



Lead the Patriot Way

**Grissom Middle School
Student Handbook
2023-2024**

Students and parents are responsible for the contents of this handbook. Both parents and students will digitally sign that they have read and understand the 2023-2024 Parent/Student Handbook, iPad Rules and the Kirby School District School Calendar and agree to abide by the rules, procedures, and requirements established by School District 140 Board of Education and Grissom Middle School Administration.

Parents/Guardians: After you have read and understood the Grissom Middle School Student Handbook with your child, please click the link on the last page and fill out the Student Handbook Acknowledgement form. 

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PURPOSE

This student handbook has been prepared to give our students and their parents information about the procedures, rules, activities, and organization of Grissom Middle School. Our goal is to provide quality education in a safe and supportive school atmosphere. Our teachers are committed to excellence in instruction. We want our students and families to share in the educational process by being committed to learning. That is why it is very important that our students review this planner with their parents. If everyone understands the contents of this handbook, the likelihood of policy violation due to lack of information is reduced.

Grissom Middle School is organized in accordance with a middle-school philosophy, which focuses on the needs of each student more intently than a conventional junior high school-type scheduled day. Grissom Middle School is making great efforts in encouraging a peaceful school environment. Our student handbook answers questions that often concern students so that their school experience will be more comfortable. If your understanding of some concepts in this student handbook is unclear, please ask a school official for further explanation.

Cooperation and communication between the home and school are needed to assure the best education for each child. We are proud of Grissom Middle School, and we hope that our students and their parents will take pride in their association with our school!

- Students should arrive to school between 8:25 and 8:40 am in order to arrive to their 1st period class by the 8:45 am bell.
- Prior to entering the building, students should turn off and put away their phones in their backpack. Once in the building phones should remain off and be stored in the student's locker.
- Students who attend before or after school support are expected to follow school rules.
- Student lunch periods will fall within either 4th, 5th, or 6th periods.

ATTENDANCE

Regular school attendance is essential to learning. It is important for you to be prompt for all your classes. Successful students are seldom absent or tardy. Students **MUST** attend school if they wish to participate in after school or evening activities.

Absence

When you are ill or if you need to miss school because of a visit to a doctor, your parents should call the school at (708) 429-3030 between 7:45 a.m. and 8:30 a.m. Parents may also call during non-business hours, including the night before, and leave the school a message regarding a student's absence. If you are absent for three or more days, parents may request assignments, which may be picked up at the school office between 3:15 – 4:00 p.m. Additionally, a doctor's note should be

submitted documenting the illness. Students who seek an excused absence for religious ceremonies or holidays that are normal school days will have such days counted as an absent day. It is the student's responsibility to ask teachers for any work missed due to absence.

Planned Absence

Vacations should be planned to coincide with the regularly scheduled school breaks, which are identified on the school calendar. If your family chooses to take a vacation at another time, the school office must be notified and district policy regarding vacations will apply.

Tardiness

A late arrival to school requires an explanation. If you arrive 5 or more minutes late for school, you must immediately report to the office with a parent/guardian, a note from a doctor, or a phone call of explanation from a parent/guardian. You must also arrive on time for all classes during the day. If you are late, you must have a pass to gain entry to a class or you will be marked tardy. Chronic tardiness may result in disciplinary actions being taken by the administration.

Truancy

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

Students who miss 5% or more of the 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

EMERGENCY PROCEDURES

Building Evacuation

In the event of a utility failure, fire-related damage, or structural damage, students will be immediately evacuated to the parking lot of GMS. They will first be transported to the Tinley Park Recreation Center, if emergency officials require us to vacate the campus. If necessary and once transportation has been arranged,

students will be transported to Prairie View Middle School, 8500 W. 175th St., (708) 532-8540.

Fire/Lockdown/Tornado

In the event of an emergency, either a fire alarm will be sounded or an announcement will be made. During this time, absolute silence is necessary so that everyone can hear and obey orders. Each classroom teacher will give specific instructions either to evacuate the building or to go to a designated area of the classroom or hallway. Throughout the school year, drills will be conducted so that students are familiar with these procedures.

Emergency Closing of School

In the event that Kirby School District 140 needs to close schools due to inclement weather or other safety-related concerns, families will receive notification from our electronic messaging system (phone, email, text) and an alert will be posted on our District website (ksd140.org). KSD 140 also communicates school closure information via Parent Square and social media including Facebook and Instagram.

Visitors/Security

Grissom Middle School has a closed campus plan for the safety of our students. School doors will be closed and locked during school hours and entry may be gained only through the doors in the front foyer. Visitors must push the security button located near the door. A parent or a parent-designee in the office must sign out students who are to be dismissed early. Any visitors in the building (including parents) must sign in and out through the office and must wear a visitor's badge if they leave the office area to travel within the building. Also, anyone coming in contact with the students must complete a Volunteer/ Non-Employee Acknowledgment of Non-Criminal Background form and attach a photo I.D.

Telephones

Students may be granted special permission to use the school phone to contact a parent or guardian. However, students should not be placing phone calls during the school day unless a teacher or adult staff member gives them permission. If a student is not feeling well, they should go the Nurse's office to be evaluated.

Cellular Telecommunication Devices/Technology

Students may not use any cellular telecommunication devices, including, but not limited to, cellular phones and smart watches, on school premises during school hours or after school extracurricular activities, including the school bus, without the expressed permission from building administration. Students may not at any time use a cellular communication device, camera, or video camera for videotaping purposes during the same time frames listed above. Chronic cellphone misuse may result in the student turning in their cellphone to the office each day.

All cellular devices should be turned off upon entering the building and stored in the student's locker. Personal cellular devices should not be turned back on until the student has left the building.

The KSD Board of Education Policy 500.36 in compliance with Illinois School Code prohibits the use of student cell phones on school property during the time frames listed above.

HEALTH INFORMATION

Accidents

During the school day, all accidents are reported directly to the school office. Prompt attention will be given to any student injured during school hours. An accident report will accompany all injuries, and every attempt will be made to notify parents at home or work to obtain specific instructions. However, if the emergency requires a medical response, the student will be taken to an area hospital. Parents are responsible for the cost of medical transportation.

Dental Requirement

The Illinois School Code now requires a dental examination for all children in kindergarten, second, and sixth grade. The dental examination form is to be completed by May 15th of the grade requirement. This law became effective on July 1, 2005, and applies to all public, private, and parochial schools in Illinois.

Emergency Medical Authorization

All students must have an Emergency Medical Authorization Form completed and signed by his/her parent. Such form is also required in order to participate in any field trip or school related activity off school grounds.

Failure to return the completed form to the school may jeopardize a student's educational program. More information regarding student health and emergencies can be accessed at the following link:

<https://www.isbe.net/Pages/School-Health-Issues.aspx>

Injury and Illness

If a student suffers an injury or accident at school, she/he should report it promptly to a teacher or the nurse's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school emergency procedures.

A student who becomes sick during the day at school should ask for permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

Insurance

School District 140 does not carry health or accident insurance on students. If students are not covered on your family's private health insurance plan, parents may obtain a student insurance plan. Information about student insurance is available on the district website or at: www.k12specialmarkets.com

Medicine at School

Students who have conditions that require medication must have a form in the school office that includes both the parent consent and the physician's order. Medication must be in the original container from the pharmacy.

Vision Screening

Please be aware that the vision screening provided by the district is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Concussion Protocol

Student-athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

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

STUDENT BEHAVIOR

Property Searches

School authorities may conduct searches or inspections of lockers, desks, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, and other illegal or dangerous substances or materials. School authorities may also request the assistance of law enforcement officials for the same purposes listed above. This procedure may include the use of specially trained dogs.

Student Responsibilities

The majority of our middle school students are able to function on a daily basis in a spirit of cooperation and mutual respect for others. However, rules must be established for those few individuals who are unable to behave themselves in an appropriate manner. The following section of this handbook is designed to establish guidelines of student conduct and dress. The disciplinary measures that will be applied, should these guidelines not be followed, are listed in this section.

Standard of Conduct

Mutual respect is expected between all members of this school. Students are expected to be respectful to all staff members (teacher, administrator, substitute teacher, secretary, custodian, teacher-aide, lunchroom personnel, student teacher or visitor) and to each of their classmates.

Learning is the focus of an effective school program. Purposeful disruption of the teaching-educational process prevents the rights of other students to learn. Any disruptions will not be tolerated.

Students are not permitted to leave their assigned classroom without permission from school staff or faculty member. All students must possess a hall pass when in the hallways during class hours.

The 3-minute passing time between classes allows adequate time to move between classrooms. Students are expected to be seated in the classrooms prior to the tardy bell.

Students are expected to walk on the right side of the hallway at all times. Students must never jeopardize the safety and well-being of others. Pushing, shoving, tripping, or throwing objects are not allowed at any time.

Assembly Conduct

Assemblies are provided to entertain, inform, and recognize students. The guidelines for school conduct are to be observed during these assemblies. When an assembly is scheduled, students are to report to their scheduled class and wait for their class to be called to the assembly. Students will proceed with their class to the assembly and sit in their assigned spot with their teacher. After the assembly, students should remain in their seats until they are dismissed.

Bus Conduct

While riding on the school buses, students are required to conduct themselves in a proper and orderly manner. A detailed list of rules should also be reviewed in the district calendar. These rules are designed to ensure safe travel for all riders. Administration will review and/or reassign seats as needed.

- No food or beverages may be consumed on the bus.
- Students must obey the instructions of the bus driver at all times.
- Students must remain seated and facing forward.
- Students are not allowed to make loud or distracting noises.
- Students should not push, move about, or annoy others.
- Students will be assigned a seat on the bus.
- Students are prohibited from using their cellular communication devices to take pictures or videos on the bus.
- Students are prohibited from hanging or throwing things out of the bus windows.

Our office does not have the authority to permit bus riders to transfer from their assigned bus to another bus even if there is a signed note from a parent. Bus riders

must remain with their assigned bus. Students are not permitted to "switch" buses from their original district bus assignments. Students who walk do not have permission to ride the daily buses at any time.

Lunch Conduct

- Each student must remain seated at his/her assigned table for the entire lunch period.
- Students should raise their hand for permission to use the washroom during lunch period.
- Students should clean their table and floor area when they are finished eating.
- All standard of conduct should be followed during student lunch period.
- Glass bottles are not allowed.
- All food and drink must stay in the Commons.
- Fountain drinks are NOT permitted in the Commons and are not to be dropped off at the office with lunches.
- Lunches dropped off should be labeled and placed in the grade level cart, which is located in the foyer.

Standards of Dress

Since school is a place for business, a student's general appearance should not distract or be unreasonable, immodest, or unkempt. Parents are asked to monitor student appearance so that it will comply with state health and safety standards. Dress standards should be observed at any school or district-sponsored event.

In accordance with KSD Board Policy 7:160 "Student Appearance":

7:160 Student Appearance A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10, Equal Educational Opportunities, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Additional guidelines are listed below.

- **Clothing or accessories that disrupt the educational process are not permitted.**
- All clothing should be clean and appropriate.
- Articles of clothing which display obscene or suggestive phrases may not be worn.
- Clothing which shows disrespect for any race, creed, color or nationality is not permitted.
- Clothing that displays antisocial, immoral or illegal behavior is not permitted.
- Clothing that displays euphemistic forms of derogatory language is not permitted.
- Bare midriffs are not permitted. All tops must be appropriate and modest.
- Undergarments should not be visible.
- Clothing or accessories which promote alcohol, drugs, tobacco products, violence or death may not be worn.

- Headwear or outerwear may not be worn inside the building. Exceptions will be made for Spirit Days, religious or medical purposes.
- Jackets, coats, hats, gloves and/or other outerwear may not be worn during the school day.
- Students should not wear jewelry or clothing that presents a safety or health hazard.
- Occult (Satanic/devil worship) clothing, gang symbols or other related items may not be worn.
- Shorts and skirts must be appropriate and modest.
- Students may not wear any clothing, accessories, jewelry, or any particular colors that imply “gang” affiliation.

DISCIPLINARY MEASURES

Students are made aware of the expectations for their behavior at the beginning of each school year. Patriot Expectations are posted throughout the building to assist students. Violation of the standards of conduct and dress may be subject to a form of disciplinary action. These actions include written assignments, detentions, suspensions or expulsions.

Detention

A detention is normally not the first line of correction. The teachers on the student's team may use verbal warnings or other intervention strategies. Our goal is to correct any problems and help the child realize that actions have consequences when a student disregards the expectations.

Detentions may be issued for the following reasons but not limited to:

- Academic misconduct
- Class disruptions
- Disrespect
- Excessive tardiness
- Offensive language
- Physical abuse
- Vandalism
- Verbal intimidation
- Violation of safety

Teaching teams may assign detentions for continued, repeated acts of irresponsibility, such as coming to class unprepared, or other lesser actions which evolve into a disregard for authority, whether it be in the classroom, lunchroom, bus, field trip, or assembly.

Detentions may take the following forms, depending upon the circumstances surrounding the incident and the student's overall record of cooperation:

- a written assignment which focuses on the problem
- a before- school session
- an after- school session
- a lunch session
- a “time-out” session within the child's school day

Suspensions

A student may be suspended, following due process, from classes, and all associated activities for serious misconduct or repeated acts of misbehavior. A suspension can be served in or out of school. Such acts include but are not limited to the following:

- Bullying another student.
- Fighting, or serious, intentional physical abuse or harm to others.
- Gambling.
- Gang symbols or other gang-related items.
- Insubordination or disrespect towards an adult.
- Possession, use, or display of any dangerous weapon either real or an imitation.
- Profanity or profane gestures.
- Pulling a fire alarm or tampering with fire safety equipment.
- Repeated acts of misconduct or misbehavior, which may or may not merit a suspension, but which illustrate the student's disregard for regulations.
- Repeated interference with the educational process.
- Theft or vandalism of property belonging to the school, school personnel or others.
- Trafficking or advertising any unknown or otherwise harmless substance as a drug.
- Use, possession, sale, or distribution of alcoholic beverages.
- Use, possession, sale, or distribution of any drug, narcotic, medical, illegal substance or related device.
- Use of medical marijuana while in school.
- Use or possession of fireworks or explosive devices or look-alike objects, including a flame-igniting device.
- Use, possession, sale, or distribution of tobacco, vape devices and/or liquids, or E-Cigarettes.
- Possession, distribution, and/or the attempt to obtain pornography (or Sexting).
- Use of any cellular radio telecommunication device (e.g. cellular phone) on school property during school hours, except in the event of an emergency.
- Verbal intimidation, which may include, but is not limited to slurs of a religious, ethnic, racial or sexual nature.

On the day(s) of suspension, the student will be excluded from all extra-curricular activities.

After a suspension, the student may, at the principal's discretion, be excluded from certain extra-curricular activities.

Expulsion

Expulsion is the exclusion from school for a period of time greater than 10 days. Only the Board of Education may exercise this serious disciplinary action.

Firearms

District 140 has a strict policy regarding students who bring firearms to school or have firearms in their possession while in school. This also includes look-alike weapons or objects used as a weapon. These students are subject to severe penalties, including expulsion.

GENERAL INFORMATION

Student I.D.s

Each student will be issued a photo I.D. card for the current school year. This I.D. is the property of Kirby School District #140 and is initially given free of charge. The I.D. may not be defaced or damaged on either side, which includes writing, holes, pictures, stickers, trimming, cutting etc. In the event of loss or mutilation, a temporary I.D. will be issued until a replacement is reissued at the cost of \$2.00 to the student. A student must carry their I.D. and it must be produced and/or surrendered upon the request of any teacher, bus driver or staff member for identification purposes at all times throughout the school day and at all extracurricular activities sponsored by Kirby School District 140.

Backpacks

Students are allowed to bring backpacks to school. However, they are to be placed in the locker throughout the day. Students are not allowed to use them during passing periods. Please use caution in purchasing backpacks. They must be able to fit within the locker.

Bicycles

Bicycle racks are located on the side of the building. All bikes must be parked in the racks and locked. Students assume responsibility for their own bicycles. The school cannot be held responsible for bikes that are damaged or stolen. Bikes must be walked while on school grounds.

Candy/Food

All food is restricted to the Commons area, unless otherwise granted permission from school authority. Fountain and Energy drinks are not allowed at school. Students are not allowed to share food.

Hallways

When in the hallway, always stay to the right. Students are cautioned to walk, not run, and to refrain from bumping and shoving others.

Personal Possessions

Students should not bring cameras, lasers, roller blades, baseball bats or other valuable items to school. These items are a distraction and are often lost or stolen.

Skateboards are not to be brought to school. Skateboarding on school grounds at any time is prohibited.

Student Lockers

Lockers are the property of the school district. Combination locks must be used. Students will be assigned a hall locker and a gym locker. The school reserves the right to inspect lockers. Students should memorize their combinations. Lockers, which are damaged beyond normal wear, will be the financial responsibility of the student's family. Teaching teams may designate locker visits. The school is not responsible for lost or stolen property.

School Supplies

Students are required to buy the school supplies that their teachers determine necessary for their successful completion of classes. Students must bring these supplies to class each day.

ACADEMICS

Contests

The building principal will permit contests sponsored by outside organizations, provided such contests clearly serve to advance the educational aims of the school. Only those contests specifically recommended by the building principal and designated by the superintendent shall be allowed.

iPads

Each student will be issued an iPad at the beginning of the school year. Once issued, it is the responsibility of the student to ensure that their iPad is not damaged or lost. **The iPad is a school-owned device.** If the iPad is damaged or lost, the fees listed on the iPad agreement which is signed by parents will be assessed.

Students are responsible for following the iPad rules developed by the school. A comprehensive list of rules is listed at the end of the handbook. A student's iPad may be collected from them at any time to ensure that students are using their iPads appropriately. Failure to follow the school iPad rules will result in disciplinary action.

In-School Work Habits

- Students must report to class on time with all supplies and their iPad.
- Students are to have completed all assigned homework before class begins.
- Students arriving to class with a late pass are to enter the classroom quietly without disrupting class activities.

Homework

Homework is a necessary part of our instructional program. Individual teachers will assign homework in varied quantities. The amount of homework given will be based upon the need of the particular class or student.

At Home Study Guidelines

School responsibilities and learning do not stop at the dismissal bell. To offer you an idea of how to successfully manage your home study time, try following these guidelines:

- Study in a quiet, well-lit room.
- Pick a time to study when you are most alert. For some, it is best to study right after school; for others, the best study time is just after dinner in the evening. Find the right time for you and use it every day.
- Have all materials (books, pens, paper, etc.) ready before you begin to study.
- Study in short blocks of time (20-30 minutes) with five-minute breaks between study blocks.
- Complete study tasks and then review or proofread your work.
- Check your assignment book to make sure that you have completed all of your homework and study requirements.
- When you have completed your homework, place it in a folder or notebook where it will not be misplaced.
- Be sure to submit all of your homework on time to receive full credit for your efforts.

Grading Scale

Assignments, quizzes, and tests will be evaluated using the district grading standards:

A+ 100-98	A 97-93	A- 92-90
B+ 89-88	B 87-83	B- 82-80
C+ 79-78	C 77-73	C- 72-70
D+ 69-68	D 67-63	D- 62-60
F 59-0		
P= Passing	I= Incomplete	

Percentages greater than or equal to .5 will not be rounded up to determine grades.

Parents will have access to grades on-line. Below is the website.

<https://kirbyil.infinitecampus.org/campus/portal/parents/kirby.jsp?status=logoff>

MTSS

In response to Federal and State mandates, Kirby School District 140 has instituted a Multi-Tiered Systems of Support (MTSS) program. This mandate requires school districts to provide early intervention support to struggling learners.

All students will be screened three times throughout the school year. Students identified as needing support in Reading and/or Math will work with a District 140 staff member for 45 minutes of Reading and/or Math intervention in lieu of their

assignment to an Enrichment or Life Skills class. During this time, interventions and scientifically based teaching materials will be utilized in order to address skill deficiencies. Students in these instructional groups will receive this support in addition to their regularly scheduled time spent with a classroom teacher during the Reading and/or Math portion of an academic day.

Parents of students who are identified as in need of assistance in Reading and/or Math will be notified of an assignment to an MTSS tier. Regular monitoring will be conducted in order to determine the duration of the intervention period as well as documentation of student progress.

Report Cards

Report cards are issued at the end of each quarter. This evaluation of the student's progress takes into account individual characteristics, abilities, and effort. If parents or students have questions about a report card grade, please contact the classroom teacher for clarification.

Parent/Teacher Conferences

After the end of the first marking period, a parent/teacher conference day may be scheduled. Conferences will be scheduled to accommodate working parents who wish to attend. At other times throughout the year, conferences may be arranged between parents and teachers.

Honor Roll

An honor roll is published at the end of each quarter. To be included on the honor roll, an overall grade point average of 3.50-4.00 is required. A grade point average of 3.75 or higher is considered high honors. Percentages greater than or equal to .5 will not be rounded up to determine grades.

Honor Roll status will not be awarded to any student who receives less than a C grade in any subject. Plus and minus grades appear on report cards, but they will not enter into determination of the grade point average. The following letter grades and their corresponding numerical value are the following:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

Student Activities

We encourage our students to become part of extracurricular activities because we believe that they are a vital part of the middle school experience. Various clubs operate throughout the year. It is expected that each club/extracurricular participant will maintain passing grades and appropriate behavior. **Attendance during regular school hours is required in order to participate in after-school activities.**

Southwest Interscholastic Conference (SWIC)

Grissom Middle School is a member of the SWIC which offers many competitive activities, including the following: boys' and girls' softball, boys' and girls' cross country, boys' and girls' soccer, boys' and girls' basketball, boys' and girls' volleyball, boys' and girls' track, Mathletes, and Declamation.

Grissom Middle School provides a broad and varied program of extracurricular activities designed to meet the needs and interests of our students. Students who represent Grissom Middle School in extracurricular activities must maintain good academic and disciplinary status in order to remain eligible for these programs. Student eligibility is determined by the school administration, based on the student's schoolwork and behavior. Any team member who is not currently passing a subject may be temporarily suspended from competition for one week, or until academic improvement is noted. At the coach's discretion, students who are on activity suspension may practice but not play in SWIC sanctioned games or events until a passing grade or progress is made toward improving their academic performance.

8TH Grade Class Activities

Eighth-grade students enjoy certain privileges and activities, many of which are scheduled at the end of the year. Eighth graders must demonstrate basic responsibilities, appropriate attitudes, and academic success before they are allowed to participate in these activities. It is up to the discretion of building Administration to revoke a student's privilege to participate in these extracurricular events.

Activities

- Attending the Class Trip to Great America
- Attending the Eighth Grade Celebration
- Attending any planned end of the year group events
- Participating in the formal Graduation Ceremony. This participation involves the purchase of cap and gown, paying the necessary fees, being seated with the Class of Graduates at the Ceremony, and walking on stage to receive the diploma.

Requirements

- Students must earn a cumulative grade point average of at least 1.0 (D).
- Students must demonstrate appropriate behavior throughout the school year as supported by behavioral records and staff recommendations.
- Students must show respect and cooperation toward adults and fellow classmates.

Reasons for Exclusion from Activities

- A cumulative grade point average below 1.0 (D).

- Severe or repeated misconduct or misbehavior problems as documented through conduct referral forms, detentions, suspensions, and teachers' or administrative notations.

Health Insurance Portability and Accountability Act (HIPAA)

Under this federal Act, the district is required to provide notice of its privacy procedures and policies. Copies of those policies can be found at Board policies:

A summary of the federal requirements under the Act can be found at:

<https://www.hhs.gov/sites/default/files/privacysummary.pdf>

Pesticide Application Notice

Pesticide Application Notice

Notification will be given before application of a pesticide.

Review of Instructional Materials

Parents have the right to review the instructional and curriculum materials used by instructors at school in the classroom. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school and such requests shall be handled pursuant to district policy.

Student Responsibility for Use of or Damage to District Property

Students using school property and equipment can be responsible for damage to or misuse of such property and equipment and/or fines for unauthorized use of equipment, or failure to timely return school property or equipment.

Equal Education Opportunity/Non-Discrimination/Harassment

It is the policy of the district to ensure equal education opportunity for all students. This district does not discriminate on the basis of race, color, creed, age, disability, gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression, marital status, religion, religious affiliation, gender, sexual orientation, ancestry, national origin or any other legally protected characteristic in its programs or activities. Further, no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance. Title IX prohibits sexual harassment in all school programs and activities in school facilities or other school sponsored activities. Students shall be supported in a manner consistent with their gender identity. This will include but not be limited to use of restrooms, locker rooms, and other facilities that correspond to the student's gender identity.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, age, creed, disability, religion, gender, sexual orientation, ancestry, national origin, or other protected characteristics as well as place of residence with district boundaries, or social or economic background, has the right to file a complaint. It is district policy to maintain an atmosphere free of harassment, including sexual harassment and no student shall be subject to such harassment.

Sexual harassment may include, but is not limited to, oral or written harassment or abuse, pressure for sexual activity, unwelcome sexual advances or behavior,

demeaning sexual or gender-based comments, and other unwanted actions based on one's gender identity, or gender expression.

A student or parent should contact the school principal immediately with any complaint regarding any of the above, or a formal complaint can be made in writing to the officials designated in district policy.

Teacher Qualifications

Under the No Child Left Behind Act, and Illinois law, teachers are required to be highly qualified. You can request information about the professional qualifications of your child's classroom teacher, including:

- If the teacher has met state certification standards for this grade level and for the subject matter taught.
- If the teacher is functioning under special certification standards or approval.
- College major, certification of graduation status, and area of competence.
- If student is served by paraprofessional, the qualifications of that individual.

Violent Offender Community Notification

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.



iPad Rules

Your iPad is a school-owned device that is used daily in all your classes. Your iPad should only be used for schoolwork or school appropriate activities. Failure to follow these rules will result in disciplinary action.

- Students must bring a fully charged iPad to school every day.
- Students must handle their iPad carefully and respectfully. Damage or loss of the iPad will result in fines to fix or replace the iPad.
- Students must keep their iPads in the district issued case at all times.
- Students should never loan their iPad to another person.
- Students may only download apps that they have been instructed by a teacher to download.
- Students should only be on their iPad when instructed to do so by their teacher.
- Students may not use their iPad for streaming music or video unless required for a class assignment.
- Students may not play games on their iPad unless instructed by a teacher.
- Students may not use their iPad to take pictures or videos unless required for a class assignment.
- Students should not change the home screen of the iPad from the factory set screen.
- Students should not create folders on their iPad.
- Students may have their iPad collected and checked by staff at any time.
- Students must immediately report loss or damage to their iPad to a teacher.

PBIS Matrix

LEAD THE PATRIOT WAY					
<i>"A SAFE PLACE WHERE EVERYONE CAN LEARN AND EVERYONE BELONGS."</i>					
	<i>CLASSROOM</i>	<i>HALLWAY & STAIRWELL</i>	<i>COMMONS</i>	<i>LOCKER ROOM & GYM</i>	<i>BUS</i>
BE <i>RESPECTFUL</i>	<ul style="list-style-type: none"> • Voice level 0 during instruction • Use kind words. • Help others. • Practice active listening. • Participate appropriately. • Raise hands. • Follow classroom procedures. • Mind other's personal space. 	<ul style="list-style-type: none"> • Voice level 0 during class time • Voice level 1 during passing periods • Stay to the right. • Remove headphones/earbuds. 	<ul style="list-style-type: none"> • Voice level 2 • Voice level 0 when announcements are made • Raise your hand to leave your seat. 	<ul style="list-style-type: none"> • Voice level 1 in locker room • Maintain personal space. • Keep hands to self. • Handle only your clothes. 	<ul style="list-style-type: none"> • Voice level 2 • Use kind words. • Mind others' personal space. • Keep hands to self. • Do not take pictures or record videos.
BE <i>RESPONSIBLE</i>	<ul style="list-style-type: none"> • Be on time. • Come prepared with class materials. • Follow classroom procedures. • Charge iPads before school. • Stay on task. • Complete schoolwork. • Ask meaningful questions. • Use technology appropriately. • Enter classroom only with permission. 	<ul style="list-style-type: none"> • Stay in line. • Pick up dropped items. • Go straight to destination. • Follow pass procedures. • Keep your locker locked. 	<ul style="list-style-type: none"> • Clean up after yourself. • Stay in your seat. • Wait to be dismissed. • Get your milk as you arrive. • Only eat your food. • Use the fitness restrooms. 	<ul style="list-style-type: none"> • Keep your locker locked. • Wear your own uniform and pinny. • Have your last name on your uniform. • Practice good personal hygiene. • Exit the locker room and directly sit alphabetically in your class line for attendance and dismissal. 	<ul style="list-style-type: none"> • Stay seated in your assigned seat. • Keep body and belongings inside bus at all times. • Face forward. • Keep bus clean. • Keep aisle clear. • Follow directions. • Keep track of belongings.
BE <i>A PATRIOT</i>	<ul style="list-style-type: none"> • Use appropriate language. • Mind others' personal space. • Give your best effort. • Clean up after yourself. • Seek first to understand, then to be understood. • See something, say something. 	<ul style="list-style-type: none"> • Use appropriate language. • Keep hands and feet to self. • Be mindful of other's locker space. 	<ul style="list-style-type: none"> • Include everyone. 	<ul style="list-style-type: none"> • Take care of equipment. • Practice good sportsmanship. • Use encouraging words. • Listen and follow directions. • Play by the rules. • See something, say something. 	<ul style="list-style-type: none"> • See something, say something. • Use appropriate language.

LEAD THE PATRIOT WAY				
<i>"A SAFE PLACE WHERE EVERYONE CAN LEARN AND EVERYONE BELONGS."</i>				
	<i>RELATED SERVICES</i>	<i>ARRIVAL & DISMISSAL</i>	<i>ASSEMBLY</i>	<i>RESTROOM</i>
BE <i>RESPECTFUL</i>	<ul style="list-style-type: none"> • Respect the privacy of all students. • If an office door is closed, knock first. • If a staff member is on the phone, return to class unless told otherwise. 	<ul style="list-style-type: none"> • Maintain a safe distance from one another. • Remove headphones/earbuds when entering the building. 	<ul style="list-style-type: none"> • Voice level 0 while presentation is occurring • Keep hands to self. • Be a good audience member. • Practice active listening. • Applaud appropriately and supportively. 	<ul style="list-style-type: none"> • Voice level 0 • Follow restroom pass procedures. • Leave area clean.
BE <i>RESPONSIBLE</i>	<ul style="list-style-type: none"> • Check in with your teacher before reporting to related services. • Make sure you have a pass from your teacher. • If related service provider is not available, send an email or leave a note to schedule a different appointment time. 	<ul style="list-style-type: none"> • Be on time. • Go directly to assigned area. • Enter and exit assigned doors. • Remove coat and hats and leave in locker. 	<ul style="list-style-type: none"> • Walk appropriately up and down the bleachers. • Keep hands and feet on the ground. • Remain seated. • Raise hand if you need to move. 	<ul style="list-style-type: none"> • Wash hands. • Allow privacy. • Wait your turn. • Flush. • No technology • Keep water in the sink.
BE <i>A PATRIOT</i>	<ul style="list-style-type: none"> • See something, say something. • Use appropriate language. • Focus on yourself and not on others. 	<ul style="list-style-type: none"> • Turn off cell phones before entering the building. • Place cell phones in locker upon arrival. • Smart watches should not be used during the school day. 	<ul style="list-style-type: none"> • When appropriate, show your Patriot Pride and cheer. 	<ul style="list-style-type: none"> • Keep bathroom clean. • See something, say something. • Report issues you notice.

LEAD THE PATRIOT WAY

"A SAFE PLACE WHERE EVERYONE CAN LEARN AND EVERYONE BELONGS."

EVERYONE CAN LEARN.

- ☆ WE MAKE LEARNING **ENGAGING, RELEVANT, AND FUN!**
- ☆ WE KNOW ALL STUDENTS CAN LEARN AND GROW.
- ☆ WE ENSURE ALL STUDENTS ARE PROVIDED A GREAT EDUCATION.
- ☆ WE MEET ALL STUDENTS' DIVERSE LEARNING NEEDS.
- ☆ WE MAKE LEARNING AN ACTIVE AND COLLABORATIVE EXPERIENCE.
- ☆ WE NURTURE CRITICAL THINKING AND CREATIVITY.
- ☆ WE PREPARE AND EQUIP OUR STUDENTS FOR THEIR BRIGHT FUTURES.

EVERYONE BELONGS.

- ☆ WE ENSURE EVERYONE FEELS SAFE.
- ☆ WE INCLUDE EVERYONE.
- ☆ WE RESPECT EVERYONE.
- ☆ WE MODEL KINDNESS TOWARD ALL.
- ☆ WE BUILD POSITIVE RELATIONSHIPS.
- ☆ WE ENSURE EVERYONE CAN EXPRESS THEMSELVES.
- ☆ WE VALUE ALL PERSPECTIVES.
- ☆ WE CELEBRATE OUR DIVERSITY - OUR IDENTITIES, BACKGROUNDS, AND BELIEFS.
- ☆ WE WELCOME & INVOLVE OUR COMMUNITY.



PARENTS/GUARDIANS:

After you have read and understood the Grissom Middle School Student Handbook with your child, please click the link below and fill out the Student Handbook Acknowledgement form.

[Student Handbook Acknowledgement form](#)

