month](#) at the Gurnee School District 56 Office. Notice of meeting times, dates, and locations are posted at the Gurnee School District 56 Office 48 hours prior to the meetings. The monthly business meeting is to cover all business matters pertaining to the operation of Gurnee School District 56. Subjects outlined on the evening's agenda are discussed and the motions are voted upon. Subjects suitable for the agenda must be given to the Superintendent seven days prior to this meeting to provide ample time for Board study.

### Board of Education Members

Dr. Jim Blockinger, President  
[blockltd@comcast.net](mailto:blockltd@comcast.net)

Mark Pos, Vice President  
[markpos@comcast.net](mailto:markpos@comcast.net)

Odie Pahl, Secretary  
[odiepahl@gmail.com](mailto:odiepahl@gmail.com)

Rebecca Kotsinis, Treasurer  
[becky@kotsinis.com](mailto:becky@kotsinis.com)

Germain Castellanos, Board Member

Mandi Florip, Board Member  
[aflorip@gmail.com](mailto:aflorip@gmail.com)

Cesar Garcia, Board Member

## School Calendar

The Board approved school calendar for the [2023-24 school year](#)

## Assessment and Grading

- [Assessments](#)
- [Grading System](#)
- [Performing Arts Requirements](#)
- [Requirements for Promotion](#)

### Assessments

Gurnee School District 56 administers a variety of assessments throughout the year to assist in the evaluation of student achievement in the various curriculum areas. These assessments help identify the strengths and needs of individual students and supply information on the District's total instructional program.

I-Ready - The district has chosen to replace Measurements of Academic Progress (MAP) with i-Ready as its district level assessment. I-Ready delivers student instruction, performance diagnostics and progress reports based on K-12 Common Core State Standards in both Reading and Math. Students take the i-Ready Diagnostic test and receive differentiated online instruction according to their ability. This allows the schools and districts to receive customized reports on student performance and progress throughout the year.

AimswestPlus - aimswestPlus™ is an online assessment, data management, and reporting system that provides national and local performance and growth norms for the screening and progress monitoring of math and reading skills for all students in Kindergarten through 8th grade.

The Illinois Assessment of Readiness (IAR)– students in grades 3-8 will be assessed using the tool selected as the "Illinois Assessment of Readiness". This common core aligned assessment in reading and mathematics will occur in the spring.

The Illinois Science Assessment (ISA)- students in grades 5 and 8 will be assessed using the Illinois Science Assessment. The assessment is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS)

The KIDS Assessment - KIDS is a research-based observational assessment tool for teachers to document and reflect on the learning, development, and readiness of all

## 2023-24 Parent & Student Handbook

children in kindergarten. KIDS aligns with the Illinois Early Learning and Development Standards.

### Grading System

Gurnee School District 56 prepares a formal progress report to parents (report card) four times during the school year. Illinois has adopted a set of learning expectations for mathematics and language arts based on the Common Core State Standards. Our report cards reflect these new, more rigorous expectations.

The following reflects the grades K through 5th grading expectations used to determine student mastery of each skill:

Score	Descriptor
Blank	Standard not assessed for this grading period.
1	With assistance, the student does not demonstrate understanding of the standard.
2	With assistance, the student demonstrates partial understanding of the standard.
3	Independently, the student demonstrates partial understanding of the standard.
4	Independently, the student demonstrates mastery of the standard.
5	The student demonstrates mastery with understanding that exceeds the standard.

The following reflects the grades 6th through 8th grading expectations used to determine student mastery of each skill:

## 2023-24 Parent & Student Handbook

Score	Descriptor
1	With assistance, the student does not demonstrate understanding of the standard.
2	With assistance, the student demonstrates partial understanding of the standard.
3	Independently, the student demonstrates partial understanding of the standard.
4	Independently, the student demonstrates mastery of the standard.
5	The student demonstrates mastery with understanding that exceeds the standard.

### Performing Arts Requirements

Students involved in the performing arts, band, chorus, and drama are required to attend all performances of their group during the school year. In drama, this may also include evening practices the week prior to a performance. Students may be excused from their responsibilities only in emergencies or due to illness. In any case, a written note from the parents to the director involved is required. A failing grade may be given to any student that fails to meet this obligation.

### Requirements for Promotion

The Board of Education will present a certificate of promotion at the end of eighth grade to all students who have demonstrated successful completion of all required subject areas, which includes an examination of the “Principles of Representative Government” which covers both the state and federal governments. Students, however, may be excluded from the graduation ceremony and/or the year-end activities contingent upon administrative review of school attendance, academic and behavioral performance.

### Attendance

- [Family Vacations During the School Year](#)
- [Student Absences](#)
- [Student Attendance/Credits](#)
- [Tardiness](#)

Parents are required to report all absences and anticipated late arrivals by calling the absence line of the school their child attends on each day an absence occurs. These phone numbers are available 24 hours a day:

Spaulding (847) 249-7165

Prairie Trail (847) 249-7166

Viking (847) 263-4000

River Trail (847) 336-5652

When reporting your child absent, please state the issue of the illness. If your child is experiencing a fever, vomiting, diarrhea, or a skin rash, please be specific when leaving this information. If your child has a contagious condition such as COVID-19, head lice, strep throat, impetigo, or pink eye, you must also contact the school nurse to report this information.

A student absence due to the observance of a religious holiday shall be afforded the opportunity to make up any schoolwork requirements missed due to the absence(s). Other valid causes for absence include mental or behavioral health of the student. The student does not have to show a medical note for the first 5 days of this type of absence (mental or behavioral health), however the absence MUST be reported by the parent/guardian and you must specify on the absence line that the student is taking a mental health day. These absences will count towards the total number of absences for the school year. Student absences for medical or therapeutic appointments, appointments with victim services, addressing the circumstances of expected parenting, student, parenting or domestic or sexual violence are also valid absences.

Students whose parents are active duty military, are excused from attendance on day(s) when his/her parent/guardian has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

School authorities will attempt to reach a parent whose child is not in school within two hours of the official start time for their school (see [School Directory](#) tab for official start times.) If phone contact between school and parent is not made, a written excuse from

## 2023-24 Parent & Student Handbook

the parent is expected immediately upon the child's return to school. If a note is not received by the school, the absence will be listed as unexcused.

A student must be absent (due to personal illness or family misfortune) at least 2 days before a request for assignments to be sent home can be made. Please call by 9:00 A.M. The general rule for make-up work is allowing one day for each day of absence.

### Family Vacations During the School Year

Vacations during the school year are highly discouraged. Parents who are planning a vacation during the school year are encouraged to notify the school office well in advance of the date of absence. Although parents must make the final decision regarding a child's absence, the principal and teacher would be glad to discuss the probable effects upon the child. All assignments that are missed while the child is on vacation will be presented to the child upon his/her return to school. Parents should understand that grades might suffer due to absences from school. Vacations lasting 10 or more school days, that we have not been made aware of in advance of the absence from school, may result in a student being required to re-register upon their return.

### Student Absences in Excess of 10%

Excessive and unnecessary absences from school must be avoided. It must be understood that parents are legally responsible for their child's regular attendance at school. As prescribed by the School Code of Illinois, Gurnee School District #56 recognizes an absence to be valid when a child is ill or a family emergency occurs. Below is a brief description of the district attendance plan. Absence and tardy rates that are in excess of 10% of the school year, at any given time, will become cause for concern.

This plan will be put into place with all students who meet the criteria. As a parent, you can help us by staying in contact with the school nurse, classroom teacher or administrator(s) when these absences occur.

- **Step 1** *Attendance Letter; Teacher Contact*  
This letter is your notification that your child's absence has met or exceeded 10% of the school year, at any given point of the year. The classroom teacher will contact the family to learn of concerns and brainstorm solutions for student absences.
- **Step 2** *Attendance Letter; Referral to Project PASS (Lake County Truancy/Drop-Out Prevention Program), teacher or administrative contact*  
This letter is your notification that your child's absences continue to meet or exceed 10% of the school year, at any given point of the year. The classroom

## 2023-24 Parent & Student Handbook

teacher or school administrator will contact the family to review concerns and options for improved attendance. Project PASS requires notification of students who are missing more than 10% of the school year. Once the school notifies them of a concern, they will appoint a case manager and contact the family.

- **Step 3** *Attendance Letter, Update to Project PASS (Lake County Truancy/Drop-Out Prevention Program), meeting with Project PASS case worker, family and school personnel.*

Previous attempts have proved unsuccessful and your child's absences continue to meet or exceed 10% of the school year. The school will update the Project PASS case worker of continued absences and a meeting will be scheduled between all parties.

- **Step 4** *Attendance Letter, Update to Project PASS (Lake County Truancy/Drop-Out Prevention Program), meeting with Project PASS case worker, family and school personnel and Referral to the District Police Liaison*

Continued attempts have proven unsuccessful and your child's absences continue to meet or exceed 10% of the school year. A review of previous agreements and action steps will be shared with the School Resource Officer and the Project PASS case worker. At this point the Gurnee Police Department may choose to charge the family with truancy.

The Gurnee school district will work with the families of chronically truant students to provide resources such as parent-teacher conferences, student counseling, or information about family or student counseling from community agency services.

“Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or a fine of up to \$1500.”

105 ILCS 5/22-12

105 ILCS 5/26-8 et seq.

730 ILCS 5/5-4.5-55

730 ILCS 5/5-4.5-65

### Student Pickup

If you wish to take your child from school before the regular dismissal time, you must send the student with a note to the office stating the reason for leaving school and the time you will pick them up. The student will then meet you in the office at the specified time.

## 2023-24 Parent & Student Handbook

If there is a last-minute change and you need to pick up your child or have them ride their regular bus home, we must have a signed note (it can be faxed or emailed) sent to the office. For more information, please refer to the transportation requirements in the next paragraph. We will not be able to do this by phone due to the inability to verify you as the child's parent/guardian. If you are picking up your child, please report to the office in person prior to dismissal to verify your identity and have your child released to you.

### Transportation Changes

Requests for these changes must be made in writing at least two (2) days prior to the requested change date. This will allow the Transportation Department sufficient time to complete any necessary route changes. Extra copies of the bus information change form may also be obtained from any school office or the District Office.

Please remember that students are not allowed to ride any other route except the one they are assigned to until any requested changes have been made. We will not be able to make bus changes to accommodate birthday parties, scout meetings, play time, project work time, shopping trips, or doctor/dental appointments.

### Student Attendance/Credits

The following guidelines will define partial day attendance at each building.

#### River Trail, and Viking Schools

Partial day: Arrive AFTER 9:25 a.m. Leave BEFORE 12:35 p.m.

#### Prairie Trail and Spaulding School

Partial day: Arrive AFTER 10:05 a.m. Leave BEFORE 1:45 p.m.

### Tardiness

Students are expected to be at school, in their seats and ready to learn, by the regular start times that are as follows:

Spaulding School.....	8:45 A.M.	Prairie Trail School.....	8:35 A.M.
River Trail School.....	7:35 A.M.	Viking School.....	7:35 A.M.

A student must be in attendance for at least half of the school day to participate in any after school event.

Students arriving late to school is a serious problem. Punctuality is important. Students who are late often do not learn that "being on time" is an expectation of citizens in our society. Arriving late to school also causes a child to miss out on class experiences, which hinders academic progress. Students who qualify for bus transportation are



## **2023-24 Parent & Student Handbook**

encouraged to use that service daily to ensure on time arrival. When a student arrives late, a parent or responsible adult must sign in at the office. Students may not be dropped off and enter the building alone. A large sign will be placed at the entrance of each school to notify parents if their child is late.

### Communication

- [Access to District Information](#)
- [Directory Information](#)
- [Emergency School Closing](#)
- [eLearning Days](#)
- [Telephone](#)

Gurnee School District #56 website: [www.d56.org](http://www.d56.org)

Twitter: @GurneeD56 or @d56achieve #d56achieves

Facebook: Gurnee School District 56

#### Access to District Information

Communication between home and school is critical to the success of each student. In District #56 this dialogue takes place in a variety of formats. The district website, [www.d56.org](http://www.d56.org), provides a link to information regarding the activities of each building, the Board of Education, sports teams, music programs, classroom teachers and students. Important information regarding the operation of the district, including academic programs, assessment, calendars and registration can be found here, as well. Parents with questions are encouraged to visit the website as a first step to getting questions answered.

Telephones are located in every classroom. While teachers are not able to receive calls during instructional time, parents may leave a voicemail message and expect a return call within 24-48 hours, unless a teacher is out ill.

As we continue our journey towards becoming a digital environment, teachers have created web pages linked to the district website. Not only do these pages contain timely information regarding classroom activities, homework and upcoming events, these web pages may also provide the ability to contact the teachers electronically. Newsletters are sent home from each of the schools on a regular basis, either on paper or electronically. Many classroom teachers send home newsletters on a regular basis or choose to have an electronic version available.

The Friday Communiqué is a weekly email sent out from the Superintendent. This communication format provides parents with smaller snippets and updates regarding what's happening in District #56. To receive this weekly communication please call the district office (847) 336-0800 and request to place your email address on the list. D56 uses robocalls, texts and email blasts for unexpected events such as a late bus, school closing or critical reminders. If you do not receive these please be sure to share your email and cellphone information.

## 2023-24 Parent & Student Handbook

### Directory Information

At times the PTO has chosen to create a district directory, parents will have the ability to opt in or out of having their information published. Directory information generally includes the student's name, address, telephone listing, grade and school of attendance.

### Emergency School Closing

When an emergency requires schools to be closed, notification of the closing will be released for broadcast to the following radio stations as early as possible:

WKRS – 1220 AM

WMAQ – 670 AM

WGN – 720 AM

WBBM News-Radio – 780 AM

WXLC – 102.3 FM

WIIL – 95.1 FM

Check the District Website at: [www.d56.org](http://www.d56.org)

Twitter: @GurneeD56 or @d56achieve or #d56achieves

Facebook: Gurnee School District 56

Gurnee School District #56 holds the health and welfare of its students as its highest priority. Potential snow days, with the possibility of closing school, are challenging. The general process for determining a snow day closure usually begins about 4:30 a.m. with the Superintendent communicating with other neighboring school district Superintendents (Woodland #50, Warren High School #121, Millburn #24, and Waukegan #60). Since all Warren Township elementary and high schools bus the vast majority of their students, road conditions are critical to the opening or closing of school. After discussion with other district individuals who have checked the roads, the Superintendents decide to open or close school. Occasionally, one district will remain open, but usually all districts do the same thing. If a school or school district closes, the news media are notified as soon as possible.

If you, as a parent or guardian, call and are concerned about the safety of your child at school, school personnel will remind you of your option to keep a child home without penalty. We believe that it is important that the schools be open for the protection of the majority of the children. You, as a parent or guardian, must decide whether to send your child to school on a snowy day or not.

### eLearning Days

State statute allows school districts to use e-Learning Days in lieu of a traditional snow day. These days do not have to be made up at the end of the year. eLearning days will

## 2023-24 Parent & Student Handbook

be used along with school closure as a balanced approach will serve our students best. Students access their learning plan for each eLearning Day via their teachers' webpages linked to the D56 website. Training for students will take place throughout the school year and screencast directions for parents and students can be found on the D56 website: <http://www.d56.org/e-learning>

### Telephone

Teachers and students are not called to the telephone when in class except in case of an emergency. Please leave a voicemail message in the teacher's mailbox. The teacher will make all attempts to return the calls as soon as possible, but no later than the end of the next school day. A payphone is available at Viking School for emergency use when the office is closed.

### Curriculum

- [Approved Textbooks](#)
- [Professional Development](#)
- [Comprehensive Health Education Plan](#)

The curricula at Gurnee School District #56 have been created by using the Illinois State Learning Standards, Common Core State Standards and the Next Generation Science Standards. Alignment with these standards will prepare our students for the state assessment conducted through Illinois Assessment of Readiness (IAR) and the Illinois Science Assessment (ISA) upon which all public elementary districts in Illinois are measured for success.

For specific information, please go to the Curriculum & Assessment page on the D56 website at <https://www.d56.org/domain/43>. It will be continually revised and updated to reflect the ongoing work of the instructional staff. Information included on each content area page includes: State Standards, Approved Textbooks and Areas of Focus for Teachers' Professional Development.

#### Approved Textbooks

Gurnee School District #56 conducts an annual review of selected areas of the curriculum. During this process instructional staff review and revise the existing curriculum to meet the needs of the students. Teachers then review, evaluate and select instructional materials for adoption (purchase) that will align with the curriculum and instructional goals. While these textbooks are recommended for use, strong educators often supplement these materials with other support items they have determined to align with the district curriculum.

#### Professional Development

Professional Development is the cornerstone for ongoing improvement of instructional practices in Gurnee School District #56. A constant review of educational research, as well as support for newly adopted instructional materials and equipment, drive the focus areas for the adult learners in the district. Professional development opportunities are not only provided during Teacher Institute and Early Release days, as noted on the school year calendar, but during the school day and after school as well. Many District #56 teachers choose to avail themselves of volunteer opportunities for learning in order to improve their professional practices.

#### Comprehensive Health Education Program

The District 56 Board of Education provides sex education as part of the [comprehensive health education program](#). Sex education is conducted under the authority of permissive

## 2023-24 Parent & Student Handbook

legislation of the Sex Education Act of 1965 and conforms to the provisions of subsequent legislation. Parents will be given at least five (5) days notice prior to offering any class or course in sex education and recognizing and avoiding sexual abuse to students. Parents may request to view the curriculum scope and sequence from their child's health teacher in advance.

If parents have any questions regarding the curriculum or prefer to have their child excluded from that part of the curriculum, they are to contact the appropriate building principal.

- Spaulding School - [Dr. Ellen Mauer](#)
- Prairie Trail School - [Mr. Kevin Simmons](#)
- Viking School - [Mr. Ryan Lazar](#)
- River Trail School - [Dr. Jennifer Glickley](#)

[Curricular resources used in the comprehensive health education program can be found at this link](#)

## Discipline

- Student Behavior - [Board Policy 7:190](#)
- Discipline Procedures
  - [Board Procedure 7:200](#)
  - [Board Procedure 7:210](#)
  - Misconduct of Students with Disabilities [Policy 7:230](#)
- [Bullying](#)
  - [Board Policy 7:20](#) The Harassment of Students if Prohibited
  - [Board Policy 7:180](#) Prevention of and Response to Bullying, Intimidation and Harassment
- [Dress Code](#)
- [Police Liaison Officer](#)
- [Convicted Child Sex Offender](#)

According to [Board Policy 7:190](#), when students are involved in behavior that results in loss of, damage to, or destruction of property, consequences may result in, but are not limited to, return of property and/or restitution for lost, damaged, or stolen property.

The goals of the district when disciplining students is:

1. ensure the safety and dignity of students and staff;
2. maintain a positive, weapons-free, and drug-free learning environment;
3. keep school property and the property of others secure;
4. address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
5. teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### Bullying

*The definition of bullying includes three core elements:*

- *unwanted aggressive behavior*
- *observed or perceived power imbalance*
- *repetition or high likelihood of repetition of bullying behaviors*

When a report of bullying is made, the building level administration will do an investigation. If the behavior meets the definition of bullying, a bullying investigation and paperwork will be completed. The goal will be to eliminate the behavior and create a safe environment for the victim(s).

## 2023-24 Parent & Student Handbook

If the behavior does not meet the definition of bullying and could be better described as a “mean moment” or a “peer conflict”, the administration will work with both parties to resolve the conflict.

### Dress Code

Proper grooming is conducive to good learning in well-run schools. Each student is expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Students are prohibited from wearing inappropriate slogans on clothing, which could be disruptive to the educational setting. Hats, coats, and outerwear are not to be worn indoors.

Gang affiliated clothing is not allowed. Any clothing on boys or girls that is deemed by staff and administration to be provocative is not allowed. Midriff, shoulder areas, and underwear must be appropriately covered. Very short skirts or short shorts are also prohibited. Students should wear shoes at all times to prevent injury and the spread of disease.

### Police Liaison Officer

A Gurnee Police Officer is employed by Gurnee School District 56 and operates out of Viking Middle School. The following criteria will be considered for any student referral to the Police Liaison Officer:

- Student was found in possession and/or use of illegal or prescription drugs/drug paraphernalia, or look alike's that are presented as illegal or prescription drugs.
- Student was found in possession of/or in use of a weapon or a look alike weapon.
- Students engaged in gang related activities on campus.
- Students engaged in repeated theft.
- Students engaged in a racially motivated activity.
- The student was truant from school.
- The display of student behavior, in the opinion of the Building Principal, endangered the safety of other students or staff.

Building principals shall manage requests by agency officials or police officers to interview students at school through procedures that: 1) recognize individual student rights and privacy, 2) minimize potential disruption, 3) foster a cooperative relationship with public agencies and law enforcement, and 4) Comply with State law including, but not limited to, ensuring that 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 Superintendent or designee will:



## 2023-24 Parent & Student Handbook

- 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 school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
- c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or social, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

Any individual may obtain information concerning sex offenders at the Illinois State Police website, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Information may also be obtained from any police department or sheriff's department.

### Health Services

- [Health Requirements for School Entrance](#)
- [All Kids/Illinois Health Connect Care](#)
- [Communicable Diseases \(Policy 5:40/7:280\)](#)
- [COVID-19](#)
- [Head Lice](#)
- [Anaphylactic Policy](#)
- [Health Restrictions in Physical Education/Outside Recess](#)
- [Medical Alert/Student Health Information](#)
- [Undesignated Medications](#)
- [Medications \(Policy 7:270\)](#)
- [Self-Administration of Asthma and Epinephrine Medication](#)
- [CPR/AED](#)
- [Concussion Procedures](#)

Gurnee School District 56 attempts to employ certified school, registered, or licensed practical nurses to provide health services to our student body. The purpose of the school health program is to protect student's health and to help each child obtain and maintain his/her optimum state of health and wellbeing. Our staff cooperates with the Lake County Health Department and the Illinois State Board of Education by providing school health services based on state law, rules, and regulations. The school reserves the right to determine whether or not a student may remain in or be admitted to school, based upon requirements put forth by Illinois School Code.

Vision and hearing screenings are performed at selected grade levels, on all new students and upon request from teachers and/or parents. Identification of potential vision/hearing problems is of little value without referral and follow-up effort. We ask for your cooperation in having your child examined by the physician of your choice when a referral is sent home and by returning a copy of recommendations from the physician to the school health office to share with the child's teacher(s). Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months

First Aid will be provided for sudden illness or accidental injury occurring during school hours. Every reasonable attempt will be made to contact parents/guardians when additional medical care and/or alternative transportation is necessary due to illness or injury. In the event the parent cannot be reached, school personnel will use discretion and handle the situation until the parent can be located. Should your child require

## 2023-24 Parent & Student Handbook

transport to the nearest hospital, school personnel will remain with your child until you or your emergency contact arrives.

The responsible adult designated as “Emergency Contact” must be made aware that their name has been listed as such. **Please notify the school office when home or work numbers, addresses, or emergency contacts change throughout the school year.**

### Health Requirements for School Entrance

The School Code of Illinois requires that physical examinations and immunizations be completed prior to entrance into any preschool program, Kindergarten, Sixth Grade, and by students entering an Illinois school for the first time. Health forms can be found at [www.d56.org](http://www.d56.org) under ‘Parents’.

**All students, including those from out of state or country, are subject to exclusion from school attendance, after October 15<sup>th</sup> of each school year, if health records do not meet state mandated requirements upon their entry into Gurnee School District 56.**

Dental examinations are mandated for students in Kindergarten, Second, and Sixth Grades due by May 15<sup>th</sup> of that school year. Gurnee School District 56 reserves the right to withhold report cards if not received in accordance with the law.

Vision examinations are mandated for students in Kindergarten.

### Early Childhood/Early Learning

Any child three years of age or older entering a school program (ie. Early Childhood/Early Learning) must show proof of having a recent physical examination and current immunizations. Physical examination forms and Illinois immunization requirements are available at the D56 website and all health offices. Students cannot enter school until all health requirements are met.

### Kindergarten

Physical, dental, and vision examination forms and Illinois immunization requirements will be distributed during Kindergarten orientation and screening/registration week. Forms are also available at the school offices during the school year. During the summer, forms will be available in the district office. Forms are also available on the district website. These examinations are valid when completed within one year of the first scheduled day of school attendance. Parents should make appointments for school physicals and immunizations to ensure that they are completed before the first day of school. Students will not enter Kindergarten until all health requirements are met.

## 2023-24 Parent & Student Handbook

Completed forms will be accepted at Spaulding School during the school year and the District Office during the summer.

### Second Grade

Dental examination completed by May 15, of that school year.

### Sixth Grade

Physical examination must be completed within one year of the first scheduled day of sixth grade. Child Health Examination forms are available in the Nurse's Office and on the D56 website. All physical examinations and immunization records should be completed before students begin sixth grade. The TDap, Varicella (2<sup>nd</sup> dose) and meningitis vaccines are required for this grade. Dental examinations must be completed by May 15, of the school year.

### New Students to District 56

Every new student enrolling in Gurnee School District 56 must present copies of their most recent physical examination and current immunization records to school authorities in order to complete the registration process. Physical examinations must be completed within one year of school entrance. Students transferring from an Illinois school may use their most recent physical and immunization to register. Students coming from another state or country must have a completed State of Illinois Child Health Examination form with compliant immunizations.

### Vision

New students transferring from an Illinois school should have a kindergarten or more recent vision examination report. New students from another state or country must have an Illinois State Board of Education Vision Exam report completed.

### Dental Examination

Illinois Dental exam requirements for students are kindergarten, second, and sixth grade to be completed by May 15<sup>th</sup> of the school year.

### All Kids/Illinois Health Connect Care

All Kids is a health service program provided by the State of Illinois for children through age 18. Children must be Illinois residents, US citizens or qualified immigrants, and meet income requirements. For further information about All Kids or to request an All Kids application, call toll free 1-866-ALL-KIDS. You may also go to [www.allkids.com](http://www.allkids.com), contact Lake County Health Department, or speak to your school nurse or social worker.

Communicable Diseases (Policy [5:40/7:280](#))

## 2023-24 Parent & Student Handbook

When calling the school to report your child's absence due to illness, please inform school officials of any communicable disease or condition such as COVID-19, chicken pox, strep throat, impetigo, head lice, or pink eye. There are several characteristics to watch for which may mean a child is developing a communicable disease: unusual paleness or flushed face, unusual listlessness, red or watery eyes, sensitivity to light, skin rash, cough, nausea with or without vomiting, diarrhea, nasal discharge, headache, stomach ache, sore throat and elevated temperature. Children who are ill and/or have a fever should not come to school or will not be allowed to remain in school. Not only is it not in the sick child's best interest, it is important not to expose the other children and teacher(s) in the classroom. **Parents must be prepared to make arrangements to take a sick child home.** In some cases of illness, a medical release may be requested upon the child's return to school. Students must remain at home for 24 hours free of fever, diarrhea, or vomiting before returning to school. The school reserves the right to determine whether or not a student may remain in or be admitted to school. All children benefit from the exclusion of the sick child from the classroom. The practice of isolating and excluding sick pupils is carried out consistently by all school staff.

Information regarding influenza and the influenza vaccination can be located through the following links. If you have any questions, please contact your school nurse or your pediatrician for more information.

<https://www.lakecountyil.gov/1871/Influenza>

<https://resources.finalseite.net/images/v1646252197/d125org/txxvoiy!5owrjluh3aft/InfluenzaVaccinationInformationSheets.pdf>

Information on meningococcal disease and the vaccinations available can be accessed through the below link. If you have any questions, please contact your school nurse or your pediatrician for more information.

<https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/meningococcal-disease.html>

Notices will be sent to the parents of children who have been exposed to a communicable disease by virtue of their presence in the same classroom at the discretion of the health services staff and administration.

Information regarding cervical cancer related to the Human Papillomavirus (HPV), and vaccination for prevention is available on the ISBE website.

## 2023-24 Parent & Student Handbook

### COVID-19

Students or staff who have a confirmed or suspected case of COVID-19, need to isolate for five days. On day six you may return to school/work. Wearing a mask for the following five days is recommended.

If you have symptoms of COVID-19 you should stay home and take a test to determine whether you or your child have the virus. Notify the school if you test positive.

### Head Lice

The school nurse will treat children exhibiting symptoms of head lice or nits (eggs). Parents will be instructed to ensure that all signs of lice/nits have been removed from the hair and medicated shampoo has been used to kill head lice and their eggs. A child could be excluded from school if they continue to have live nits or lice and treatment is not being performed at home. Upon returning to school after treatment for head lice, the student must report to the nurse's office for reexamination.

### Anaphylactic Policy

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form.

A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Gurnee School District 56 Policy can be found here: [Food Allergy Management](#)  
Illinois State Statute can be found here: [Allergy management](#)

## 2023-24 Parent & Student Handbook

### Health Restrictions in Physical Education/Outside Recess

The district honors excuses signed by persons licensed under the Medical Practice Act of 1987. Written requests from parents should be submitted to Health Services to excuse students from physical activity for no more than three consecutive days. A physician's note must be submitted to Health Services for activity restrictions that are needed for longer than three days. Students with a note for activity restrictions due to health concerns will not be permitted to participate in PE, recess, intramural sports, interscholastic sports, field day, or other activities requiring physical exertion for the duration of the note. Any changes to the restrictions outlined in a physician's note must be issued in writing from the physician. Students restricted by a physician for an extended period of time due to an injury or while under medical evaluation, must obtain an updated physician's note every six weeks to maintain an excused status. If a student requires permanent physical activity restriction or limitation, a physician's letter indicating the reason must be presented.

The district excuses any student from engaging in any physical activity components of a physical education course during a period of religious fasting if the student's parent or guardian notifies the school principal in writing that the student is participating in religious fasting.

### Medical Alert/Student Health Information

Please complete Student Health Information forms in as much detail as possible each school year as part of the registration process. When provided with the most up-to-date information about your child and his/her medical conditions, and/or current medications prescribed for home or school use, Health Services will be better prepared to provide continuity of care for your child during the school day. Health Services should be notified of any significant changes during the school year as well. Some health conditions may warrant development of a care plan to address medical needs in the school setting. School personnel will receive medical alert information as deemed appropriate by Health Services.

### Undesignated Medications

Gurnee School District has opted to have the following undesignated medications at each school: emergency anaphylactic epinephrine, emergency asthma Inhaler, and an emergency Naloxone. If you would like the district to use an undesignated medication stock on your child, you need to sign the parent permission form that is part of the registration process.



## 2023-24 Parent & Student Handbook

### Medications ([Policy 7:270](#))

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and wellbeing. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

District-wide use of emergency anaphylactic epinephrine has been adopted in compliance with state regulation. Emergency epinephrine will be made available to each school to be used by nurses in an anaphylaxis emergency. This policy does not supersede a child's known life-threatening allergy plan and medication.

### Self-Administration of Asthma and Epinephrine Medication

A student may possess an epinephrine auto-injector (EpiPen) and/or rescue inhaler prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

Public Act 97-0361 allows Gurnee District 56 to voluntarily maintain a supply of emergency epinephrine auto-injectors (EPI-PEN) for students who do NOT have a known allergy. A school nurse working within our school may administer an EPI-PEN to a student, who in the school nurse's professional judgment is experiencing a potentially



## 2023-24 Parent & Student Handbook

life-threatening allergic reaction. If this occurs, the student will be transported to the nearest hospital. Any delay in administering epinephrine can be fatal.

### CPR/AED

In August 2013, Public Act 098-0305 took effect. This act requires the IHSA to be given a CPR training video to post on its website so that staff at IHSA–member schools can watch it. The act also indicates school districts shall notify parents and encourage them to view the video, too. The following is a link to the CPR/AED video:

<http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

### Concussion Procedures

Suspected Head Injury (inside or outside of school during a school sponsored activity)

1. The nurse or administrator will call the parent/guardian
2. The child will be sent home with
  - a. a copy of the Suspected Concussion Notification Letter
  - b. a copy of the [Head Injury Notification Letter](#)
  - c. The [Return to Learn and/or Return to Play](#) Protocol(s)
  - d. [Concussion Fact Sheet](#)
3. A copy of the Suspected Concussion Notification Letter and the Head Injury Notification Letter will be kept in the student's health file.

Known Concussion (child has been diagnosed and has returned to school)

1. Parents will be asked to meet with the nurse
2. The [Notification of Head Injury letter](#) will be sent home with student
3. A copy of the Notification of Head Injury letter will be filed in the student's health file

Parent Notification of Concussion (Child is not in school)

1. The nurse will assist with a timeline for when a child can return to school
2. They will email or mail a copy of the [Return to Learn](#) and/or the [Return to Play](#) protocol(s) home to family.

## 2023-24 Parent & Student Handbook

### Mental Health Support

#### Safe 2 Help Illinois

Call - 844-4-SAFEIL (844-472-3345)

Text - 844-472-3345

Email - HELP@Safe2HelpIL.com

Website - Safe2HelpIL.com

*Seek help before harm. Safe 2 Help Illinois is available 24/7 as a confidential reporting system to share school safety concerns. See something, say something!*

#### Text a Tip Lake County

Text WTHelp to 844-823-5323 or download Lake County Help from the app store

#### DIAL 988

National Suicide Prevention Lifeline  
988

#### Building Level Support Services

##### **Spaulding School**

Lydia Scher, School Counselor  
Jenna Welch, School Social Worker  
Zach Yehling, School Psychologist

##### **Prairie Trail School**

Michelle Handler, School Social Worker  
Shannon Burbach, School Psychologist

##### **River Trail School**

Bethany Roy, School Social Worker  
Megan Kibbons, School Psychologist

##### **Viking School**

Melissa Dunbar, School Social Worker  
Ian Chatman, School Social Worker  
Rhiannon Kukula, School Psychologist

***It is important to remember that building level support services are available during the school week and during school hours only. If you need assistance outside of school days/hours please contact Text a Tip, 911 or 988.***

### Miscellaneous

- [Food](#)
- [Lockers](#)
- [Lost and Found](#)

[Return to Top](#)

## 2023-24 Parent & Student Handbook

- [Participation in Physical Education/Outside Recess](#)
- [Assemblies and Field Trips](#)

### Breakfast and Lunch Program

Gurnee 56 is partnering with Quest Food to offer a free breakfast and lunch program. The district has been approved as part of the state CEP (Community Eligibility Program) which provides free breakfast and lunch for all students. Students may participate at any time or they can bring their meal from home and purchase milk at school. Menus are posted on the district website and shown on the weekly communique.

Ala carte items are available for purchase for students in grades 6-8. Students must have money in their food service account in order to purchase ala carte items. No cash or checks will be accepted in the serving line.

Applications for free/reduced meals can be filled out electronically in Skyward Family Access, are available on the district website or in your child's school office. The district will notify families if they have been determined eligible through the ISBE Electronic Direct Certification System. Additional questions regarding free/reduced meals should be directed to the District Office at 847-336-0800. Reasonable food accommodations will be made for students with medically necessary dietary restrictions only. The required forms are available in any building Health Office, or on the district website under "For Parents>Food Service". Completed forms should be returned to the building health office. Additional information regarding the meal program can be found on the Gurnee 56 website under "Food Service".

Questions regarding the food service program should be directed to Lynn Reece at [lreece@questfms.com](mailto:lreece@questfms.com).

### Lockers

Each student at schools having lockers will be assigned to a locker the first day of school. The ownership of the locker is maintained by Gurnee School District 56 and the student is granted limited use of the locker with these regulations:

1. The assignment of a locker to a student and the use thereof by the student is subject to the right of the school administration to have access to the locker at any time.
2. The only lock used on the locker must be the built in lock. The number of the lock and the combination are registered with the school administrators. The lock fee is paid at registration time.
3. The only items that may be placed in the locker are articles of clothing, school books and supplies relating to school use, lunches, and personal items which the

## 2023-24 Parent & Student Handbook

student is legally entitled to have in his or her possession. Money and/or expensive items should not be kept in the lockers, but should be taken to the office for safekeeping.

4. To safeguard locks and belongings, students are strongly encouraged to keep their lock combinations secret. The school is not responsible for lost or stolen property.
5. If a lock is broken or stolen, it should be reported to the office immediately.

### Lost and Found

A lost and found container is maintained in each school. Children should be reminded to check there for lost articles and to put any articles they find there. Please make a habit of checking the lost and found for your child's belongings when you are in the building. Any items not claimed by the end of each semester will be disposed of or donated to charitable organizations.

### Participation in Physical Education/Outside Recess

All students are expected to participate in daily physical education classes and outside recess when temperature/wind chill is 10 degrees or higher. When dressed appropriately for the weather, physical activity provides fresh air and exercise as well as a break from studying and sitting in class.

### Assemblies and Field Trips

Student attendance at such activities as school assemblies, field trips, end of quarter/mid-quarter activity days is a privilege earned by students who behave in a proper manner and complete their school assignments. Students that cannot meet these responsibilities may not be allowed to attend these activities, including all middle school end-of-year activities (Activity, Dance, Promotion Exercise, etc.).

### Parents

- [Parent Access](#)
- [School Visitation Rights](#)
- [Parent Organizations](#)

#### Parent Access

Gurnee Schools District #56 has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when a signed restraining order or proper divorce papers, specifically stating a visitation and/or some other limitations, are on file in the school office. Should any such situation become a disruption to the school, the Gurnee Police Department or Lake County Sheriff's Office will be contacted and an Officer will be requested to intervene.

While parents are encouraged to visit classes, visits must be scheduled with the teacher in advance. Parents must realize that this cannot be a time for a conference, since the teacher has other responsibilities. Children living outside the district or who are not of school age are not permitted to visit classes. Please contact your child's school to discuss visitation protocols.

For the safety and wellbeing of the students, all persons not employed by the school district, including parents, must report to the office and be escorted to their designation.

#### School Visitation Rights

Employers must grant an employee leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during non-work hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave before the employee is allowed leave under this Act. Employees must make prior arrangements with their employers. The main office shall provide the parent(s)/guardian(s) with documentation of the school visitation. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended. (820 ILCS 147/1 et seq.)

#### Parent Organizations

### PTO

Throughout each school year, the PTO strives to present a wide variety of programs and special events. Written notice will be sent home prior to these events. There is

## 2023-24 Parent & Student Handbook

ample opportunity for each to contribute according to his own interest and abilities. We urge all parents to participate actively in the PTO.

The PTO generally meets the first Monday of every month that school is in session.

### **Do Re Mi Club**

If you have a child who participates in band, YOU ARE A MEMBER. Other interested citizens are welcome. There are no dues. The Do Re Mi Club meets monthly during the school year except December.

### **Studio 56**

Studio 56 is a parent organization that works alongside the Viking Drama program (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades). It is a flexible organization that focuses its goals toward helping the Drama program.

## Policy and Procedures

- Equal Educational Opportunities – [Sex Equity \(Policy 7:10\)](#)
- Grading and Promotion - [Policy 6:280](#)
- Misconduct by Students with Disabilities - [Policy 7:230](#)
- Public Conduct on School Property - [Policy 8:30](#)
- Uniform Grievance Procedure - [Policy 2:260](#)
- Resolution to Prohibit Sexual Harassment - [Policy 5:20E](#)

## Programs

- [Social and Emotional Learning](#)
- [English Learners \(EL\)](#)
- [Advanced Placement Act](#)
- [Advanced Academics](#)
- [Pre-Kindergarten](#)
- [Preschool Screenings](#)
- [Physical Education](#)
- [PBIS \(Positive Behavior Interventions and Supports\)](#)
- [Team Lead](#)
- [MTSS - Multi-Tiered Systems of Support](#)
- [School Improvement Programs](#)
- [Social Work Services](#)
- [Special Education Services](#)
- [Behavioral Intervention for Students with Disabilities - \(Policy 7:230\)](#)
- [Title 1](#)

### Definition of Social and Emotional Learning

Social and emotional learning (SEL) is the process through which children develop and demonstrate:

- Self-awareness and skills for self-regulation
- The ability to set and achieve personal and academic goals
- Social-awareness and interpersonal skills to establish and maintain positive relationships
- Empathy for others and an understanding of differences
- Responsible decision making to achieve success in school and life

### Mission of Social Emotional Learning (SEL) in District 56:

All students in District 56 will have the opportunity to develop and demonstrate social and emotional skills as stated in the Illinois Learning Standards. There is a strong research base indicating that social emotional competencies improve students' readiness to learn, classroom behavior, and academic performance.

### Value Statements for Social Emotional Learning in District 56.

The value statements below are based upon the Illinois Learning Standards for Social Emotional Learning (SEL) and highlight the opportunities for development we will provide for District 56 students.

1. Students in District 56 will develop and demonstrate self-awareness and regulation of emotions and behaviors.



## 2023-24 Parent & Student Handbook

2. Students in District 56 will learn and use social-awareness and interpersonal skills to build and maintain positive relationships.
3. Students in District 56 will recognize and accept the feelings, perspectives, differences, and uniqueness of others.
4. Students in District 56 will develop and apply responsible decision making and conflict resolution skills.

### English Learners (EL)

The English Learners (EL) program is designed to assist students of non-English speaking or dual-language background who have limited proficiency in English. Individualized curricular content and language assistance is provided to students based on their level of English language proficiency. Students receive in-class support and/or pullout group instruction designed to assist them in acquiring grade level skills while building their proficiency in English. For students eligible for the EL program and whose native language is Spanish, primary instruction is provided in a self-contained one-way dual language program.

As required by the State of Illinois, all parents new to the District complete a language survey during the registration of their children. Students whose home language survey indicates that they reside in a non-English or dual language home are assessed to determine their level of English language proficiency. Eligibility for the EL program includes a state mandated assessment tool, ACCESS, as well as classroom observations to assess how the student functions academically in English relative to their classmates. EL students also participate in local and statewide assessments annually.

Translation services are available for parents as needed. A parent advisory committee consisting of EL family members, EL teachers, and community members meet four times a year to assist in the planning, operation, and evaluation of this program.

### Advanced Placement Act

Public Act 100-0421 requires school districts to provide accelerated placement for students who meet locally developed criteria to participate in single subject or multiple subject acceleration.

### Advanced Academics

#### Differentiated Instruction:

Differentiated Instruction is a teacher's first response to a student's need for something other than the core curriculum. The philosophy of differentiation is guided by the mindset that all students should have the opportunity to grow. Although not a set of

## 2023-24 Parent & Student Handbook

strategies, teachers can differentiate instruction by providing students with alternative content, a different learning process, asking students to produce a distinct product, or to learn in a differing environment. Differentiated Instruction takes place according to individual students' readiness, interests, and needs.

### Mission:

When it comes to the possibility that a student is demonstrating advanced learning needs in Gurnee District 56, we have designed a continuum of services we consider when seeking to meet the needs of a particular student. The mission of the Advanced Academics program is to provide a diversified language arts and/or math curriculum and instructional experience to students with high cognitive ability and/or achievement.

### Philosophy:

Students who have a high cognitive ability and/or achievement that is significantly above the norm require specialized instruction. This instruction should be faster paced, more rigorous, at a greater depth, or accelerated beyond the typical grade-level instruction. It should provide opportunities for students to engage in high level thinking skills and interaction with students of similar abilities. The Advanced Academics program encourages success by supporting the needs of identified students while ensuring that grade level standards are met.

### Definition:

A student who demonstrates ability and/or achievement that is significantly above the norm may be considered for the Advanced Academics program. This program is designed to address the needs of students who require instruction that is above their grade-level peers.

### Placement:

In District 56, students are typically placed into courses at their grade level. Grade level means students are receiving instruction aligned to Core Standards. Students ready for accelerated instruction above grade level are considered annually for Advanced Academics, which begins in fourth-grade.

All entering fourth through eighth-grade students are considered for placement into Advanced Academics. During the spring, the Advanced Academics committee reviews scores from multiple local assessments to determine the students who will be placed into the program for the following school year.

## 2023-24 Parent & Student Handbook

### Placement Timeline:

For students continuing in the district, and not currently placed in the Advanced Academics program, the placement committee collects student data from multiple measures over the course of the academic year and makes annual placement decisions in the spring. Notification letters will be mailed home in the month of June.

For students new to the district:

1. Records from past placement will be reviewed to determine how past placement should influence current placement.
2. If records are insufficient, students will be placed in grade-level courses until sufficient local data can be gathered and reviewed, not to exceed 60 days.

### Placement Review:

Student placement may be reviewed upon request.

### Exit Procedures:

Our goal is always to do what is in the best interest of the child and supports the child's continued growth. When there is evidence that a student is no longer thriving in the advanced academics program, exit from the program should be considered following the criteria and procedures below:

#### Criteria

1. Students are not demonstrating proficiency in the core standards as demonstrated by classroom assessments
2. An indicated pattern that student achievement scores on local assessments (such as iReady) are in decline.

#### Procedures:

1. If a specific area of concern is noted, classroom and local assessments are reviewed by the teacher.
2. A meeting with parents is scheduled to discuss the student's placement. Evidence is reviewed.
3. The teacher and parent generate a plan that addresses the area of concern and sets a timeline for reevaluating progress.
4. The plan is clearly communicated to the student.
5. If interventions are successful, the student continues in the program.
6. If interventions are not successful, the advanced academics committee will review the evidence and determine future placement. Every effort will be made to only change student placement at the end of the academic year.

## 2023-24 Parent & Student Handbook

### Programming

#### Math:

The Accelerated Math program in Grades 4 and 5 is a complete pull-out program that prepares students for pre-algebra in grade 6.

The Advanced Academics math program for middle school is based on acceleration. Students are accelerated beyond grade level curriculum. Students in sixth grade will complete pre-algebra, seventh grade will complete algebra and eighth grade will complete geometry.

#### Language Arts:

The Enrichment Program for Language Arts for grades 4 and 5 is a partial pull-out program meant to extend the general classroom instruction at a faster pace, with more rigor and at a greater depth.

The Advanced Academics language arts program for middle school consists of replacement classes that are tied to the themes, content, and skills being taught in the general language arts curriculum. This instruction is faster paced, more rigorous, and at a greater depth, with extra opportunities for enrichment.

#### Pre-Kindergarten

The Gurnee Elementary School District 56 Preschool Program provides early education classroom experiences to children who are aged three to five who live within the school district and meet eligibility requirements. Your child will be screened to determine eligibility for the program. Some of the classrooms are considered At Risk and include children who meet At Risk Eligibility criteria. Some of these students in these classrooms also have special education needs that are met within the classroom setting. The rest of our classrooms (Early Childhood) are only for children with significant special education needs. All of our preschool classes meet five days per week, generally. Parent Involvement is an important component of school success, and parents are required to attend certain activities and sometimes spend time in the classroom.

The At Risk Class (Early Learning) is designed to help those children who are at risk for future school success. This class setting provides experiences that stimulate learning in all areas and helps improve individual weaknesses. Eligibility for the program is based on a child's performance on the preschool screening, along with the presence of one or more risk factors. While there are a number of possible risk factors, more common risk factors include: low income, single parent household, limited use of English, significant medical history (e.g., premature birth, history of ear infections), and parents/siblings with current or a history of school problems. Some of these students may also have special

## 2023-24 Parent & Student Handbook

education needs, as identified by an individual assessment, and which require an IEP (Individualized Education Plan). These needs could be in the areas of speech/language, fine or gross motor, pre academic skills, self-help or behavior. These services will primarily be provided in the classroom. There is a maximum of 20 students in this setting, with one teacher and one paraprofessional.

The Early Childhood Class provides more specialized services for students. It is considered a self-contained special education setting for children with more significant learning needs. All of these students have been evaluated individually and found eligible for an IEP (Individualized Education Plan) to meet their educational needs. These needs again may be in the areas of speech/language, fine motor, gross motor, self-help, pre academic skills or behavior. The services to meet these needs will primarily be provided in the classroom, although some of them may be provided outside of the classroom in a small group. This class has a maximum of 10 students, with one teacher and one paraprofessional.

A third type of service offered to preschool children is speech/language therapy. If a child scores below average on the screening, only on the speech/language portion, the child's skills are further examined through an evaluation. If the child is then found eligible for speech and language therapy, the child is seen by a district speech/language pathologist one or two times per week for this therapy.

### Preschool Screenings

Spaulding School conducts preschool screenings on a monthly basis during the school year. The screenings are for children who will be turning 3,4 and 5 years old and not in Kindergarten. CHILDREN MUST LIVE IN DISTRICT 56 to participate in the screening. There is no charge for the screening. If you are interested, please stop by Spaulding School to pick up a screening packet. Pick up hours are 8:00 am-3:30 pm Monday thru Friday during regular school hours. Once the packet is completed, someone will contact you to schedule an appointment. If you have any questions regarding the program, feel free to call the school at 847-662-3701.

[Click here for more information about the Preschool Program](#)

### Physical Education

Students must have a pair of gym shoes solely for their use during gym. Middle school students in grades 6, 7, and 8 are required to wear complete gym suits with the proper shoes and white athletic socks. Please provide gym shoes with non-marking soles.

## 2023-24 Parent & Student Handbook

Parents are asked to mark all gym shoes on the outside with the child's name or initials where the teachers can see them.

Students are required to remove all safety hazards for Physical Education. This includes watches, combs, pens, pencils, jewelry, and all other miscellaneous items.

All middle school students in grades 6, 7, and 8 have a shower available for use after their gym class activities.

Students are also required to take their gym clothes home at the end of each week to be laundered. Students will be held responsible for returning the clothes clean on Mondays. This is also an essential part of good hygiene.

For medical excuses look under the Health Services section.

### PBIS (Positive Behavior Interventions and Supports)

PBIS is a school-wide behavioral system that is focused on these four key areas:

- Prevention-based school-wide systems of positive behavior support
- Data-based decision-making for instruction of behavior and academics
- Wraparound planning for students with complex emotional and behavioral needs and their families
- Community-based supports for families, youth, and schools

The goal is to educate students on district behavioral expectations to increase the academic success of all students. PBIS is a proactive, systems approach to providing the behavioral supports and social skills needed for each of our students to achieve behavioral, social, and academic success.

PBIS involves setting school-wide behavioral expectations. At Gurnee District #56 those expectations are as follows:

- Be Respectful
- Be Responsible
- Be Productive
- Be Safe

Behavioral expectations are taught to students in all settings and situations throughout the school day. Our emphasis is on acknowledging appropriate behavior and celebrating positive growth in individuals in our school community.

## 2023-24 Parent & Student Handbook

When students are lacking school expected behavior they may be referred to the Tier 2 team for interventions. These interventions may include: CICO, Individualized CICO, SAIG groups, or informal behavior plans.

CICO - Check-In/Check-out provides students with a consistent person they meet briefly with first thing in the morning and last thing in the afternoon. During this session the student receives:

- Higher doses of PRAISE (Behavior Specific Praise)
- Error correction (specific and brief feedback)
- Higher doses of positive adult attention

The student will use a CICO form to collect feedback throughout their day. This feedback is based on the four school-wide expectations that are listed above.

Individualized CICO - this intervention is the same as above, but will be specifically focused on one or two behavior areas.

SAIG Groups - Social Academic Instructional Groups are small group courses taught to students who are struggling with the same type of social/emotional or behavioral skill(s).

### Team Lead

Team Lead is a Bystander Leadership program focused on empowering student leaders to combat bullying in the schools. The students are taught how to actively and safely deal with bullying through a mentoring program.

Viking School and River Trail School began the Team LEAD program in 2008. Since this time, both programs have incorporated the program into the intermediate age groups.

The philosophy of the program is that teachers aren't always around when bullying occurs. Bullies often harass students only in the presence of other children. Therefore, it is imperative to empower our kids and teach them the correct and safe ways to deal with bullying. The program teaches students the different forms of relational aggression and bullying. It also teaches them not to be a bystander, but to take an active role in stopping bullying in our schools.

### MTSS - Multi-Tiered Systems of Support

Multi-Tiered Systems of Support (MTSS) is a framework that helps educators provide academic and behavioral strategies for students with various needs. MTSS grew out of the integration of two other intervention-based frameworks: [Response to Intervention](#) (RtI) and [PBIS](#). (definition provided by PBIS Network)

## 2023-24 Parent & Student Handbook

### Key Components of MTSS

MTSS takes a proactive approach to identifying students with academic or behavioral needs. Early assessment and intervention for these students can help them catch up with their peers sooner. The key components of MTSS include:

- Universal screening of all students early in the school year
- Tiers of interventions that can be amplified in response to levels of need
- Ongoing data collection and continual assessment
- Schoolwide approach to expectations and supports
- Parent/School/Community involvement
- Team Driven Shared Leadership
- Data Based Problem Solving (multiple sources) and Decision-Making
- Layered Continuum of Supports
- Evidence-Based Practices (Interventions and Strategies)

Examples of data used for decision making:

- I-Ready math and reading scores
- AimsWeb Data
- Attendance
- Grades (interim assessments, tests, quizzes, classwork, report card data etc)
- Curriculum Based Measurements
- Office Discipline Referrals (Majors)
- Minor Incident reports
- Visits to the Nurses' office
- Social Emotional Screeners

### School Improvement Programs

Each of the schools in District 56 provides regular communication to staff, students, parents, and the community on the progress of all students toward meeting the standards of the various learning outcomes in the curriculum areas of Reading/Language Arts, Mathematics, Biological/Physical Science, Social Science, Health and Physical Education, and Fine Arts. The School Improvement Plan for each school is reported to the community at an open Board Meeting, usually in the fall of each year. Each building principal has also designed a program to provide specific information on student progress toward meeting the standards for achieving the Learning Outcomes at each grade level in each of the core curriculum areas. Each school has developed procedures to help parents interpret these reports and understand the information. The more specific curriculum outcomes and objectives for each of the six core curriculum areas are on file in each of the District 56 buildings and the District Office. District 56 encourages parent participation and feedback relative to these curriculum outcomes.



## 2023-24 Parent & Student Handbook

### Social Work Services

Each building has at least one social worker or school counselor who works with students. The social workers/counselors have a caseload of students they service, however, they also are leaders in the social emotional learning of all students. They participate on the PBIS team(s), IEP team(s), and other building level programs. If you have concerns about your child and feel they may qualify for social work services, please contact your school administrator.

### Special Education Services (Section 504 and Individual Education Program)

Gurnee School District #56 provides a continuum of services to our special education students.

- Speech and Language Services
- Related Services
- Inclusion Services
- Integrated Co-Teaching
- Specialized Classes
- Special Education Classes
- Public Therapeutic Day Schools
- Private Therapeutic Day Schools
- Home and Hospital Instruction
- Residential Placement

Gurnee School District 56 are members of SEDOL (Special Education District of Lake County). SEDOL is used by districts to expand their special education placement options and services.

### What is an IEP?

An Individual Education Plan (IEP) is a written statement of the educational program designed to meet the needs of a student who has been found eligible for special education services and is developed by an IEP team. The IEP includes a detailed description of what will be done to give the student the extra help needed.

### Who is on the IEP Team?

- Parent(s) or Legal Guardian(s) - Parents are equal participants.
- Student – The student may attend and participate if the parent(s) decide he/she should be present or once they turn 14 years of age.
- General Education Teacher - The IEP team must include a general education teacher who has knowledge of the curriculum and may be responsible for

## 2023-24 Parent & Student Handbook

implementing the IEP, if the child is, or may be, participating in the general education environment.

- Special Education Teacher - There must be a special education teacher on the IEP team who is responsible for implementing the IEP.
- School Administrator (LEA Representative) - This person must know about the general education curriculum and be able to ensure that the IEP is implemented and has the authority to commit resources.
- Evaluation Personnel - This person must be someone who can explain evaluation and/or test results.
- Personnel with Specific Knowledge - If the child has services required by a specialist (speech/language therapist, occupational therapist, physical therapist, etc.) these people also need to attend the meeting.
- Others with knowledge or special expertise about the student - The parents or the school may bring other people to the IEP meeting such as community service providers, advocates, lawyers, a family member or friend for support, etc.

### Section 504 Plan

This legislation was one of the first U.S. federal civil rights laws offering protection for people with disabilities within programs that receive federal funding. Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that the child with a disability has equal **access** to an education. The child may receive accommodations and modifications.

To be protected under Section 504, a student must qualify and be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

A 504 Plan provides a Free And Appropriate Education consists of services designed to meet the individual educational needs of the student as adequately as the needs of non-disabled students. A 504 plan is to "level the playing field" so that disabled students have the same opportunity as a non-disabled student.

How do I request an evaluation for an IEP or a 504 Plan?

If you have concerns about your child's academic or social emotional performance contact an administrator at your child's school. An evaluation can be requested verbally or in writing. The district then has 14 days to respond to your request.

Behavioral Intervention for Students with Disabilities - ([Policy 7:230](#))  
Guidelines for the Development of a Behavior Intervention Plan

## 2023-24 Parent & Student Handbook

The IEP of a student who requires a behavioral intervention plan must summarize the findings of the functional behavioral assessment; summarize prior intervention(s) implemented; describe any behavioral intervention(s) to be used, including those aimed at developing or strengthening alternative or more appropriate behaviors; identify the measurable behavioral change expected and method(s) of evaluation; identify a schedule for a review of the intervention's effectiveness; and identify a provision for communication with the parents about their child's behavior and coordinating school-based and home-based interventions.

### Components

Each student receiving special education services who require the use of a restrictive behavioral intervention will have a written Behavioral Management Plan developed by the IEP team and included in the student's IEP. Components of the plan will include a functional analysis of behavior and the written behavior management plan itself.

### Selection and Implementation of Intervention Strategies

Before an intervention is selected, a continuum of possible interventions designed to produce the desired behavioral change(s) should be considered. The least restrictive intervention that is reasonably calculated to produce the desired outcome should be selected for implementation. If required, the student's IEP team is responsible for carrying out the functional analysis of behavior and behavior management plan in accordance with these guidelines.

### Evaluation of Restrictive Interventions

The effectiveness of intervention strategies will be determined by evaluation data. Evaluation data should include:

1. An analysis of baseline data from the functional analysis concerning frequency, duration, and intensity of the target behavior prior to initiation of the intervention;
2. Data concerning the frequency, duration, and intensity of the target behavior after the initiation of the intervention; and
3. Evaluative data from the teacher, parents, and other individuals involved with the behavior interventions at planned intervals.

### Title 1

#### Community Involvement – Title I Planning and Decision Making

Gurnee School District 56 is committed to ensuring parents of eligible children the opportunity to participate in the design and implementation of Title I projects. In order to insure such participation, the following activities are conducted: 1) prior to the placement of any child in a Title I Program, parents are notified by school officials that

## 2023-24 Parent & Student Handbook

the child has been recommended for placement in such a program, 2) this notification is made in the parent's dominant language, (if other than English) and includes information determined by the child's teacher, principal, and Title I Teacher/Coordinator to be appropriate as to why their child has been selected to be included in the program, 3) parents of children who are placed in the program are kept informed of the progress of their child through periodic parent conferences and end of the year program progress reports, and 4) parents of eligible Title I children and participating teachers are surveyed annually through a form developed by the Title I Teacher/Coordinator for input on the planning, development, and operation of the program. Appropriate interpretation services and all necessary documents/forms are provided as needed to any parent whose primary language of communication is one other than English.

## Registration and Enrollment

- [Change of Address and Phone Numbers](#)
- [Currently Enrolled Students](#)
- [Registration Fees \(Policy 4:130/4:140\)](#)
- [Student Residency \(Policy 7:60\)](#)
- [Transfer Within District 56](#)
- [Transfer To Other Districts](#)

Gurnee School District #56 uses online registration. If you would like to register your child for school go to our website for registration information, you can do so by following this link: [REGISTRATION INFORMATION](#)

- You may also find this link by going to d56.org then to For Parents and then to Registration Information (There are links for returning student or new student registration).

This link will take you to the online registration instructions: [Click here to view the Online Returning Student Registration Instructions](#)

### Change of Address and Phone Numbers

Parents should promptly notify the school office, in writing, of any change of address or telephone numbers when moving either to another address in the District or moving out of the District. This will enable the office to have the necessary information ready for the child when he/she moves. Promptness and accuracy are necessary to maintain school records and to facilitate communication with the home when necessary.

All students residing within the Gurnee School District school boundary are welcome to register for school, regardless of having previous school records available at the time of registration.

Anytime emergency numbers or general information changes, it is vital that the school office and the district office be notified. Current emergency information allows school staff a contact in the event of an emergency when parents are not available or cannot be reached.

### Currently Enrolled Students

Whenever the principal has reason to question the residency of a student in Gurnee School District 56:

1. The parent/guardian and the party with whom they are living (if pertinent) will be required to complete the Student Residence Questionnaire.

## 2023-24 Parent & Student Handbook

2. The principal, school resource officers, residency officers, or registrar may visit the address to view physical evidence that the family and student are in fact residing at the address.
3. If the principal verifies residency of the parent/guardian, the student may continue to remain enrolled pending the documentation required to establish residency as outlined above. The parent/guardian should be informed that the principal or his/her designee might periodically visit the address.
4. If the principal does not verify residency or the required documents cannot be provided, the principal will notify the District Office.
5. A certified letter will be sent notifying the parents that their residency has not been established and that their child must be enrolled in the district of residency.
6. Parents/guardians may appeal this decision within 10 days after receipt of the notice. The appeal should be sent via certified mail to the attention of the District Superintendent.
7. If a student is enrolled under misrepresentation of information, whether international or otherwise, and the parent/guardian is unable to establish residency in the district, the Superintendent will drop the child from the attendance rolls immediately and will assess the parent/guardian tuition charges not to exceed the per capita costs.
8. A person who knowingly enrolls or attempts to enroll a student on a tuition free basis that is a non-resident of the district is subject to prosecution.

### Registration Fees (Policy [4:130/4:140](#))

The Board of Education shall charge a fee for the use of certain materials. Those fees are due at the time of student registration. Further, the Board of Education shall waive all fees assessed by the District for children whose parents are unable to afford them, including but not limited to, children eligible for free lunches or breakfasts under the School Lunch Program.

**Textbook Rental:** This covers a rental fee for some textbooks as well as a fee for all consumable materials, workbooks, etc.

**Gym Suit:** Middle school students are required to purchase and wear a school issued gym suit for class.

**Gym Lock:** Middle school students are required to pay a locker fee for the purchase of a school issued lock. This lock may be used for all the middle school years. Loss of the lock will require another purchase.

**Milk Fee:** This is an optional service provided by Gurnee School District 56. This fee is collected at registration and reflects the actual cost of the milk minus a subsidy by the federal government.

## 2023-24 Parent & Student Handbook

All fees are due and payable at registration time. Payment plans can be arranged and credit cards are accepted.

A late fee will be charged for returning students, if their registration online is not completed during the early registration in May/June of each school year.

**Student Accident Insurance:** School District 56 carries limited insurance for accidents occurring during the school day or during school related activities. Optional 24-hour accident coverage is available for a nominal annual fee. Information regarding the optional coverage is sent home with students the first week of school.

Student Residency ([Policy 7:60](#))

Students who enter the schools of Gurnee School District 56 must be residents within the boundaries of Gurnee School District 56.

Illinois law mandates that a school district establish free schools to accommodate all students who reside within the district. The Board of Education has a statutory duty to identify non-resident students. Gurnee School District 56 does not permit tuition/non-resident students to attend District schools.

A pupil whose family moves out of the District during the school year shall be permitted to attend school for the remainder of the year without payment of tuition. The family will be responsible for transportation to and from the school.

The general rule of residency is that a student is considered to be a resident of the school district in which the parents live unless the parents have relinquished complete custody and control of the student to someone else.

**District #56 reserves the right to investigate residency of all enrolled students. Students determined to be fraudulently enrolled, will be dropped from enrollment. Legal action, to collect out of district fees and tuition, may be pursued.**

Definition of Residency

Residency is established through physical presence and an intent to make that location a permanent residence. A person cannot have a permanent residence in two places at the same time.

Establishment of Residency

Before a child can be enrolled, proof of residency must be established annually. A parent must register in person and present one of the following documents: a real estate

## 2023-24 Parent & Student Handbook

bill, mortgage papers, or a signed lease. In addition, two of the following documents must also be presented: credit card bill (Visa, MC, Amex, Discover), gas bill, electric bill, water bill, waste management bill (current within the last 30 days), home/apartment insurance papers, auto insurance card, bank statement, and MediPlan/AllKids card.

### Transfer Within District 56

[Board Policy 7:30](#) provides for internal transfers from one D56 school to another. The following guidelines are to be used when requesting the consideration of a school transfer:

- Parents have contacted the existing teacher and building principal to discuss the academic and/or social-emotional challenges that have not been addressed by the current programming offered at the school.
- The team (teacher, parents, principals and student, when appropriate) have drafted and implemented a plan to address the concern brought by the parent. Adequate time has been allowed for the plan to be implemented and assessed.
- An alternate program is in place at the receiving school that will address the identified challenge.
- It is important to note that transfers are only considered to address academic and/or social-emotional concerns. School hours, location, bus stop locations and before/after school care are not considered for internal transfers. Existing class sizes at the receiving school will also be reviewed prior to the approval of any transfers.
- As the Superintendent's Designee, all internal transfers are completed by the building principals of the school of origin and the receiving school. If you wish to request a transfer you need to contact these two administrators.

### Transfer To Other Districts

When a child is to be transferred from Gurnee School District 56 to another school district, please notify the school office at least a week in advance. A transfer card and a copy of the current health records will be prepared after it has been determined that all fees have been paid and all books returned. The transfer card and a copy of the current health records may be picked up by the parent or it will be sent home with the child on the last day of attendance. Records will be forwarded within ten days of receiving an official request for records from the new school of attendance. The district will not withhold any student records from the transferring school due to unpaid fees or bills.

Students unable to produce a permanent or temporary record from a school previously attended will not be refused the right to enroll in District #56 schools.



### Safety

- [Emergency Relocation](#)
- [Student/Family Reunification](#)
- [School and Bus Safety Drills](#)
- [Environmental Information - Asbestos](#)
- [Environmental Information - Pesticides](#)

Student safety is a priority for the Gurnee School District staff. Please read the information provided in the links for this section to understand specifics about our safety procedures.

#### Emergency Relocation

Gurnee School District 56 is committed to the safety of our students and staff. The following information will explain our procedures for evacuating a building and relocation of students. It explains how you, as the family members, will go about reuniting with your child(ren) in the case of an emergency which forces us to relocate.

Anytime the emergency relocation of students outside of their home school is deemed necessary by the building principal in consultation with the District Superintendent, a District facility will be the first consideration. In-District building facilities for possible emergency relocation will include:

- Spaulding School
- River Trail School
- Viking School
- Prairie Trail School
- Gurnee Schools District Office
- Gurnee Schools Transportation Center

The exact school site selected for immediate relocation will be based upon the specifics of the situation and will include consideration of the receiving building's size, location, and ability to handle the immediate arrival of additional students. Should all of these facilities be determined inappropriate other possible relocation options will include:

- Gurnee Village Hall
- Warren-Newport Library
- Warren High School
- Woodland School District
- Gurnee Community Church
- Gurnee Mills Shopping Mall
- Saint Patrick School

## 2023-24 Parent & Student Handbook

Once again, the exact site will be based upon the specifics of the situation as well as consideration of the receiving facility's size, location, and ability to handle the immediate arrival of the students.

### Student/Family Reunification

1. The district will use their mass calling system to contact families in case of an evacuation. This message will give information regarding the evacuation and the relocation point. It is very important you listen to this recording, as it will tell you where to pick up your child.
2. The adult picking up a student will report to the "Adult Reporting Point" where two or more staff members will be posted. The Student/Family Reunification Team and Security Team Members will post signs in order to make this area visible to families.
3. A staff member will complete a "Student Release Form" in order to aid in documentation of a student's release. Be prepared to assist in filling out basic information (your name, student's name, teacher, and grade).
4. A staff member will then ask you to confirm your identification by showing photo identification (driver's license, military ID, passport, etc.). **PLEASE BRING IDENTIFICATION WITH YOU.**
5. In the event that someone other than the parent/guardian is sent to pick up a child the staff member will need to access the contact information to see if the person has the authority to pick up the child. If they are listed as a school contact they will complete the first part of the form. If their name is not listed, a call should be placed to the parent/guardian asking for their permission to release the child to this adult. If the parent/guardian is unreachable the adult will be notified we cannot release the child to them until we can contact the parent/guardian.
6. The student will be brought from the "Student Holding Area." A staff member will record on a roster that the student has been released from the holding area.
7. **PLEASE REMAIN CALM AND COOPERATIVE.** Panicking during a stressful situation will not help anyone and is not a good example to set for the students.

The purpose of this information is not to alarm you. It is to facilitate open communication and to improve our ability to keep everyone safe in the event of an emergency.

This plan was developed by the Gurnee School District Administration in conjunction with the Gurnee Police Department, the Lake County Sheriff's Department, and the Gurnee Fire Department. It has also been reviewed by Ken Trump, a nationally recognized expert on school safety. If you have any questions or concerns regarding this information you can contact Tami Kroc, Director of Pupil Services, at (847) 336-0800.

## 2023-24 Parent & Student Handbook

### School and Bus Safety Drills

The schools are required to complete the following drills annually:

- 3 school evacuation (fire) drills - minimally one will take place with the fire department on site.
- 1 bus evacuation drill
- 1 severe weather and shelter-in-place drill
- 1 law enforcement drill: Lockdown drills will NOT be simulations of an actual event, they are purposefully for the motor memory of what to do in the case of an event. If your child will be upset by this practiced event please contact the building principal for them to opt out. Staff, students and parents will be notified of a lockdown drill prior to the event taking place.

### [Teen Dating Violence](#)

Violence affects women of all ages, including young adults and children. In order to stop teen violence, we need to educate children at a young age that it is wrong to commit violence against women. Policy 7:185 (*attached through a link from the heading*) prohibits teen dating violence. If you or someone you know is a victim of domestic violence you can get help at:

*National Domestic Violence Hotline*

*1-800-799-SAFE*

*National Sexual Assault Hotline*

*1-800-656-HOPE*

### [Environmental Information - Asbestos](#)

In order to comply with federal law, the Asbestos Hazard Emergency Response Act (AHERA), all District 56 schools have been inspected for all forms of asbestos-containing building materials. As a result of that inspection, any and all asbestos-containing building materials have been identified.

A management plan, which identifies all asbestos material in the School District, is available to the public and may be reviewed by contacting the District's Supervisor of Facilities, Mr. Sean Smith. In addition, the law requires that the school maintain surveillance to determine "any change in condition" of asbestos-containing materials at six-month intervals, and complete a re-inspection every three years. By complying with both the letter and spirit of AHERA, the School District believes that it has taken the appropriate steps to protect the students, staff, and all visitors.

[Return to Top](#)

## 2023-24 Parent & Student Handbook

*If you would like to review the actual letter, click on the title.*

### [Environmental Information - Pesticides](#)

By Illinois Statute, all public schools must adopt an Integrated Pest Management (IPM) program. This program adopts the approach of controlling insects, rodents, and weeds without using pesticides. Unfortunately, the use of chemicals may be necessary at times. When this approach is necessary, applications will be made, if possible, whenever students, teaching staff, and other employees of the School District are not present. The School District will provide notice of the specific pesticide to be used to any school staff, parent, and guardian who requests this information. This information may be requested at the beginning of each school year or at the time of enrollment by providing your name, address, and day phone number to a member of the District staff. A registry will be kept on file at all schools and offices.

If you have any questions or would like further information, please feel free to contact either Mr. Mark Lindem, Business Manager, at the District Office (847) 336-0800 or Mr. Sean Smith Director of Facilities, at (847) 505-1616.

*If you would like to review the actual letter, click on the title.*

## Student Records

- Student Records - [Board Policy 7:340](#)
- [General Information](#)
- [Access To Records](#)
- [Challenge of the Contents of Student Records](#)
- [Retention/Destruction of Records](#)
- [The Family Educational Rights and Privacy Act \(FERPA\)](#)

### General Information

The Superintendent has designated the school principal of each building to act as the Records Custodian.

### Definitions

1. Educational Records. Educational records shall consist of all records, files, and data containing information directly relating to a student or former student, maintained by Gurnee School District 56 or by a party acting for and on behalf of Gurnee School District 56. They are classified into two categories: permanent and temporary records.
2. Student Permanent Records. Students' permanent records shall consist of:
  - Basic identifying information, including students' and parents' names and addresses, date and place of birth, and gender;
  - Academic transcripts, including grades, class rank, graduation rank, graduation date, grade level achieved, and scores on college entrance examinations;
  - Attendance Record;
  - Health Records including most recent physical, notes, permission slips from physicians, vision/hearing referrals, any follow-up doctor's report/accident reports;
  - Records of release of permanent record information;
  - Information concerning participation in extracurricular activities, such as, offices held in school-sponsored clubs or organizations; and honors and awards received;

No other information shall be placed in the student permanent record.

3. Student Temporary Records. Student temporary records shall consist of all information not required to be in the student permanent records, including:
  - Family background information;
  - Intelligence and aptitude test scores, both group and individual;
  - Records of psychological evaluations, psychological profiles, including information on intelligence, vocational and scholastic aptitude tests and personality and academic information obtained through test

## 2023-24 Parent & Student Handbook

administration, observation or interviews, provided that such records are made and kept solely for the purpose of the student's educational program;

- Elementary and secondary level test results in all subject areas;
- Information concerning participation in extracurricular activities, such as offices held in school sponsored clubs or organizations (may also be listed in student permanent records);
- Honors and awards received (may also be listed in student permanent records);
- Teacher anecdotal records and conference reports;
- Disciplinary information;
- Special Education files including the report of the Child Review Team on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
- Any verified report of information received from non-educational persons, agencies, or organizations;
- Verified information of clear relevance to the education of the student
- Medical treatment records of non-eligible students;
- Records of release of temporary record information;

Annually parents and students currently in attendance will be notified of their rights related to records.

Public notice shall state that parents and eligible students have the right to refuse to permit the release of any or all of the above categories of information listed.

Directory information from educational records of former students may be so designated without public notice.

### Access To Records

1. Parents have the right to inspect, copy, and review all records of their child, except those protected by confidentiality laws noted in 105ILSC10/5. If the record includes information on another child, the parent can review or be orally informed of only the part pertaining to his child.
  - a. A qualified professional will assist the parent in interpreting the information contained in a student's record. If the parent requests an independent professional be provided, it is at the parent's expense.
  - b. A parent may authorize Gurnee School District 56 to release the student's records, in whole or in part, by signing a consent form.
2. Student Inspection Rights

## 2023-24 Parent & Student Handbook

- a. Any student may inspect his permanent records. Any student who has attained 18 years of age has all inspection rights accorded to parents.
3. Procedure for Inspection
  - a. Parents requesting to inspect their child's records must complete a Request for Record Review/Challenge form and an appointment will be made with the building principal no later than fifteen (15) days after the request was made.
  - b. A request by the parent for copies of records will be honored within fifteen (15) days of the request and before an IEP meeting or due process hearing.
  - c. Parents will be charged \$.35 per page. A copy of the records may not be denied if the parent states he/she is financially unable to pay for the records.
4. Release of Records after Parental Notification but without Parental Consent
  - a. The Superintendent shall designate which employees and agents shall have access to student records including, but not limited to, school attorneys and school auditors.
5. The Superintendent shall designate which governmental officials, including state and local authorities and Illinois State Board of Education, have access to student records. A Master Access List of such designated persons will be maintained in the District Office.
  - a. Records may be released in the event of a serious medical emergency. A notice to the parents shall be provided as soon as reasonable.
6. Re-transmitted Information
  - a. Any information received on a student shall not be retransmitted to any third person or organization without the written consent of the parents or eligible student.
7. Directory Information Release
  - a. Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.  
Parents have the right to inspect, challenge or copy directory information.
8. Record of Release

## 2023-24 Parent & Student Handbook

- a. When any portion of a student's record is released to any person other than to authorized personnel (see Master Access List) a Release of Information form will be filed in the student's record.
- b. The Release of Information form shall be maintained as part of the student's temporary record.
- c. Records may be released in the event of a serious medical emergency. A notice to the parents shall be provided as soon as reasonable.

### Challenge of the Contents of Student Records

#### 1. Request to Amend Student Records

- a. Grounds for Request to Amend – The parent or eligible student shall have the right to challenge the contents of a student's record on the basis of:
  - i. Accuracy of the record;
  - ii. Relevancy of the record;
  - iii. Propriety of the record.
  - iv. No challenge may be made to the assignment of an academic grade.
- b. Procedure for a Request to Amend – A request to amend the record may be made by a parent or eligible student, in writing, upon a form furnished by the school district. The parent must notify the district of the entry or entries sought to be amended and the grounds for the request.
- c. Response to Request to Amend – The school official must decide whether to amend a student's records within a reasonable time. If the Gurnee School District 56 official decides not to amend, the party shall be offered an informal conference and told of the right to a hearing. If the parties agree upon an informal conference, it shall take place within fifteen (15) school days of the request, unless a later time is mutually agreed upon. Participation in an informal conference or other informal means of resolving the request does not waive the right to a hearing or the right to insert an explanation in the student's record.

#### 2. Hearing on Challenge

- a. Hearing Officer and Time of Hearing – If the parties cannot resolve their differences, then a hearing on this dispute shall be held before a hearing officer appointed by the Gurnee School District 56 Superintendent within fifteen (15) school days after all attempts to informally resolve the dispute have been exhausted, or at such other time as the parties may mutually agree.
- b. The hearing officer may be a Gurnee School District 56 employee, but he shall not have a direct interest in the outcome of the hearing or be employed at the school in which the student is enrolled. The hearing



## 2023-24 Parent & Student Handbook

officer shall notify all participants of the date, time, and place of the hearing.

- c. Hearing Procedure – The hearing shall be conducted informally. The challenger shall proceed initially, and Gurnee School District 56 will respond.
  - d. Each party shall have:
    - i. An opportunity to call witnesses;
    - ii. An opportunity to present evidence;
    - iii. An opportunity to cross-examine witnesses;
    - iv. The right to counsel, at their expense.
  - e. A verbatim record of the hearing shall be made by any reasonable method of recordation, e.g., by tape recorder, court reporter, etc.
  - f. Within ten (10) school days after the hearing, the hearing officer shall render a written decision with a summary of the evidence and a statement of the reasons for his decision. The decision shall be based solely on the information presented at the hearing and shall be either a decision to retain the challenged contents; delete the challenged contents; clarify, amend, or correct the challenged contents.
3. Right to Place Explanation in Record
- a. If, after the hearing, the Gurnee School District 56 official does not amend the record, the official shall inform the parent or eligible student that a statement of explanation may be placed in the student's record.
  - b. A parent shall have the right to insert in the student's record a written explanation of reasonable length to state his position on the disputed item. This statement shall remain permanently with the student's record and must be transmitted with the record.

### Retention/Destruction of Records

#### Retention of Temporary Records

A student's temporary record and the information contained therein shall not be maintained beyond its period of usefulness to the student and the school and in no case longer than five years after the student has transferred, graduated, or otherwise permanently withdrawn from school.

#### Retention of Permanent Records

The school shall maintain student permanent records, in any convenient form, not less than sixty (60) years after the student has transferred, graduated or otherwise permanently withdrawn from school.

## 2023-24 Parent & Student Handbook

### Destruction of Temporary Records

1. Upon graduation, transfer, or permanent withdrawal of a student, parents and student shall be notified of the destruction schedule of the student permanent and temporary records. The notification shall include the right to request a copy of the records at any time prior to the destruction.
2. Upon graduation, a copy of the temporary records of 8<sup>th</sup> grade students are transferred to Warren Township High School, District 121, unless District 56 is notified that the student will attend a different high school. Upon graduation (to a high school other than Warren Township High School, District 121), transfer, or permanent withdrawal of a student, a copy of all temporary records will be forwarded to the receiving school, contingent upon District 56 receipt of a records request. The student's temporary records folder will be maintained in the student's last attended District 56 School for a period of five years. (Home-instructed or home-tutored student's records will then be transferred to the District Office to be maintained for a period of one year after that student would normally graduate.) Copies of any/all health records that are part of the student's temporary record will be maintained by the District 56 nurse for inclusion as part of the student's permanent record.

Parents who request to “hand carry” records to the student's new school will be provided with copies of health records, the last local assessment scores, and the last report card. (See following statement on eligible special education students.) This also applies if no records request has been received by District 56. After a total of five years after graduation, transfer, or withdrawal these records will be destroyed. Before any student record is destroyed, the parent/student will be given reasonable prior notice by written communication that also explains the future usefulness of such records.

3. Upon promotion, temporary records of special education eligible 8<sup>th</sup> grade students are transferred to Warren Township High School, District 121, unless District 56 is notified that the student will attend a different high school. Upon promotion (to a high school other than Warren Township High School, District 121), transfer or permanent withdrawal of an eligible special education student, copies of the student's temporary records will be maintained in the District 56 school of last attendance for a period of five years. This also applies if no records request has been received by District 56.

After a total of five years after promotion, transfer, or withdrawal these records will be destroyed. Before any student record is destroyed, the parent/student will be given reasonable prior notice by written communication that also explains the future usefulness of such records.

## 2023-24 Parent & Student Handbook

4. No record may be destroyed if there is a pending request to inspect or review that record. Explanations in the record and the record of release logs shall be maintained for as long as the educational record to which they pertain is maintained.
  - a. Before any student record is destroyed, the parent/student shall be given reasonable prior notice by written communication and they shall be offered the opportunity to receive the records.
  - b. The written communication shall note the dates of destruction for temporary and for permanent records.
  - c. Permanent records will be maintained not less than sixty (60) years after the student has transferred, graduated, or permanently withdrawn.

### Destruction of Records – Changing Attendance Centers

At the end of the school year, records of students changing District 56 attendance centers (Grades 2, 5, and 8) will be reviewed. It is District 56's procedure to review the records of students in attendance every four years, or upon a student's change in attendance center. This review verifies entries and will eliminate out-of-date, unnecessary, or irrelevant information. Parents have the right to inspect, copy, and review records of their child at any time prior to the destruction of any records. Parents may request to inspect and/or receive a copy of their child's records. Five years after a child leaves Gurnee School District 56 (moved to another district or transition to high school) the child's temporary records will be destroyed. You will be notified of the destruction. If you want a copy of the records before this destruction date, please contact your attendance center.

### The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
  - a. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
  - a. Parents of eligible students may ask Gurnee District 56 to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly

## 2023-24 Parent & Student Handbook

identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c. Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a responsible attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.
  
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## 2023-24 Parent & Student Handbook

## Technology

- [iPads](#)
- [Personal Electronic Devices](#)
- [Internet and Network Resources](#)

Technology Services: 847-249-7130

Website Address: [www.d56.org/domain/201](http://www.d56.org/domain/201)

3706 Florida Avenue, Gurnee, IL 60031

Eric Esteban, Director of Technology

Jonathan Cejka, Technician

Reese Gonzalez, Technician

Caius Arias, Technician

### iPads

In an effort to support our students' academic growth and our goal to prepare students for the future, all D56 students are provided access to an iPad for the duration of the school year. The iPad plays a pivotal role in both classroom instruction and student work. All teachers integrate the use of the iPad into their instruction, so it is imperative that students understand and participate in this program. Appropriate use of the iPad falls under the guidelines contained in the D56 iPad Handbook, found on the D56 website. This handbook is required reading for all families in D56. Signing and completing the iPad Parent/Student User Agreement is also required in order for the student to receive his/her iPad. A protection plan is available for purchase, which allows a student to take the iPad home after school, during the school year only. iPads are collected at the close of each school year or upon disenrollment from the district. The iPad is the property of Gurnee School District 56 and as a result may be seized and reviewed at any time. Students should have NO expectation of privacy of materials found on the iPad or a school supplied email account.

### Personal Electronic Devices

It is recommended that all personal electronic devices be left at home. Administrators are not under any obligation to investigate the loss of inappropriate personal items brought to school. Should it be necessary for your children to bring a personal device to school, they are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.

## 2023-24 Parent & Student Handbook

3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules. The use of cameras in bathrooms and locker rooms is strictly prohibited.

### Internet and Network Resources

Gurnee School District 56 recognizes that with new technologies come new challenges for both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent or guardian, in effectively guiding your child's use of the iPad.

1. Take extra steps to protect your child. Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you are there, and help teach him/her how to act as he/she works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the iPad. While the iPad is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

## Transportation

- [Bicycles and Walking](#)
- [Bus Transportation](#)
- [School Bus Conduct](#)
- [Request for Transportation Change](#)

Office: 847-336-8997

3801 Swanson Court, Gurnee, IL 60031

Steve Kirwan, Supervisor of Transportation

Veronica Herrera, Administrative Assistant

### Bicycles and Walking

Parents desiring to have their children walk or ride bicycles to or from school, either occasionally or regularly, must notify the school office of such with a note or phone call specifying the date(s) this will occur. While the Village of Gurnee provides crossing guards at certain intersections in the Village, the responsibility for the safety of the student must rest with the students and parents.

Students are not allowed to use roller skates, (in-line skates, scooters, and/or skateboards) as a means of transportation to either Viking, River Trail, Prairie Trail, or Spaulding Schools.

Spaulding School students are not permitted to ride bicycles to school. Students riding bicycles to Viking, Prairie Trail, and River Trail Schools should park them in the bicycle racks provided. They should be locked while parked. Bicycles are the sole responsibility of the owner. While coming to or leaving the school grounds, bicycles must not be ridden in the bus lanes or on the school grounds. The school reserves the right to deny bicycle use if the students violate bicycle rules. Permission for riding bicycles to school is required.

### Bus Transportation

Free transportation is provided for children living in Gurnee School District 56 over 1.5 miles from school or for children living on a hazardous route who are under 1.5 miles from school.

Children must board/depart buses at their assigned pick up/drop off stops on a consistent five (5) days a week basis. Drivers are instructed not to allow children to ride any bus other than their assigned bus. Requests for changes in bus assignments should be directed to the Supervisor of Transportation by email ([transportation@d56.org](mailto:transportation@d56.org)) at least 48 hours before the change will take effect. In an emergency, parents must contact the Transportation Office (847-336-8997) for



## 2023-24 Parent & Student Handbook

permission to have their child ride another bus. If there is no response at 847-336-8997, please call the District Office at 847-336-0800.

The school district reserves the right to deny the use of the bus to students who violate bus rules. Bus rules will be discussed with the students early in the school year. Adults are not allowed on the bus unless given permission by authorized bus personnel.

### School Bus Conduct

Gurnee School District 56 buses transport children at least twice each day. To provide for the safety of all riders, the following rules must be enforced:

- All students must board the bus at their assigned pick-up stop on a consistent five (5) day a week basis.
- Students shall be at their assigned pick-up bus stop **five (5)** minutes before the scheduled time.
  - If a pick-up or drop-off change needs to be made for your student, please email the request to [returningstudent@d56.org](mailto:returningstudent@d56.org) **at least** two (2) days prior to the requested change date.
- Proper behavior is expected at the bus stop. Students must stay off the road, but be visible to the bus driver and wait until the bus comes to a complete stop before boarding.
- Proper behavior is expected while on the bus.
- Buses will drop students off at their assigned drop-off location on a consistent five (5) day a week basis. For Kindergarten and younger students, a designated adult must be present at the bus stop to pick up the student from the bus.
- Routes will not be altered without permission from the Transportation Director. If you have a concern regarding your student's bus stop, please contact the Transportation Office.
- The driver is in charge at all times students are on the bus, including during emergency situations.
- Cell phones and Ipads may be used on the bus as long as earbuds/headphones are used. No videotaping or photos to be taken. All devices must be kept inside the seating area (not above the seat or in the aisle). No inappropriate content.

### Request for Transportation Change

In order to transport all of the District 56 students in the most efficient manner, we ask that you submit an email request whenever a pick up or drop off change needs to be

## 2023-24 Parent & Student Handbook

made for your student. Requests for these changes must be made at least two (2) days prior to the requested change date. This will allow the Transportation Department sufficient time to complete any necessary route adjustments. Please email your change requests to [transportation@d56.org](mailto:transportation@d56.org).

**Please remember that students are not allowed to ride any other route except the one they are assigned to until any requested changes have been made. We will not be able to make bus changes to accommodate birthday parties, scout meetings, play time, project work time, shopping trips, or doctor/dental appointments.**

**Reminder:** Students who have moved out of District 56 must provide their own transportation for the remainder of the school year.

## Human Services Agencies

### **CENTER ON DEAFNESS**

(847) 559-0110  
DD (847) 559-9493  
3444 Dundee Road  
Northbrook, IL 60062

### **ONE HOPE UNITED**

(847) 245-6500  
PO. BOX 1128  
bale Villa la 60046

### **ILLINOIS GUARDIANSHIP LUTHERAN CHILD AND AND ADVOCACY COMMISSION FAMILY SERVICES**

(866) 274-8023  
(708) 771-7180  
www.gac.state.il.us  
7620 Madison Street  
River Forest, IL 60305

### **ILLINOIS STATE BOARD EDUCATION**

(866) 262-6663  
100 N. First Street  
Springfield, IL 62777  
PRAIRIE STATE LEGAL  
SERVICES  
(847) 662-6925  
325 Washington St. #100  
Washington, IL 60085

### **IL DEPT OF CHILDREN AND FAMILY SERVICES**

Hotline (800) 25-ABUSE  
(800) 252-2873  
Advocacy (800) 232-3798  
www.state.il/dcfs/index.shtml

### **REHABILITATION INSTITUTE OF CHICAGO**

(800) 354-REHAB  
345 E. Superior Street  
Chicago, IL. 60611

### **ZACHARIAS SEXUAL ABUSE CENTER**

Hotline (847) 244-1187  
4275 Old Grand Avenue  
STATES ATTORNEY  
LAKE COUNTY  
(847) 377-3000  
Gurnee, IL 60031  
Waukegan, IL 60085

### **COMMUNITY YOUTH NETWORK, INC**

(847) 548-6000  
18640 W. Belvidere Rd.  
Grayslake, IL 60030

### **COUNTRYSIDE ASSOC PEOPLE WITH DISABILITIES**

(847) 336-1700  
Lakeside Center  
18 N. County St. 3rd, Floor  
1301 South Lewis  
Waukegan, IL 60085

### **WARREN TOWNSHIP YOUTH SERVICES**

(847) 244-1101  
17801 W. Washington St.  
Gurnee, IL 60031

## 2023-24 Parent & Student Handbook

### **PADS LAKE COUNTY**

(847) 689-4357  
3001 Green Bay Road  
Building 5  
North Chicago, IL 60064

### **A SAFE PLACE**

Hotline (847) 249-4450  
(847) 731-7165  
2710 172 Street  
Zion, IL 60099

### **DIAL 988**

National Suicide Prevention Lifeline  
988

### **UNITED WAY OF LAKE COUNTY**

(847) 775-1000  
330 S. Greenleaf St.  
Gurnee, IL 60031

### **IL SCHOOL FOR THE DEAF**

(217) 479-4200  
125 S. Webster Avenue  
Jacksonville, IL 62650

### **IL SCHOOL FOR THE VISUALLY IMPAIRED**

(800) 919-5617  
658 E. State Street  
Jacksonville, IL 62650

## Who To Contact

Do you have a question or concern about your schools, your child's progress, or a problem that has arisen? Citizens often do and are not sure to whom they should turn to for answers or advice.

If you have a question, please contact the teacher first. If your concern is not responded to adequately, you have recourse to the building assistant principal or principal. If you continue to feel your concerns have not been addressed, then you should contact the Director of Pupil Services, Director of Curriculum and Instruction, Multilingual Services Coordinator, Superintendent, and Board of Education, in that order.

Of course, if the concern is of a general nature and pertains to the school's operations, please approach the principal or assistant principal. The Superintendent's responsibilities are in administering the entire school district, and he/she should be approached with matters pertaining to the district.

The Board of Education's responsibilities are two-fold. Its first function is to establish policy for the entire district. If you have a question of policy, please check with your principal or Superintendent first. They will advise you of the current policy and, if you have a concern about it, how to go about bringing your concern before the Board. The Board of Education's second role is to review decisions of the administration that may be appealed.

Practice has proven that your schools can be most responsive to your concerns when you follow these "procedures". ***So when you have a question or a concern, remember; Teacher, Principal, Director, Superintendent, Board of Education, in that order. Thank you for your cooperation!***