

Galatia Grade School



Parent / Student Handbook

2017/2018

This handbook relays the guidelines and policies for the operation of Galatia Grade School. In the broad scope of education, it is implied and understood that this handbook in no way limits the authority, jurisdiction, or power of the administration and/or school board of the Galatia Unit #1 School District.

Board of Education

The local authority for the Administration of our school is vested in our Board of Education. They in turn employ the Administration and Teachers to take active charge of the school. The Board of Education members are as follows:

Tim Pribble	President
Bryan McCabe	Vice President
Joy Richey	Secretary
Aaron Allen	Member
Justin Travelstead	Member
Robert "BJ" Pigg	Member
Elaine Jackson	Member

The Principal shall have full jurisdiction over any/all matters detailed in this Handbook and any additional matters not contained herein but which pertain to the safe, efficient, and orderly operation of Galatia Grade School.

Be A Cheerleader For Your School

Students, teachers, and parents are the very life of this school. It is hoped that all persons within the school will feel friendly toward each other, will cooperate with each other, and will speak well of each other and their school. We all owe a great amount of loyalty to the school, which offers us our living and education.

COURTESY

In the Halls:

- Students should remove hats on entering the building.
- Avoid running or sliding in the halls.
- Avoid crowding or blocking stairways.
- Keep to the right in the halls.
- Refrain from whistling, shouting, and loud talking.
- Discard trash in the containers provided.

In the Classroom:

- Take your seat as soon as you enter.
- Avoid excessive talking after the bell has rung.
- Give and take criticism in a kindly spirit.
- Help keep the room clean by picking up papers and other trash from the floor.

In Student Assemblies and Special Events:

- Be attentive, courteous, and quiet.
- Show respect for the person or persons in the program by watching and listening.
- Make applause cordial, but not boisterous.

LAW ENFORCEMENT

Galatia Community Unit School District #1 is pleased to work in complete cooperation with all local and regional law enforcement officials.

ADMISSION OF STUDENTS

The Galatia CUSD#1 Board of Education declares that all students enrolling for the current school term must meet one of the following conditions:

1. Be a legal resident of the district as defined in the Illinois School code Section 14-1.11 and 12-1.11a or Section 10-20.12b

OR

2. Pay a non-resident pupil tuition charge upon enrollment of approximately \$7053.00.

ALL STUDENTS MUST BE A LEGAL RESIDENT OF THE DISTRICT AND MEET IHSA AND SIJHAA STANDARDS TO BE ELIGIBLE FOR PARTICIPATION IN ANY AND ALL EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Galatia Community School District #1 without the payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and not more than thirty (30) days in jail.

The following items are to be considered for admission to Galatia District Schools:

1. Affidavit of Custody and/or Guardianship
2. **Proof of Residency : (e.g. Copy of a utility bill or current (within 30 days) rent payment receipt.**
3. Updated immunization/physical (if entering grades K, 6, 9, or enrolling in Illinois for first time) and dental exam (if entering grades K, 2, or 6) eye exam (Gr K)
4. ISBE Student Transfer Form must be completed and received from the sending school district showing student to be in good standing

ADMISSION OF HOME SCHOOL STUDENTS

Home school credit is not automatically accepted by Galatia School District. Students entering Galatia Grade School will be tested and placed at the appropriate level.

ATTENDANCE

STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:40 A.M. STAFF MEMBERS ARE NOT AVAILABLE TO SUPERVISE STUDENTS UNTIL THAT TIME. Breakfast bell rings at 7:40a.m. Tardy bell rings at 8:00 a.m.

Attendance plays a vital role in a student's success at school. It is considered the parents' responsibility to guarantee that the child is present on a regular and consistent basis. Excessive absences can severely jeopardize a student's grades and can have a negative effect on the child's overall performance and advancement in all aspects of school. **After 6 absences, a doctor excuse will be required in order for the absence to be excused, unless a family situation requires the lengthy absence and it is cleared with the principal.** Students should be in school every day unless illness prevents such or unless a family emergency arises. Vacations/trips must be pre-approved by the principal. Teachers should be informed and to the extent feasible arrangements made for make-up work before leaving. Excessive unexcused absences may result in the student receiving a lower grade due to lack of class participation.

YOU ARE REQUIRED TO CALL THE SCHOOL OFFICE BEFORE 9:00 A.M. TO REPORT YOUR CHILD'S ABSENCE. If we do not receive a call from you, we are required, for your child's safety, to make every effort to reach you. We ask your assistance by supplying us with your home phone number, work number, and an emergency number of a family member or close neighbor who can pick up your child in case he/she becomes ill at school. **ON THE DAY THE CHILD RETURNS TO SCHOOL, THE PARENT SHOULD SEND A NOTE WITH THE STUDENT EXPLAINING THE REASON FOR THE ABSENCE. MAKE-UP WORK WILL NOT BE ACCEPTED IF ABSENCE IS NOT REPORTED. ALSO UNREPORTED ABSENCES WILL BE UN-EXCUSED.**

Students and parents should be aware of the following attendance information.

Perfect attendance awards will be presented at the end of the year. **To be eligible, a student must not have been absent ANY PART OF A DAY.**

Excused Absences:

- A. Personal illness
- B. Doctor or Dentist visits with documentation from the Doctor's office. Parents are encouraged to schedule appointments before or after school hours, if possible.
- C. Funerals
- D. Emergency at home
- E. School related function or field trip for current grade level
- F. Court appearances that do not result from the student's own behaviors (examples of excused court appearance include custody hearing, adoption procedures, etc.)
- G. Religious holidays

H. Unexcused Absences:

- a. Leaving the school without permission of school officials
- b. External suspensions for disciplinary infractions
- c. Truancy – Failure to attend school. Students who skip school without parental knowledge will be considered truant. All truancy will be reported to the proper legal authorities.

According to the truancy law, after 9 days of unexcused absences during a 180 day school period, a student is considered truant. A truant officer may refer the parent to the State's Attorney.

I. Tardy:

A student is considered tardy if he/she arrives at school after 8:00 A.M. and/or leave school before 2:30 P.M. A student is considered absent ½ day if he/she arrives after 9:30 A.M. or if he/she leaves before 1:30 P.M. and do not return to the building. Students should report to the office upon arrival at school or before leaving the building. **Consequences for repeated tardies: After 5 tardies students will received a recess detention. Tardies will start to accumulate on the first day of school and will reset at the beginning of the third quarter.**

Lunch Schedule

Kindergarten	11:10 a.m. to 11:30 a.m.	Breakfast Bell 7:40 a.m.
First Grade	11:10a.m. to 11:30 a.m.	Tardy Bell 8:00 a.m.
Second Grade	11:30 a.m. to 11:50 a.m.	
Third Grade	11:30 a.m. to 11:50 a.m.	
Fourth Grade	11:50a.m. to 12:10 p.m.	
Fifth Grade	12:10 p.m. to 12:30 p.m.	
Sixth Grade	12:10 p.m. to 12:30 p.m.	

School Dismissal – Regular Days

K – 3 Bus Riders	2:40 P.M.
4 – 6 Bus Riders	2:45 P.M.
K – 6 Walkers	2:50 P.M.

Early Dismissal

K – 3 Bus Riders	1:40 P.M.
4 – 6 Bus Riders	1:45 P.M.
K – 6 Walkers	1:50 P.M.

NOTICE TO PARENTS: PICK UP AFTER SCHOOL WILL BEGIN AT 2:50. STUDENTS SHOULD BE PICKED UP FROM THE SOUTH PARKING LOT ONLY. For the safety of all children, please DO NOT go to the bus area to pick up your child. If you need to retrieve your child from the bus, please go to the office and they can radio the bus for you.

ATTENDANCE/ABSENCE

Students must attend 150 instructional minutes per day to be eligible to participate in any extra-curricular activity. If less than 150 minutes on Friday, the student shall not be permitted to attend or participate in school activities held on weekends. Unexcused absences automatically make the student ineligible.

Students who are suspended are strictly prohibited from being on any school property at any time during the suspension.

Students who are absent for excused reasons, example: dental appointment, funerals, court (not resulting from the student's actions, e.g., custody hearing), are not subject to the above absence guidelines.

Truancy Procedures:

There will be a letter sent to parent after 3 un-excused absences. After 6 un-excused there will be a second letter sent with a meeting scheduled with the truancy review board. Once the un-excused absences reach 9, a notification letter to appear before the review board with charges possibly pending will be delivered..

GRADING PROCEDURES

I. Interim Progress Reports

Interim progress reports (midterm reports) are sent out at the halfway mark of each grading period or about 4 ½ weeks into the grading periods. Deficiency notices may also be sent any time during the year to alert parents of students who need some type of special attention.

II. Report Cards – Report cards are a representation of the work of each student as compared to the goals and objectives of the grade or subject. Report cards should not be seen as a reward or punishment.

- A) Grades are given four (4) times yearly. Two (2) quarter grading periods equal a semester grading period. Only the semester grades are posted in the student's permanent record.
- B) Report cards will be sent home with the student on a quarterly basis, except at the end of the first and third quarters.

At the end of the first and third quarters, a Parent-Teacher Conference will be held. First and third quarter report cards may be picked up by the parent at the Parent-Teacher Conference. This Conference is intended to serve the following purposes:

- 1 To allow parents to meet the child's teacher
- 2 To allow the teacher to give each parent a comprehensive evaluation of the child's progress in class
- 3 To allow parents to share concerns regarding the child's academic and/or behavioral progress
- 4 To allow parents and teachers to work out a plan for the student's continuing success at school

If the parent is unable to participate in the Parent-Teacher Conference, he/she should schedule another time to meet with the teacher to pick up the first and third quarter report card.

Report cards should be signed by parent or guardian and one returned promptly to the teacher.

III. Grading Scale

A+	99 – 100	A+ = 4.34
A	95 – 98	A = 4.00
A-	93 – 94	A- = 3.67
B+	91-92	B+ = 3.34
B	87 – 90	B = 3.00
B-	85-86	B- = 2.67
C+	83 – 84	C+ = 2.34
C	79 – 82	C = 2.00
C-	77 – 78	C- = 1.67
D+	75 – 76	D+ = 1.34
D	72 – 74	D = 1.00

D-	70 – 71	D- = .67
E	0 – 69	E = 0
I	*Incomplete	

3.50 & Above	High Honors
3.00 – 3.49	Honors

In some cases a nine weeks or semester grade may be reported as “I” (incomplete) indicating the student has not completed a part of the required work in the class. The student is responsible for meeting with the teacher to establish what work needs to be completed. If an “Incomplete” is not made up within one week, the grade automatically becomes an “E”. This rule applies to all grading periods. An incomplete grade for any grading period will result in no credit being given for that course. This rule applies to all grading periods.

Retention, Remediation, Promotion

Promotion, remediation or retention shall be made in the best interest of the student after careful evaluation of factors relating to the applicability of the different alternatives.

In accordance with the School Reform Act of 1998, and School Board Policy 6:280, students will be promoted solely based on successful completion of the academic curriculum, attendance, and performance on standardized tests. A student may be retained (not promoted to the next grade level) for any of the following reasons after consultation with the parents/guardians. The classroom teacher, in consultation with the building principal, shall make the final decision concerning the promotion/retention of students.

- 1. The student is earning a failing grade in either Reading or Math or both subjects.**
- 2. The student is earning a failing grade in two or more of these core subject areas
Language, Science, Social Studies, and Spelling.**
- 3. The student is performing one or more grade levels below current grade placement.**
- 4. The student has excessive absences which make it difficult for the student to catch up in class.**
- 5. The teacher and parents/guardians agree that it is in the best interests of the student to retain the student even though none of the above guidelines apply.**
- 6. Students will not be promoted solely because of the age of the student or for social reasons.**

Lunch & Breakfast Program



I. RULES

- All students will eat in the cafeteria unless they have parental permission to go home. Students who bring lunches must eat in the cafeteria. No soft drinks or food are to be taken out of the cafeteria.
- There will be no loud talking or changing of seats in the cafeteria.
- When finished, a student should take his tray and litter to the proper receptacles.
- Students will either go outside during good weather or to the gym during inclement weather for the remainder of the lunch hour.
- There will be no loitering or going up and down stairways and halls.
- Each classroom will be assigned a specific time for eating in the cafeteria.
- Students are allowed in the classroom during lunch period only when supervised by their teacher.
- Students eating a school lunch will not be allowed to drink sodas during lunch time.

II. FREE AND REDUCED LUNCHES/BREAKFAST:

Free and Reduced Lunch applications may be picked up in the school office at anytime. School officials must approve the completed application and you will be notified of the results.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

III. LUNCH / BREAKFAST PRICES

The price of a student lunch for the 2016– 2017 school year is \$2.50 for students, and \$2.75 for adults.
Reduced lunch price is 40 cents.
The price for breakfast is \$1.00.
Reduced breakfast price is 30 cents.
Extra milk price is .30 cents.

STUDENT BEHAVIOR

PHILOSOPHY:

The basic purpose of Galatia Grade School is to provide a good academic program and a healthy learning climate for its students. A major part of a healthy learning climate is appropriate student behavior.

The administration, teachers, and a consensus of parents believe that our expectations for the conduct of students are reasonable and are suited to the situation and activity. In general, students are expected to be courteous and considerate of all staff members and fellow students. Whenever there is a large group of human beings, the welfare of the entire group requires this consideration of others.

School equipment and property are to be taken care of as if they were the property of the individual student. Textbooks are valuable, and students are responsible for their care. Parents will be contacted promptly in the case of nonconformity with behavior codes. Parents should understand that claims will be made to the parent for damages to school property and/or equipment. Broken, defaced, disfigured, or otherwise damaged property will be cleaned, refinished, repaired, or replaced by the student and/or his/her parents of said student, and parent will be charged for such repairs or replacements.

This information applies to any property damaged or destroyed while a student is engaged in misconduct and/or inappropriate aggressive behavior.

IN SUMMARY, GALATIA COMMUNITY UNIT SCHOOL DISTRICT # 1 BELIEVES ALL STUDENTS ARE CAPABLE OF BEHAVING APPROPRIATELY IN SCHOOL AND AT ALL SCHOOL SPONSORED EVENTS AND ACTIVITIES. NO TEACHER WILL TOLERATE ANY STUDENT BEHAVING IN SUCH A WAY AS TO PREVENT HIM/HER FROM TEACHING AND/OR IN WAYS THAT INTERFERE WITH OTHER STUDENTS' LEARNING.

GALATIA COMMUNITY UNIT SCHOOL DISTRICT # 1 WILL NOT TOLERATE ANY BEHAVIOR WHICH SUBSTANTIALLY DISRUPTS OR MATERIALLY INTERFERES WITH OR IS LIKELY TO SO DISRUPT OR INTERFERE WITH ANY SCHOOL FUNCTION, ACTIVITY, OR PURPOSE. STUDENTS MAY BE PUNISHED FOR MISCONDUCT THAT OCCURS OFF CAMPUS IF SUCH MISCONDUCT SUBSTANTIALLY INTERFERES WITH THE EDUCATIONAL PROCESS AT SCHOOL.

Prohibited Student Conduct

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

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment

or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

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

Disciplinary Measures

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

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

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

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

RULES FOR THE PLAYGROUND



1. No standing in the swings
2. **No throwing rocks, sticks, etc.**
3. No jumping from swings, or sliding boards.
4. Use sliding boards appropriately, slide feet first and forward.
5. No playing past sidewalks or near parked cars.
6. Never leave the playground to talk to people in cars or outside the fence.
- 7.. Students riding bicycles to school must walk them on and off school property and park them in designated areas immediately upon arrival at school and leave them parked during the school day. Students are encouraged to lock their bikes in order to keep the bike secure and to prevent safety concerns.
8. Students will line up in appropriate areas, to enter the building, as directed by the playground personnel.
9. Students may bring certain sports equipment to school. Examples include, but are not limited to basketballs, footballs, soccer balls, kickballs, tennis balls, practice softballs, and jump ropes. Skateboards, regular softballs or baseballs, bats, badminton/tennis rackets, and skates of any type are NOT PERMITTED.

ITEMS Of A Disruptive Nature

Certain items are not allowed at school due to their disruptive nature in the school setting. Such items include but are not limited to:

1. Cell phones (MUST REMAIN OFF IN THE BACKPACK)
2. C.d/MP3 players, etc. (MUST REMAIN IN BACKPACK DURING THE DAY)
3. Skateboards/scooter/roller blades/ in line skates, Heelies etc.
4. Trading cards (examples: baseball, pokemon, yu-go-oh etc>)
5. Dolls, paper dolls etc.
6. Matchbox cars, trucks, etc.
7. Electronic signaling devices, beepers etc.
8. Stuffed animals of any kind.
9. Any Pretend weapon or "look alike" devices
10. Laser pointers
11. Spinners

RULES FOR THE GYM

1. Gym shoes must be worn on the gym floor at all times.
2. Storage rooms are off limits to all students at all times.
3. All sports equipment and supplies should be treated with care. Do not damage or destroy any school property.
4. No kicking of balls or other equipment will be allowed.
5. No jumping on or off the stage.
6. No running up or down the bleachers. Students sitting in the bleachers should play sit-down games, talk in a reasonable tone of voice, etc.
7. All equipment and supplies should be returned to designated areas at the end of the period.

At the end of each nine-week period, all previous noon detentions are forfeited and the slate is wiped clean, just as grades once again begin fresh. Each nine-week period begins with no noon detentions. **HOWEVER, IN-SCHOOL DISCIPLINARY SUPERVISIONS AND OUT OF SCHOOL SUSPENSIONS DO NOT BEGIN ANEW! IN-SCHOOL DISCIPLINARY SUPERVISIONS AND OUT OF SCHOOL SUSPENSIONS ACCUMULATE.**

SEVERITY CLAUSE – CERTAIN BEHAVIORS MAY CAUSE IMMEDIATE PROGRESSION TO OUT OF SCHOOL SUSPENSION AND OR CONSIDERATION FOR EXPULSION. THESE INCLUDE, BUT ARE NOT LIMITED TO: FIGHTING (AND OTHER AGGRESSIVE ACTIONS), POSSESSION OF WEAPONS, DRUGS, ETC., GROSS DISRESPECT AND DISORDERLY CONDUCT, AND/OR ANY BEHAVIOR THAT DISRUPTS OR MATERIALLY INTERFERES WITH OR IS LIKELY TO SO DISRUPT OR INTERFERE WITH ANY SCHOOL FUNCTION, ACTIVITY, OR PURPOSE.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: John Cummins @ 268-4194.

BUS CONDUCT

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

CHRONIC BULLYING AND/OR HARASSMENT **PARENT RESPONSIBLE FOR CHILD'S BEHAVIOR**

Students who repeatedly engage in bullying and/or other forms of harassment may be required to participate in specific behavior modification/remediation sessions and parents may also be required to participate in these sessions with their children. The definition of bullying as per the school code is "any severe or pervasive physical or verbal act or conduct **that happens over time**, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by a school." (See **attached bullying prevention program**)

FIELD TRIPS AND SPECIAL EVENTS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;

After 3 unexcused absences in a quarter, student will be ineligible for a trip during the rest of that quarter.

The Principal reserves the right to deny a student permission to participate in any/all field trips, special events (example: fun day, movie trips, etc.) upon review of the student's disciplinary record.

DISCIPLINE REVIEW COMMITTEE

The school may provide a review committee to serve as a hearing group for disciplinary concerns *that go beyond those routine and ordinary behaviors addressed through the stated discipline policy*. This committee may consist of any *combination of the following individuals involved in a specific or critical situation, including but not limited to:* administrator, teacher(s), play ground monitor, prevention specialist, special ed director, parent,

and/or student. *Parents or staff may request such a hearing committee in order to gather additional information, clarify details about the situation, or seek assistance from school personnel in dealing with the child's behavior, including but not limited to developing a behavior modification plan, locating helpful resources such as outside counseling, and assist school personnel in assigning fair and equitable disciplinary consequences, etc.*

Any one individual involved in a specific student disciplinary situation/incident may request a hearing before this group.

DRESS AND GROOMING

DRESS CODE POLICY

It is the philosophy of Galatia Community Unit School District # 1 that the basic direction for guidance regarding proper student dress belongs with the parents. Parents should encourage their children to wear proper attire to school, as attitude and behavior are influenced by proper dress and grooming. Not all parents will have the same values or same concern for their children, hence, it is necessary for District # 1 to have a dress code to protect school property from damage, to protect the health of all students, and to provide a healthy learning climate for the entire student body. The Board of Education, Administration, Faculty, and Staff shall monitor student dress and grooming in order to ensure that the standards for decency and appropriate attire are followed at school and at all school-sponsored activities and events. The following regulations are based upon the above philosophy.

Any type of dress apparel or grooming habits that are disruptive, distracting, or that reflects negatively upon our school and student body will not be permitted. All students must wear clothing that is clean and safe. Student dress, personal appearances, and grooming procedures/habits are required to be of such character as not to disrupt or distract from the instructional procedure of the school or tend to diminish the disciplinary control of the teachers/staff. **Clothing should always be “weather appropriate”.**

1. Clothes with vulgar, suggestive, or degrading language and/or writing, pictures or images will not be tolerated. Clothing that has sexual overtones; implies the occult; affiliates one with a gang or promotes gang involvement; uses obscenities; advertises tobacco, alcohol, or other drugs will not be permitted.
2. Clothing which expose an unusual amount of bare skin is not permitted. – Examples include but are not limited bare midriff tops, “see through” and/or mesh/fish net fabrics, undershirts; half-shirts or split side shirts, tank tops, spaghetti strap tops (including dresses), sports jerseys, etc. Such “bare” and/or sheer fabrics and garments **MAY ONLY BE WORN OVER ANOTHER SHIRT.** Shirts that allow public view of private undergarments or shirts which are low cut in the front will not be permitted. All shirts should have a shoulder strap that does not show undergarments. **A GOOD WAY TO MEASURE THIS IS TO USE THE WIDTH OF 3 ADULT FINGERS OR BE SURE TO COVER THE AREA BETWEEN THE NECK AND SHOULDER.** Basketball jerseys may be worn if a t-shirt is worn under the basketball jersey. Shoes must be worn at all times.
3. Short shorts will not be allowed. Shorts should extend down the leg. Shorts showing any part of the buttocks area will not be allowed. Shorts should only be worn when weather permits – generally the first and last month of school. **A GOOD WAY TO MEASURE APPROPRIATE LENGTH IS TO HAVE THE WEARER STAND STRAIGHT AND LET THE ARMS DROP NATURALLY AT THE SIDE. IF THE BOTTOM OF THE SHORTS COMES TO THE END OF THE WEARER’S FINGERTIPS, THE LENGTH IS USUALLY APPROPRIATE.** All pants (shorts, jeans, slacks, capris, etc.) should be worn at the waist. Pants must be worn so that underwear is covered at all times – no “sagging” will be permitted.
- 3A. Leggings and Yoga pants must be worn under acceptable clothing. (cover down below buttocks)
4. No headwear/headgear of any type is permitted, unless it follows the guidelines listed here. Prohibited items include, but are not limited to: caps, hats, scarves, bandanas, headbands, sweatbands, do-rags, wave-caps, shower caps, sunglasses, etc. Exceptions may be made for celebrations, special occasions (e.g., Spirit Week, book reports, Read Across America Week), etc. In such cases, the administration and/or faculty must grant the permission for these exceptions.
5. Shoes/Footwear must be worn at all times. **Due to safety and health concerns, footwear should be appropriate for school activities. , Heelies or other styles which may cause harm to the wearer and/or to other persons are not permitted.** Students can run, jump, play kickball, etc., more easily and safely in closed-toed shoes, such as tennis shoes. Sandals and flip-flops are permissible and should be **worn only when weather permits** – generally the first and last months of school.

6. Different hairstyles are permitted if the hair is well groomed at all times and is not a health hazard or if the learning environment is not disrupted. Temporary, “unnatural” hair coloring (e.g., blue, green, pink, etc.) is not allowed, except with permission of faculty and/or administration. Again, such exceptions may be made during special occasions such as Spirit Week.

7. Jewelry is often the cause of injury, conflict, and/or disruption at school. We strongly urge parents to closely monitor the wearing of jewelry items to school. Earrings are to be worn only in the ears. No other types of “piercings” are allowed unless such are covered at all times in order to prevent injury or harm to the wearer or other persons. Chains of any length are strictly forbidden.

8. Heavy outdoor sweaters, jackets, sweatshirts, and/or coats are to be worn for outside activities only. These items are not allowed to be worn tied around the waist, neck etc.

9. When wearing a dress or skirt, parents are encouraged to have their children wear shorts or tights underneath for modesty’s sake.

The faculty and administration reserves the right to approve clothing worn at school. The determination made by faculty and administration regarding appropriate dress at school is final. Violations will be dealt with by the teacher and/or Principal. Parents may be asked to bring suitable attire to school if the student is found to be in violation of the dress code. Disciplinary consequences may be assigned for repeat offenders. If a student is absent and/or tardy due to dress code violations, the time he/she is absent will be considered “unexcused.”

The school dress code and behavior/discipline code shall be in effect and shall be enforced during the school day and at all school-sponsored events and activities.

SCHOOL ACTIVITIES



ATHLETICS

Galatia Grade School is a member of the Little GEC Conference.

During the coming year Galatia Grade School will compete in boys and girls basketball, boys baseball, girls softball, and volleyball.

The Southern Illinois Jr. High School Association governs the athletic policies, and all athletics are eligible or ineligible according to the rules and regulations formulated by this organization. All athletes who participate during the school year are required to have a medical examination annually by a licensed medical doctor in the State of Illinois. Students must also provide proof of medical insurance.

Athletes will be found ineligible if the student is **failing any subject**. The athlete will be eligible to participate when grades are found to be passing. Ineligible for 3 weeks in a row, will be grounds for dismissal from the team.

Please see athletic handbook for additional guidelines

CHEERLEADERS

Tryouts for cheerleaders will be held each year. Students completing 5th grade through 7th grade will tryout. There are 12 positions open with NO alternates. Cheerleaders are subject to the rules of athletic director, cheerleader sponsor, and I.J.H.S.A., as well as all school and district policies.

Cheerleaders will be found ineligible to participate at ballgames if the student is **failing any subject**. The student will be eligible to participate when grades are found to be passing.

PARENT/TEACHER ORGANIZATION

The Parent/Teacher Organization holds monthly meetings and invites all parents and teachers to join. Fund-raisers are held throughout the school year and proceeds are used to make a variety of purchases that benefit students and classrooms. Child care is provided during the meetings.



SPELLING BEE

During the school year, students in grades 3-8 may participate in the school Spelling Bee. Winners from our school will compete in the county contest and if they win at this level, students will participate in the Tri-State Competition.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

If parents would like a copy of The Procedural Safeguards and Responsibilities for Parents/Guardians of Children with Disabilities, parents should contact Mr. Cummins at 268-4194.

SPEECH THERAPY

The Galatia Grade School provides Speech/Language services to help qualifying students who may have problems relating to speech.

TITLE I

Title I is a support service used to improve the educational opportunities of children by helping them succeed in the classroom. Title I services are for students who are having some difficulties in Reading and or Math. Educational games, supplementary text, flashcards, worksheets and technology are some of the materials used to reinforce Reading and Math concepts. Students are selected by achievement test scores, pre-test / post-test scores, teacher recommendation, and parent request.

HOMEBOUND SERVICES

Homebound services shall be available to any child with a health or physical impairment that in the opinion of a licensed medical examiner will cause an absence from school for more than two consecutive weeks. Students must provide administration with a doctor’s excuse stating why homebound services are needed and the length of time that homebound services are required. The school will then assign a certified teacher to complete the term of the homebound services.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by First day of attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by first day of attendance of the current school year of an eye examination performed within one year. Failure to present proof by first day of attendance, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

Self-Administration of Medication¹

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

INSURANCE PROGRAM

School Insurance is available for purchase.

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education

program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:²

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

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

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

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

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

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

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

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

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

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

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

Access to Student Social Networking Passwords & Websites

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



ENROLLMENT FEES

Textbooks and some school supplies, as well as electronics are furnished by the school subject to a rental fee. This fee is determined by the Board of Education prior to the beginning of school and is payable at the beginning of the school year. Textbooks are the property of the school and students using such books are responsible for their condition. If textbooks are lost or misused the student responsible must pay for them. Students are expected to furnish their own school supplies as set up in the classroom supply lists. The book rental fee for the 2016- 2017 school year is \$75.00 for K – 12. Parents requesting additional sets of textbooks will be expected to pay additional book rental fees of \$75.00 per set. Reimbursement of \$75.00 per additional set will be given when textbooks are returned in appropriate condition. Parents will assume all responsibilities for the condition of the textbooks. Any textbooks returned in unacceptable condition will be replaced at the expense of the parent. Additional textbooks will only be issued if extra copies of the textbooks are available. If copies are not available parents may purchase copies, with assistance from the school, of additional textbooks at the current catalog price. Book rental vouchers are available for students who are eligible for the free/reduced lunch program.

Student Payments and Refunds

Entering students will make payments on the following schedule:

- 1) All students entering at the beginning of the school year will be charged the full rental price.
- 2) All students entering after the first month of school will pay \$8.50 per month for the remainder of the school session.
- 3) If a student withdraws from school, he or she will receive \$8.50 per month refund for each month remaining in the school year.

STUDENT PAYMENT OF BREAKFAST AND LUNCH FEES

Parents of students charging breakfast/lunch should check balances weekly. **Charges will not be allowed over \$20.00.** The school has a new lunch program that will enable parents to check and pay balances online. Lunch deposits may also be made in the office. A reminder of fees due will be sent home periodically. Anyone with charges larger than \$20.00 will be offered an alternative lunch or will be required to bring lunch.

Students with fees due need to make arrangements to pay the bill by the time the report card comes out. If you have any problems or questions you need to contact the office to make payment arrangements. Free and Reduced Lunch forms are available in the office at all times for anyone feeling they may qualify for this service.

PAYMENT OF STUDENT FEES

Efforts should be made to pay all student fees and debts. Statement of fees owed will be sent home at mid term. Please make every effort to pay these charges as soon as possible. If you have any problems or questions you need to contact the office to make payment arrangements.

VISITORS

Upon arrival please press the button to the right of the front entrance. Please state your name and reason for visit. The Office will answer and let you in.

All visitors must report to the school office, to obtain a visitor pass; located on the main floor of the grade school, before any visitation with a student or teacher. Parents will leave all items for students in the office or with the teacher after reporting to the office.

Parents will report to the office before taking students for doctor, dentist, or any other appointment, which takes the child from the school prior to dismissal of the school day. Parents must sign student out of school in the office before leaving the building.

CONFERENCES

If a parent wishes to confer with a teacher, he/she will be required to make an appointment for a time outside of school hours or on a mutually agreed upon time.

STUDENT VISITORS

Due to the disruptive nature of such, student visitors are not permitted at any time.

SCHOOL PARTIES/EVENTS

Due to concerns about food safety, **NO homemade or home-prepared snacks or food items** of any kind will be allowed. This includes all school parties and meals, including but not limited to birthday parties, holiday parties, such as Valentine's Day, and school events such as Carnival.

NO DELIVERIES WILL BE ACCEPTED AT SCHOOL FOR STUDENTS. THIS HAS BECOME DISRUPTIVE FOR THE SCHOOL DAY. (i.e. birthdays, valentines etc.)

LOST AND FOUND

All items that are found on the school grounds will be kept in a designated area. Any student who has lost any item should check with the school secretary or in the lost and found box. Any item not picked up before the end of

school will be discarded. Please check the lost and found periodically for your child's lost items, to ensure their return.

LIBRARY

Each Teacher maintains a library in their classroom, with books available to be checked out.

FIRE DRILLS

A fire evacuation plan is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and form a line as they leave the room. No one is to pass another or break the line. Running is not permitted. The first students to reach the outside door are to hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter.

DISASTER DRILLS

Disaster drills for maximum protection during tornadoes will be held periodically. Proper directions for these drills will be posted on all bulletin boards. Absolute quiet is required during all disaster drills.

Intruder Drill will be discussed with students, and parents will be notified before one is conducted. It is very important that children realize what procedure to follow if such a disaster should happen.

*In the event of a community emergency, important information will be broadcast on the following radio and television stations listed below. School or county emergency management officials will give detailed information on what to do in an emergency.

Radio Stations: WEBQ – FM 102.3, WEBQ – AM 1240, WDDD – 107.3 (Marion), WCIL – 101.5 (Carbondale),

WOOZ (Z100) – 99.9 (Carbondale)

Television Stations: WSIL – Channel 3 (Carbondale), WPSD – Channel 6 (Paducah)

Galatia School District has instituted communication between school and home through **School Messenger**, an instant parent contact system. **This system will contact each household in the event of any emergency or school cancellation.**

Protective actions are in place to keep your children safe during an emergency. Each school has procedures to shelter or evacuate children and to provide a lockdown or modified lockdown for security-related emergencies. Our buildings are constructed to provide a safe shelter. In many situations, children are safer in school than in the home or on the highway.

PARENTS' RESPONSIBILITIES DURING AN EMERGENCY

If an emergency occurs during school hours:

- Do not drive to school, unless directed to do so
- Do not call the school
- Tune to news media for emergency instructions

It is important for you to follow emergency instructions carefully. Each school has detailed plans that provide an orderly method for children to be picked up after an emergency. For added safety, you will be required to show identification prior to picking up your child. These procedures are distributed at the beginning of each school year. Contact your school directly for information on emergency procedures. Parents will be asked to follow predetermined directions in times of emergency response.

RECOVERY

Following an emergency, our goal is to return to normal as quickly and safely as possible. Specifically trained personnel and response teams are available to assist our students and staff to deal with the emotional effects of an emergency. In addition, schools will provide support materials to aid parents as they discuss the emergency with their children.

SCHOOL EMERGENCY RESPONSE PLANS

Each school in Galatia School District has developed a School Emergency Response Plan. The plan is updated annually and reviewed with all building staff. The plan includes school site information, staff responsibilities in time of emergency, and annual plans for drills.

The plan also defines emergency response operations, such as potential command post locations, communications plans, student release procedures, general emergency actions, and hazard-specific procedures

STUDENT RECORDS

The Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 123g, and the Illinois School Student Records Act (“ISSRA”), 105 ILCS 10/1 et. seq., afford parents and eligible students certain rights with respect to their education records, which include the following:

- (1) The right to inspect and copy the student’s education records within 15 school days of the day the district receives a request for access. A parent should submit to the records custodian, principal or other appropriate official, written requests that identify the records they wish to inspect. The School District official will make arrangements for access and notify the parent of the time and place where records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes is inaccurate or misleading or otherwise in violation of the student’s privacy rights. A parent may ask the School District to amend a record that they believe is inaccurate or misleading. To do so, parents should write the District officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent, the District will notify the parent of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA and ISSRA authorize disclosure without consent. 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 in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.
- (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 is:
- (5) The right to prohibit the release of directory information. Directory information may be disclosed without prior notice or consent unless the parent notifies the Records Custodian or other official in writing before October of the current school year, that he does not want any or all directory information disclosed. Directory information means information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed and includes, but is not limited to, student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent previous agency or institution attended. To the extent that Galatia C.U.S. D. # 1 allows post-secondary schools or employers access to directory information concerning students, Galatia must also allow military recruiters the same level of access to such information. Parents have the right to restrict military recruiters from being provided information. To do so, parents must request in writing before October of the current school year that their child(ren)’s information not be disclosed.
- (6) The right to copy school records prior to their destruction. Permanent records, which include the student’s name, birth date, address, grades and grade level, parents’ names and addresses, and attendance records, will be maintained for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Temporary records, which include all information contained within the school student records but not contained within the permanent record, such as family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, will be maintained for 5 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Parents and students are put on notice that temporary records will be destroyed after 5 years following the student’s

transfer, graduation, or permanent withdrawal from Galatia School District.

STANDARDIZED TESTS

Students and parents/guardians should be aware that students in grades THIRD THROUGH SIXTH will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

The district may also choose to administer additional standardized tests such as Gates McGinite, Aimes Web, and Star 360 in order to further assess student performance and to provide direction to the curriculum committee regarding appropriate course offerings, textbook selection, and instructional support.

GENDER EQUITY

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

The Superintendent shall appoint a Coordinator for Nondiscrimination (hereafter called "Coordinator") for the School District. Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed.

Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the Coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent. The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 ILCS (The School Code of Illinois), and thereafter, to the State Superintendent of Education Pursuant to Section 2-3.8 ILCS as provided in Section 200.90 (b) of the Sex Equity Rules.

SEXUAL HARASSMENT

Galatia School District is committed to maintaining a safe, non-disruptive educational environment free from any form of sexual harassment. It shall be a violation of our policy for any student or staff member to harass another

student or staff member in the school environment. Violation of this policy shall be considered grounds for disciplinary action.

Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or any other inappropriate verbal or physical conduct of a sexual nature. It may include, but is not necessarily limited to the following:

- 1 Frequent, uninvited sexually oriented verbal “kicking” or demeaning sexual innuendos,
- 2 Unwelcome touching, such as patting, pinching, or intentional brushing against another’s body,
- 3 Suggesting sexual involvement to or demanding sexual involvement of another individual where such an individual has made it clear to the offender that such a suggestion or demand is unwelcome,
- 4 Expressing humor or telling jokes about sex or gender-specific traits,
- 5 Behaving in such a way as to create a hostile environment for others through any of the above or other inappropriate sexually related actions.

Any individual who feels he/she has been the victim of sexual harassment should see the building administrator at which time the procedure for filing a complaint will be explained and appropriate procedures followed. If it is determined that sexual harassment has taken place, appropriate disciplinary action toward the harasser(s) will ensue and the victim will be entitled to appropriate interventions within the District.

COMPREHENSIVE HEALTH EDUCATION PROGRAM

No student shall be required to take or participate in any class or course on: AIDS, family life instruction, sexual abuse, or organ/tissue transplantation, if his/her parents/guardians submit a written objection to the building Principal. Parents/guardians of students in grades kindergarten through sixth grade shall be given at least five days written notice before instruction on any of the previously mentioned health education topics are conducted. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or penalty. Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

PESTICIDE NOTIFICATION REGISTRATION

Galatia Community Unit School District #1 utilizes administrative procedures regarding pest control that incorporates building maintenance, sanitation, physical barriers and in some cases the use of pesticide. In the event that the need exists to use an airborne pesticide application, the district is creating a voluntary registration for notification. By notifying the Unit Office or the Principal’s Office, verbally or in writing, we will add your name to our Pesticide Notification listing. We will notify you 3 days before an airborne pesticide application. In case of any emergency where pesticides must be used immediately, we will notify those listed as soon as possible.

DISTRICT ASBESTOS MANAGEMENT PROGRAM

This correspondence is to inform you that the Asbestos Inspection and Management Plan, required under the Asbestos Hazard Emergency Response Act, is available for public inspection.

The District Plan can be reviewed weekdays from 8:00 a.m. to 3:00 p.m. at the Unit Office located in the High School Building at 200 North McKinley, Galatia Illinois.

Plans for each school in the District are also available for viewing at the same location.

Activities that will be completed by the District during the year according to the Management Plan are as follows:

- 1) Continue six months surveillances.
- 2) Continue operations and maintenance of all A.C.B.M.
- 3) Cleaning of areas as necessary.
- 4) Provide training to Maintenance and Custodial Staff as required.

Copies of District and Building Plans can be obtained by written request to the Unit Office at a charge of 25 cents per page. The photocopies will be available within seven working days after the district receives written request.

Cafeteria

Our cafeteria is very small and becomes very noisy during lunch. We have several grade levels coming in and out of the back entrance during the lunch periods. The halls are very crowded during this period of time. For this reason, visitors are not allowed to eat in the cafeteria. Parents are welcome to check their student out for

lunch, as long as they are returned to school at the correct time.

THERE ARE NO MICROWAVES AVAILABLE TO HEAT LUNCHES THAT ARE BROUGHT TO SCHOOL.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

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

Parent Volunteer Program

Parents/guardians may sign up in the Principal's office if interested in volunteering at school. All participants will be responsible for the total cost of the required background check, using the vendor the school uses for all employees. Individuals will be put on a list, much like a substitute list, and will be called when needed.

SUPPLEMENTAL RULES

The Board of Education has authorized the administration to make supplemental rules to improve the educational process as situations arise. This handbook does not restrict the administration from doing whatever is necessary to enhance the quality of education for all students.

Staff

Superintendent	Mr. Shain Crank		
Admin. Asst./Bookkeeper	Melody Bond	Bus Driver	Merlina Pritchett
Principal	Mr. Shain Crank	Bus Driver	Stacy Pribble
Special Education Coord.	John Cummins	Bus Driver	Kevin Peyton
Grade School Secretary	Eliza Arnold	Bus Driver	Bonnie Darnell
		Bus Driver	Mary Mayberry
Custodian	Karen Brown		
Custodian	Dave Johnson		
Cook	Starla Pigg		
Cook	Tina Stafford		
Pre-K Teacher	Lisa Quartana		
Kindergarten Teacher	Jenna Gunning		
Kindergarten Teacher	Cheryl Fulkerson		
First Grade Teacher	Jessica Moore		
Second Grade Teacher	Megan Biggerstaff		
Second Grade Teacher	Gretchen Mayberry		
Third Grade Teacher	Rachel Fraulini		
Third Grade Teacher	Erica Mapps		
Fourth Grade Teacher	Sharla Girten		
Fifth Grade Teacher	Cindy Fry		
Fifth Grade Teacher	Chelsy Yates		
Sixth Grade Teacher	Brandi Fletcher		
Sixth Grade Teacher	Shawna Moulton		
Title	Amy Richey		
Title Aide	Diane Toler		
Reading Improvement Aide	Glenda Wilson		
Special Education	Jan Foster		
Special Education	Wendy Ellis		
Physical Education	Josh Summers		
Art Teacher	Kristen Jones		
Nurse	Melinda Teal		
Pre-K Aide/Parent Coord.	Kim Hankins		
Aide	Margie Dunning		
Aide	Jackie Schwartz		