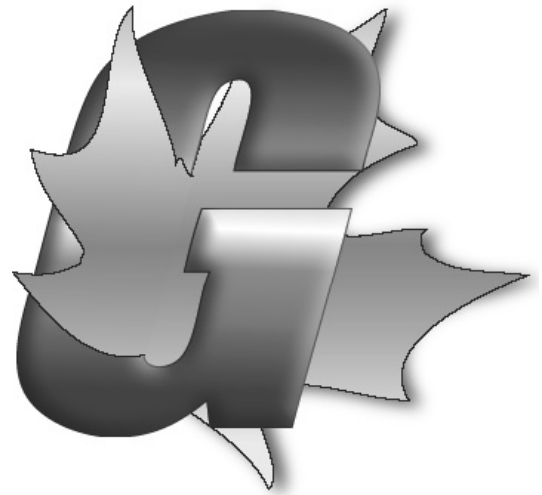


GENESEO HIGH SCHOOL

STUDENT / PARENT HANDBOOK

**2017 - 2018
SCHOOL YEAR**



**Geneseo High School
700 N. State Street
Geneseo, IL 61254
309-945-0399**

www.geneseoschools.org

Handbook Disclaimer

This handbook is not intended to create a contractual relationship with the student or his/her parents. Rather, it is intended to describe the school, its current practices, procedures, rules and regulations. The discipline policy lists only examples of behavior. It is not possible to identify every action, which might result in discipline consequences. This policy is a guideline, and administrators have the authority to make decisions outside of what is written, including imposing more severe or different penalties, depending upon the facts and circumstances.

School actions shall be independent, and arrest, indictment, trial, conviction, or acquittal in the criminal or juvenile courts shall not be determinative of the action necessary for the school to maintain a safe, orderly, and disciplined educational environment. Should it come to the attention of the District that any action has occurred which may invoke school discipline, the officials and employees of the District may cooperate with police and other investigative agencies in providing and sharing information about the student to the degree that the official or employee deems necessary and in keeping within the guidelines Section 6(a) 6.5 of the Illinois School Student Records Act.

Teach, Learn, Grow

Core Values of District #228

- *Setting high expectations for achievement*
- *Safe and caring learning environment*
- *Effective and efficient operations*
- *Stewards of the District's finances*

Mission Statement of Geneseo High School

Geneseo High School is committed to helping all students develop their full potential and to preparing them to be independent, productive, responsible citizens by offering an academic and extra-curricular program that meets the needs of all students and by providing an environment conducive to learning.

GENESEO HIGH SCHOOL SONG

*Here's to Alma Mater. Here's to GHS.
Here's to her members noted far and wide
Here's to her colors, the green and the white,
Fond memories of our high school,
GHS (rah! rah!) GHS (rah! rah!)
We will pledge to thee where e'er we be
For Good Old GHS*

*Os-ke-wow-wow! Os-ke-wow-wow!
For GHS
Ski-ne-wow-wow! Ski-ne-wow-wow!
For GHS*

*Here's to you, here's to you,
Here's to Alma Mater, Here's to GHS.
Here's to her members, noted far and wide,
Here's to her colors, the green and the white,
Fond memories of our high school,
GHS (rah! rah!) GHS (rah! rah!).
We will pledge to thee where e'er we be
For Good Old GHS*

GENESEO HIGH ALMA MATER SONG

GENESEO LOYALTY

*Geneseo, come together, learning life's new way to pave
Paths before us, ever striving, green and white, our colors brave*

*We all hold the keys within us, with new knowledge we will grow
Stronger in our bond unyielding, truer to the world we know*

*Geneseo, Alma Mater, may we honor thy fair name
Geneseo, ever greater, never forget from whence we came*

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CHAPTER 1: Introductory Information & General Notices

General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.geneseoschools.org) or at the Board office, located at:

**648 N. Chicago St.
Geneseo, IL 61254
(309) 945-0450**

The school is located and may be contacted at:

**700 North State Street
Geneseo, IL 61254
309-945-0399**

Teach, Learn, Care

Visitors

Between the hours of 8:00 a.m. to 3:00 p.m., all doors to the school will remain locked. All visitors, including parents and siblings, will be required to report to the main door of the school building (door W-3) to be allowed entrance by the electronic lock system and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

REF: Board Policy 8:30, *Visitors to and Conduct on School Property*

Equal Opportunity and Sex Equity

Equal educational and extra-curricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra-curricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:
Mr. Mike Haugse, Principal, at 309-945-0301.

REF: Board Policy 7:10, *Equal Educational Opportunities*

REF: Board Policy 2:260, *Uniform Grievance Procedure*

Emergency School Closings

In cases of bad weather and other local emergencies, closing information will be listed on the District #228 website and announced through the School Messenger system. You may also check local television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as early as possible.

If bad weather or another emergency occurs during the day, we will follow the same procedure as listed above. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, information will be provided regarding after-school functions.

REF: Board Policy 4:170, *Safety*

Emergency Warnings – Fires, Tornadoes, and Earthquakes

The **fire alarm** is sounded continuously. Students must leave by the nearest exit. The **tornado alarm** is a “siren” sound. Students are to move to the nearest inside hall, kneel facing the wall, and cover their heads with their hands. The **earthquake alarm** is a wavering siren. Students are to immediately take a position under their desks until directed to come out. Teachers will review the evacuation procedures and post them in their rooms. Fire, tornado, and earthquake drills will be held at various times during the school year.

Emergency Drill Procedures and Conduct

Safety drills will occur at times established by the school officials. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill (i.e. Code Red/Active Intruder), and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

REF: Board Policy 4:170, *Safety*

REF: Board Policy 4:170-AP1, *Comprehensive Safety and Crisis Program*

Video & Audio Monitoring Systems

For the safety and protection of the Geneseo High School community, a video and/or audio monitoring system may be in use on school buses, and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

REF: Board Policy 4:110, *Transportation*

School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

REF: Board Policy 6:250, *Community Resource Persons and Volunteers*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

REF: Board Policy 8:70, *Accommodating Individuals with Disabilities*

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Student/Parent Notices

Parents/students may obtain a copy of required legal notices in the administrative offices at Geneseo High School.

Outside Deliveries

Geneseo High School does not accept deliveries for students from off-campus vendors such as florists, food vendors, balloon deliveries, etc.

Crime Stoppers

You may anonymously report wrongdoing such as:

- Vandalism
- Theft
- Drugs
- Weapons, etc.

Geneseo Schools Tip Line: call or text (219) 232-8568. This is a 24-hour, anonymous hotline available for students, staff, and parents/guardians who are aware of anything that may impact the safety of students and staff on campus.

Call Crime Stoppers at: 937-2324 or 1-800-227-2324. Talking with your counselor, social worker, teacher, administrator, security officer, or other local law enforcement officials can also accomplish the reporting.

Geneseo High School 2016 - 2017 Bell Schedules

Regular Schedule of Class Periods

| | |
|---|---|
| 7:00 a.m. – 7:50 a.m. | Early Bird Class |
| 7:25 a.m. – 7:55 a.m. | A.M. Detention |
| 8:00 a.m. – 8:51 a.m. | 1 st Period Class |
| 8:56 a.m. – 9:42 a.m. | 2 nd Period Class |
| 9:47 a.m. – 10:33 a.m. | 3 rd Period Class |
| 10:38 a.m. – 11:02 a.m. | ASAP (Academic Student Assistance Period) |
| 11:07 a.m. – 12:27 p.m. | 4 th Period |
| | |
| 11:02 a.m. – 11:27 a.m. | A Lunch |
| Class Period: 11:32 a.m. – 12:27 p.m. | |
| | |
| 11:32 a.m. – 11:57 a.m. | B Lunch |
| Class Period: 11:07 a.m. – 11:32 a.m./12:02 p.m. – 12:27 p.m. | |
| | |
| 12:02 p.m. – 12:27 p.m. | C Lunch |
| Class Period: 11:07 a.m. – 12:02 p.m. | |
| | |
| 12:32 p.m. – 1:18 p.m. | 5 th Period Class |
| 1:23 p.m. – 2:09 p.m. | 6 th Period Class |
| 2:14 p.m. – 3:00 p.m. | 7 th Period Class |
| 3:05 p.m. – 3:35 p.m. | P.M. Detention |

One Hour Early Release

| | |
|---|------------------------------|
| 7:00 a.m. – 7:50 a.m. | Early Bird Class |
| 7:25 a.m. – 7:55 a.m. | A.M. Detention |
| 8:00 a.m. – 8:46 a.m. | 1 st Period Class |
| 8:51 a.m. – 9:32 a.m. | 2 nd Period Class |
| 9:37 a.m. – 10:18 a.m. | 3 rd Period Class |
| 10:23 a.m. – 11:04 a.m. | 4 th Period Class |
| | |
| 11:04 a.m. – 11:29 a.m. | A Lunch |
| Class Period: 11:34 a.m. – 12:29 p.m. | |
| | |
| 11:34 a.m. – 11:59 a.m. | B Lunch |
| Class Period: 11:09 a.m. – 11:34 a.m./12:04 p.m. – 12:29 p.m. | |
| | |
| 12:04 p.m. – 12:29 p.m. | C Lunch |
| Class Period: 11:09 a.m. – 12:04 p.m. | |
| | |
| 12:34 p.m. – 1:15 p.m. | 6 th Period Class |
| 1:20 p.m. – 2:00 p.m. | 7 th Period Class |
| 2:05 p.m. – 2:35 p.m. | P.M. Detention |

1/2 Day In-Service

| | |
|-------------------------|--|
| 7:00 a.m. – 7:50 a.m. | Early Bird Class |
| 7:25 a.m. – 7:55 a.m. | A.M. Detention |
| 8:00 a.m. – 8:30 a.m. | 1 st Period class (with 5 minutes for announcement) |
| 8:35 a.m. – 9:00 a.m. | 2 nd Period class |
| 9:05 a.m. – 9:30 a.m. | 3 rd Period class |
| 9:35 a.m. – 10:00 a.m. | 4 th Period class |
| 10:05 a.m. – 10:30 a.m. | 5 th Period class |
| 10:35 a.m. – 11:00 a.m. | 6 th Period class |
| 11:05 a.m. – 11:30 a.m. | 7 th Period class |
| No P.M. Detention – | 11:30 a.m. Dismissal |

“A” Day Block Schedule

| | |
|--|------------------------------|
| 8:00 a.m. – 9:28 a.m. | Early Bird Class |
| 9:33 a.m. – 11:05 a.m. | 1 st Period class |
| 11:10 a.m. – 1:08 p.m. | 2 nd Period class |
| 11:05 a.m. – 11:30 a.m. | A Lunch |
| Class Period: 11:35 a.m. – 1:08 p.m. | |
| 11:35 a.m. – 12:00 p.m. | B Lunch |
| Class Period: 11:10 a.m. – 11:35 a.m./12:05 p.m. – 1:08 p.m. | |
| 12:05 p.m. – 12:30 p.m. | C Lunch |
| Class Period: 11:10 a.m. – 12:05 p.m./12:35 p.m. – 1:08 p.m. | |
| 1:13 p.m. – 2:41 p.m. | 3 rd Period class |
| 2:46 p.m. – 3:00 p.m. | ASAP |

“B” Day Block Schedule

| | |
|--|------------------------------|
| 8:00 a.m. – 9:28 a.m. | 4 th Period class |
| 9:33 a.m. – 11:05 a.m. | 5 th Period class |
| 11:10 a.m. – 1:08 p.m. | 6 th Period class |
| 11:05 a.m. – 11:30 a.m. | A Lunch |
| Class Period: 11:35 a.m. – 1:08 p.m. | |
| 11:35 a.m. – 12:00 p.m. | B Lunch |
| Class Period: 11:10 a.m. – 11:35 a.m./12:05 p.m. – 1:08 p.m. | |
| 12:05 p.m. – 12:30 p.m. | C Lunch |
| Class Period: 11:10 a.m. – 12:05 p.m./12:35 p.m. – 1:08 p.m. | |
| 1:13 p.m. – 2:41 p.m. | 7 th Period class |
| 2:46 p.m. – 3:00 p.m. | ASAP |

CHAPTER 2: Attendance, Promotion, & Graduation

Attendance/Tardies/Absences/Truancies

For further details regarding these policies, refer to the attendance website on the following link:

<http://www.geneseoschools.org/hs/attendance.pdf>

REF: Board Policy 7:70, *Attendance and Truancy*

Permits and Admits (hall passes)

Students must obtain a permit if they are to be in the hall during a class period. Proper use of the hall pass is required.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. If you have any further questions, please contact your child's teacher.

Credit for Alternative Courses and Programs, Course Substitutions, and Credit Recovery Program

Please refer to the Geneseo High School Counseling Website
<https://gcsdstaff.org/hscounseling/>

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or who has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For additional information on home or hospital instruction, please contact your guidance counselor.

REF: Board Policy 6:150, *Home and Hospital Instruction*

Final Examinations

Final examinations will be given at or near the end of each semester and must be taken by all students. Students may be permitted to take final exams before the scheduled time period, during the designated final exam days, at administration and teacher discretion. Final exams will count for 20% of the student's grade. Seniors may be granted exemptions if they have met certain criteria.

Grading & Promotion

School progress reports and report cards will be available online at Skyward Family Access. If you wish to request a paper copy, please contact the main office. For questions regarding grades, please contact the classroom teacher.

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

REF: Board Policy 6:280, *Grading & Promotion*

Early Graduation

Students interested in this option must see their guidance counselor for details. This will be dependent upon counselor recommendation, the availability of required courses, and credits. All efforts should be made to make this request prior to the end of the student's sixth semester. Failure to do so may result in this option not being available.

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all District graduation requirements.
- Completing all courses described below, as determined by when the student entered the 9th grade.
- Passing the Constitution test and/or an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

Graduation Requirements for Students Entering the 9th Grade

- Eight semesters of language arts.
- Six semesters of mathematics.
- Four semesters of science.
- Four semesters of social studies: U.S. history (two semesters), U.S. government (one semester), social studies elective (one semester). Both the U.S. and Illinois Constitution tests must be passed in U.S. government.
- Two semesters of music, art, foreign language, vocational education (one full year or any combination of two semesters will satisfy the requirement).
- One semester of health.
- Seven semesters of physical education.
- One or two semesters of consumer education: business management/entrepreneurship (one semester), economics (one semester), cooperative education (two semesters), interior design (one semester), AP microeconomics (one semester), AP macroeconomics (one semester), family and career relationships (managing lifestyles – one semester).
- A student must earn a total of 42 credits to graduate. PE waiver(s) can fulfill the PE semester requirement but do not count as credits toward graduation.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

| |
|---|
| REF: Board Policy 6:300, <i>Graduation Requirements</i> |
|---|

Class Rank – Valedictorian/Salutatorian (Classes of 2016, 2017, 2018)*

*Rank in class is one of the criteria used by employers and college admission offices. All students at Geneseo High School shall be ranked in their respective class according to their grade point averages (GPA). The cumulative GPA rounded to the hundredth place for all high school work determines the rank. The student with the highest GPA for each graduating class after completing eight semesters shall be named Valedictorian, and the student with the second highest GPA shall be named Salutatorian. In the case of a tie, co-recipients shall be named. Students must have attended Geneseo High School the last four semesters of their high school career to be eligible for Valedictorian or Salutatorian.

Beginning with the Class of 2019, the school will not list class rank on a transcript or report card, nor will students be notified of their class rank until the second semester of their senior year. When specifically required by a college for scholarship applications, required reports, and other necessary communications, rank by percentage (top 10%, top 25%, etc.) will be provided for those specific purposes.

Two graduation speeches (speakers) will be chosen by a committee made up of 3 students, a counselor, a teacher, and an administrator. All graduating seniors are eligible to submit a speech for consideration to the committee. Graduation speeches will be submitted 2 weeks before graduation to the committee. Criteria for students who are eligible to submit a speech will be based upon discipline referrals, grades, etc.

Cum Laude System – Graduation Recognition

- Cum Laude = 3.25 – 3.49 (with honors)
- Magna Cum Laude = 3.5 – 3.74 (with great honors)
- Summa Cum Laude = 3.75 and above (with highest honor)

GHS Grading Scale

| Grade | Percentages | Grade Points | Grade Points AS Courses | Grade Points AP Courses |
|-------|-------------|--------------|----------------------------|----------------------------|
| A+ | 99% - 100% | 4.40 | 4.90 | 5.40 |
| A | 95% - 98% | 4.00 | 4.50 | 5.00 |
| A- | 93% - 94% | 3.60 | 4.10 | 4.60 |
| B+ | 91% - 92% | 3.40 | 3.90 | 4.40 |
| B | 87% - 90% | 3.00 | 3.50 | 4.00 |
| B- | 85% - 86% | 2.60 | 3.10 | 3.60 |
| C+ | 83% - 84% | 2.40 | 2.90 | 3.40 |
| C | 79% - 82% | 2.00 | 2.50 | 3.00 |
| C- | 77% - 78% | 1.60 | 2.10 | 2.60 |
| D+ | 75% - 76% | 1.40 | 1.90 | 2.40 |
| D | 71% - 74% | 1.00 | 1.50 | 2.00 |
| D- | 69% - 70% | 0.60 | 1.10 | 1.60 |
| F | Below 69% | 0.00 | 0.00 | 0.00 |

CHAPTER 3: Student Fees & Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

1. An illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal employment
4. Emergency situations, or
5. When one or more of the parents/guardians is involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

REF: Board Policy 4:110, *Transportation*
REF: Board Policy 4:140, *Waiver of Student Fees*
REF: Board Policy 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*
REF: Board Policy 4:140-E1, *Application for Fee Waivers*

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 11:02 a.m. to 12:27 p.m.

A student may purchase breakfast for **\$1.50**.

A student may bring a sack lunch from home or may purchase a school full lunch for **\$2.55** and a Maple Leaf Lunch for **\$3.20** or milk for **\$0.40**. Snacks and ala carte items are not included in the free or reduced lunch price. If a student charges three meals without payment, they will be offered a peanut butter or cheese sandwich instead of the hot lunch.

Free or reduced price meals are available for qualifying students. Applications are available online or contact the District office.

REF: Board Policy 4:130, *Free and Reduced-Price Food Services*

Extra Fees

Students and parents are responsible for the replacement cost(s) of lost or accidentally or intentionally damaged items such as computers, science equipment, uniforms, sports equipment, padlocks, textbooks, library books, and other school equipment. (Reference also Chapter 6, Student Discipline/Disciplinary Measures.) The freshman, sophomore, junior, or senior classes may charge class dues to help defray the cost of floats, prom, and other social functions. A list of extra class fees is available at registration or by contacting the main office.

CHAPTER 4: Transportation & Parking

Bus Transportation

Pinks' Bus Service is the District contractual bus service providing bus transportation to and from school for all students living 1.5 miles or more from school. 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 contracted bus service. For questions regarding school transportation issues, contact Pinks' Bus Service at (309) 944-6417.

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the students' safety and in compliance with State law, students must observe the following rules:

1. Give the bus drivers the same high level of respect and courtesy that is given to teachers. The atmosphere within the bus should be comparable with that of a well-disciplined classroom.
2. Sit on the seats within the compartment.
3. No loud or profane language.
4. Keep head, hands, and feet to yourself and inside the bus.
5. No eating or drinking on the bus.
6. Stay seated in your compartment until the bus stops.
7. Do not lower your windows below the line.
8. Be absolutely quiet at railroad crossings.
9. Board the bus at the first opportunity to do so, and do not leave the bus until you arrive home or at the designated unloading point.
10. A phone call to Pinks' Bus Service, Inc. is needed from a parent/guardian granting his/her child permission to leave the bus at any point other than their normal bus stop.
11. Ride **ONLY** the bus assigned.
12. Leave the bus **ONLY** at the school they attend in the morning.
13. No littering. Each bus will furnish a waste box, and materials are not to be thrown on the floor or out the windows.
14. Insubordination by students to drivers will not be tolerated.
15. Intimidation of a student by another student will not be tolerated.
16. Line up for buses and remain in line until aboard. While waiting for the bus, students should not move beyond the safety zone until the bus is stopped and the driver opens the door for them. When entering or departing the bus, students may not cross the road until receiving the "thumbs up" signal from the driver.
17. Honor all safety rules. National, state, county, school district, and bus driver safety rules are all designed for the health and safety of all bus riders and must be obeyed.
18. **Do not** tamper with any safety device on a school bus unless instructed by your driver (i.e. crossing arms, emergency doors, fire extinguishers, etc.).
19. Vandalism to the bus will result in disciplinary action and possible referral to the police.
20. Cell phone use is not allowed on the bus. Cell phones must be turned off and put away until you reach your bus stop.

Bus rules apply to all field trips and any other time a student may ride a bus.

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

Pinks' Bus Service will not be responsible for lost, stolen, or missing items from the bus.

Procedures for Bus Drop-Offs in Exceptional Situations

These procedures are in effect for students who miss their assigned bus drop-off or in situations where a parent is not home (Ladders for Learning, Kindergarten).

We ask that you emphasize to your children the importance of paying attention on the ride home to ensure they get off at their correct drop-off location.

1. Pinks' will attempt to make contact with the parent, either from the bus or from the Transportation Office.
2. If convenient and logistically feasible, the bus will try to return to the designated, assigned bus stop.
3. If that fails, the student will be returned to either the home school or to the District Office. If mutually agreeable with Pinks' and the parent—the student may be delivered to an alternate bus stop.

**Parents must contact Pinks' before trying to retrieve a student off of a bus that is returning to either a school or the District Office. This will only be approved as a transfer of a student if the following conditions are met: proper identification and at a location deemed safe by Pinks'.

REF: Board Policy 4:110, *Transportation*

REF: Board Policy 7:220, *Bus Conduct*

REF: Board Policy 4:170-AP3, *School Bus Safety Rules*

REF: Board Policy 7:220, *Bus Conduct*

REF: Board Policy 7:220-AP, *Electronic Recordings on School Buses*

Parking

Student-assigned parking hours are 6:00 a.m. to 3:00 p.m. during the school year while school is in session. Students parking in the school's parking lots will be required to complete a Student/Parent Acknowledgement regarding vehicle search @ the time of purchase. Eligible senior and junior students will be able to purchase parking tags at the beginning of the school year. Eligible sophomore and freshman students may begin purchasing remaining tags after the beginning of quarter 2. A fee will be charged for students who purchase a school parking tag to park in the GHS student parking lots. Students will receive a parking tag to be displayed on their mirror at all times while parking in the rented spot. At the end of the school year, this parking tag may be returned for a deposit refund.

Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

No student will be allowed to go to his or her car during the day without permission from an administrator.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. Contraband dogs, administration, and police officers regularly search school lots. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline including, but not limited to, expulsion from school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Also, do not park in handicap-reserved spaces without proper verification.

The circle drive will be closed at 2:45 p.m. to vehicle entrance. Students will be required to be picked up on State Street.

Video cameras are active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

CHAPTER 5: Health & Safety

High School Nurse

A registered nurse is employed by the school to serve students and their families in a number of ways. The nurse is guided by directive from the State of Illinois and by School Board policy. The high school nurse will:

1. Provide emergency treatment in the event of an accident.
2. Provide care for a child becoming ill while at school. All ill students must report to the nurse's office, and she will decide:
 - a. If the student should rest and try to return to classes.
 - b. If the student should go home. The nurse must contact a parent or an individual indicated in the student's emergency contacts information before a student is allowed to leave.
 - c. If the student is able to participate in full school activity.

The nurse handles all of the above unless there is a written order from a medical doctor. The nurse will also:

1. Check the reasons for student absenteeism.
2. Maintain up-to-date health records for each student as required by the State of Illinois.
3. Administer vision and hearing testing. Vision screening will be conducted during the school year as mandated by the State of Illinois. A vision screening is not a substitute for a complete eye and vision evaluation. Your child is not required to undergo the vision screening if an eye exam has been completed in the last 12 months by an optometrist or an ophthalmologist and a report is on file at the school.
4. Be a resource person to teachers and students.
5. Make home visitations (health and attendance problems).
6. Help with health, social, and family history information gathering for referral cases.

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Students entering grades 6 through 12, must have updated immunizations as required by the State of Illinois.

Failure to comply with the above requirements prior to the first day of school 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 shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization prior to the first day of school, the student must present, prior to the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

Eye Examination

All transfer students who are entering an Illinois school for the first time must present proof of an eye examination performed within one year prior to entry. New students will have a 30-day grace period if proof of a scheduled exam is shown. Failure to comply with this mandate allows the school to hold the student's report card until compliance is met.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal the Illinois Religious Exemption form signed by their family physician.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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.

REF: Board Policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

Student Medication

Parents/guardians have the primary responsibility for the administration of medicine to their children.

Taking medication: over-the-counter, energy supplements, energy gems, and/or energy drinks, herbal supplements, vitamins, and other dietary supplements during school hours or during school-related activities is prohibited unless it is necessary for a student's health and wellbeing. When a student's licensed health care provider and/or parent/guardian believe that it is necessary for the student to take any 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. Under these guidelines, if a student is believed to have taken any of the above-mentioned medication/supplement without administration knowledge, discipline will be assigned.

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.

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

REF: Board Policy 7:270, *Administering Medicines to Students*

REF: Board Policy 7:270-AP, *Dispensing Medication*

REF: Board Policy 7:270-E, *School Medication Authorization*

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease may be asked to present a letter from their doctor stating that they are no longer contagious and may return to school.

REF: Board Policy 7:280, *Communicable and Chronic Infectious Disease*

REF: Board Policy 7:280-AP, *Managing Students with Communicable or Infectious Disease*

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

REF: Board Policy 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

Medicaid Fee-For-Service

The Geneseo School District intends to claim Medicaid funds available for therapy and diagnostic services provided to eligible children. Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Unless you as a parent object in writing, the Geneseo Unit School District #228 will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding, either now or any time in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing. If your child is Medicaid eligible, you will be asked to provide his/her identification number at registration.

Supplemental Insurance

All enrolled students are covered by a supplemental accident insurance plan free of charge. This supplemental insurance covers injuries sustained during school time or at school-related activities. Claims for injuries incurred at school must be submitted through the school office. The student must immediately notify the supervising teacher, school nurse, or administrator of the injury, and an accident report must be filed.

CHAPTER 6: Discipline & Conduct

General Building Conduct

Students shall not arrive at school before 6:00 a.m., and regular school day classes begin at 8:00 a.m., with the exception of Early Bird classes. Students are dismissed at 3:00 p.m. each day, with the exception of early release. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly, or yell in the school, nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Use of skateboards, roller blades, and “heelies”, hoverboards, and any similar device are not to be used on campus, this includes parking areas and all athletic areas.
- Weapons and replicas thereof are not permitted at school.

School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students are not permitted to wear apparel including, but not limited to, the following:

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with excessive holes, rips, tears, and clothing that is otherwise poorly fitting, showing excessive skin, or showing undergarments is not acceptable.
6. The attire and wear of “leggings” and the length of shorts or skirts must be appropriate for the school environment.

7. For safety purposes, appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Above all, students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

REF: Board Policy 7:160, *Student Appearance*

Book Bags/Satchels/Cinch Bags/Purses

Students will be allowed to carry satchels/cinch bags/purses to transport needed materials between classes. These should be kept under the desk during class hours and may not exceed a pre-determined size, approximately the size of 2 spiral notebooks. Book bags/satchels/cinch bags/purses are subject to search by school personnel at any time. Violators will be sent to the office, and discipline will be administered.

Cellular Phones, Electronic Devices, and Cameras

In order to alleviate disruption to the educational program, personal electronic devices (cell phones, iPads, e-readers, MP3 players, and similar electronic devices) may be used in the hallways during passing periods and in the cafeteria/commons (during lunch period only) to; listen to music through headphones or ear buds, check the time, and to send/receive text messages, or to listen to voicemail. Volume must be off or low. Making or receiving phone calls and taking pictures and/or videos is not allowed. You must follow individual teachers' classroom rules regarding the use of cell phones and electronic devices. Violation of this will result in a referral and confiscation of the cell phone/electronic device.

For the safety and protection of the Geneseo High School community, any student using a laser pointer or camera on campus without specific administration permission prior to use will result in a referral and confiscation of the laser pointer and/or camera.

Student Discipline

Prohibited Student Conduct:

The school administration is authorized to discipline students for misconduct or gross disobedience including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
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, or selling:
 - a. Any illegal drug, or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
- 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device, using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including but not limited to, 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, 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 phones.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. 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.
17. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
18. Students are not permitted to open outside doors to permit entry for any persons during the school day.

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 student’s school 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.

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
5. Notifying parents/guardians.
6. Temporary removal from the classroom.
7. In-School detention.

8. After-school detention or Saturday detention provided the student's parent/guardian has been notified.
9. Student and parent will be responsible for replacement cost of loss or damage to school or private property including, but not limited to: computers, science equipment, uniforms, sports equipment, padlocks, textbooks, library books, etc. (reference also Chapter 3, Extra Fees).

Additional disciplinary measures may be given at the discretion of Geneseo High School administration.

Corporal Punishment

Corporal punishment is illegal and will not be used. However, 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

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
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.

This policy's prohibitions concerning weapons apply regardless of whether: (a) a student is licensed to carry a concealed firearm, or (b) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Required Notices

A school staff member shall immediately notify the office of the building principal in the event that he or she: (a) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (b) observes, or has reason to suspect, that any person on school grounds is or was involved in a drug-related incident, or (c) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 100 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school detention, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for, or with respect to, a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students are authorized to impose the same disciplinary measures as teachers and may suspend students.

Gangs & Gang Activity

“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, or
5. Incite other students to act with physical violence upon any other person.

REF: Board Policy 7:190, *Student Discipline*

REF: Board Policy 7:190-AP2, *Gang Activity Prohibited*

Smoking and the Use of Tobacco Products on School Property or Property Used for School Activities

Smoking and the use of tobacco products by ANY PERSON, whether or not students, regardless of age, on school property or property used for school purposes is prohibited. School property includes all buildings, parking lots, track areas, community property used for school activities, outside bleachers, stadium, outside rest rooms, etc. School purposes include, but are not limited to, all events or activities or other use of school property that the School Board officials authorize or permit for interscholastic or extra-curricular athletics, academic, or other events sponsored by the School Board at which pupils of the District participate. This prohibition is in effect seven days a week, 24-hours a day, and, therefore, applies to all extra-curricular activities, such as football games, track meets, wrestling meets, band concerts, plays, graduation, etc. Persons in violation of this law will be asked to leave the activity. Failure to cooperate will result in police referral for disorderly conduct charges, and students will be responsible for consequences as outlined in the discipline policy.

Drug and Alcohol Discipline Policy

The POSSESSION, SALE, or DELIVERY of any controlled substance, alcohol, prescription or non-prescription drugs, look-alike drugs, drug paraphernalia, regardless of quantity, in or on school property or at any school-related activity, will not be tolerated. Any violation of this rule will result in a ten-day suspension from school and a possible recommendation to the Board of Education for expulsion. The student involved will be turned over to the civil authorities for criminal prosecution.

The USE, POSSESSION, or BEING UNDER THE INFLUENCE of drugs, narcotics, look-alike drugs, or alcohol, and/or the possession of drug paraphernalia in or on school property at any time or at any school-related activities is strictly prohibited.

If administration has reasonable suspicion that a student is under the influence of a controlled substance, a drug screening may be requested and administered. A mandatory ten-day out-of-school suspension will be issued for refusal of the requested screening.

Any illegal activity or misconduct that occurs will result in school discipline and local law enforcement will be notified which may result in further legal actions by law enforcement.

Definitions of Discipline Consequences

Morning and After School Detention:

- Daily detention is 30 minutes in length and is held from 7:25 a.m. to 7:55 a.m. and from 3:05 p.m. to 3:35 p.m. each day of the week.
- After school detention may be offered on early dismissal days if the supervisor is available.
- There will be no morning detention if there is a late start due to weather delays.
- All students are expected to serve assigned 30-minute detention within two school days of the day it is assigned or accumulated.
- Multiple detentions must be served on consecutive days.
- It is the student's responsibility to sign the detention roster.
- Students are to make arrangements with coaches, employers, parents, etc. to make it possible to serve detention.
- Morning and after school detention will be rescheduled only in the event of a student's excused absence from school on the day of detention.
- All students who have daily detention to serve must serve at one of the designated times.
- Allowances will not be made for students whose day ends before the scheduled detention time.
- An entire 30 minutes must be served at one time.
- Lunch detention may be assigned to students who have past unserved discipline.
- Alternative forms of discipline may be assigned by administration.

Short and Long Saturday Detention:

- A long Saturday detention is served from 8:00 a.m. to 12:00 p.m.
- A short Saturday detention is served from 8:00 a.m. to 10:00 a.m.
- Students may reschedule one Saturday detention per semester.
- All school rules apply while in Saturday detention, in addition to specific rules for the detention.
- Students and their parents/guardians will be responsible for getting the student to and from Saturday detention.
- Students will be expected to work on school assignments.
- Students are responsible for having all study materials and textbooks at Saturday detention.
- Student access to books and study materials on Saturday morning cannot be guaranteed. Therefore, they should make sure they take all materials home with them on Friday evening.

In-School Detention (ISD):

- ISD is an educationally sound alternative to Out-of-School suspension, which keeps students in the classroom but makes them accountable for their actions.
- All schoolwork done during ISD receives credit.
- ISD is assigned by GHS administrators for various violations of handbook and student conduct.
- ISD is held in the GHS facility classroom from 8:00 a.m. to 3:00 p.m.
- Students in ISD receive one morning break, a lunch break, and an afternoon break.
- Sleeping, food, electronic devices, etc. are not allowed in ISD.
- Students are given a strike for violating the rules.
- ISD is considered an unexcused absence.

Out-of-School Suspension (OSS):

- Students serving an OSS are prohibited from riding both the morning and afternoon school bus on the day(s) of the suspension.
- The school administration will endeavor to contact the student's home by telephone and will mail a letter notifying the parents/guardians of the suspension, the facts surrounding the suspension, and the parents'/guardians' right to seek review by the School Board.
- Co-op students are not allowed to work during the time of the OSS.
- The dates of OSS will be at the discretion of the administrator assigning the OSS.
- Students under suspension, who have legitimate school business between the hours of 7:30 a.m. and 4:00 p.m. on school days, must contact the high school principal to obtain permission before coming on school property.
- Students will not be allowed to return to school for books or assignments. These may be obtained by parents/guardians, who may phone the office to obtain necessary information.

Expulsion:

- A student may be expelled for a period of up to two years.
- Any expulsion shall be in accordance with the provisions of the Illinois School Code and as required by Section 10-22.6 thereof.

Social Probation:

- Students who have been issued a Saturday detention, in-school detention, or out-of-school suspension will have a period of social probation assigned.
- Social probation means the student cannot attend extra-curricular activities, unless they are directly involved (listed on the roster) for that activity.
- Extra-curricular activities include all athletic activities, all extra-curricular performing arts activities, and all clubs and non-athletic team events.
- Social Probation may also be used as a disciplinary measure.

Past Unserved Discipline:

- Students who have past unserved discipline cannot practice, participate in, or attend any extra-curricular activities until all past unserved discipline has been completed.

Lunch Detention

- At the administration's discretion, a student may be placed in lunch detention until all past discipline has been served.

Bullying, Cyber-bullying, Intimidation, & Peer Harassment

Bullying, cyber-bullying, intimidation, and peer/sexual harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, cyber-bullying, intimidation, or peer/sexual harassment, and will take disciplinary action against any student who participates in such conduct. Consequences and appropriate remedial action will be taken for students making false accusations regarding bullying, cyber-bullying, intimidation, and peer harassment regarding other Geneseo High School students.

Cyber-bullying is bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying also includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, and the distribution by electronic

means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting:

1. Places the student(s) in reasonable fear of harm to their person or property
2. Causes a substantially detrimental effect on the student(s) physical or mental health
3. Substantially interferes with the student(s) academic performance, or
4. Substantially interferes with the student(s) ability to participate in or benefit from the services, activities, or privileges provided by GHS.

No person shall harass, intimidate, or bully another based upon race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Students who believe they are victims of bullying, cyber-bullying, intimidation, or harassment, or have witnessed such activities, are encouraged to discuss the matter with a building administrator. Students may choose to report to an adult of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

The Geneseo Schools Tip Line, 219-232-8568, is a 24-hour hotline available for students and parents/guardians who are aware of anything that may impact the safety of students and staff on campus.

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| REF: Board Policy 7:20, <i>Harassment of Students Prohibited</i> REF: Board Policy 7:180, <i>Preventing Bullying, Intimidation, and Harassment</i> REF: Board Policy 7:190, <i>Student Discipline</i> REF: Board Policy 2:260, <i>Uniform Grievance Procedure</i> |
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Closed Campus, Including Lunch

Once students arrive at school, they are not to leave without administrative approval. They are to remain in the building or authorized areas until the end of their school day. Parking lots and off-street parking areas are off-limits and are not considered an authorized area after arriving at school. Students with early bird classes are not to leave campus after their start time. Parents/guardians who wish to treat their student(s) to a special lunch off-campus must:

1. Make arrangements with the office prior to the lunch period.
2. Pick up their student(s) at school.
3. Accompany their student(s) to lunch.
4. Return the student(s) prior to the end of the student's lunch period.

Students must eat their lunch, breakfast, and any snacks throughout the day in the cafeteria or commons area. In reasonable weather, students are permitted to eat on the picnic tables in the grassy area just east of the commons. During lunch periods, students are to be in the cafeteria or commons. All other areas are considered off-limits.

Lunch & Cafeteria Rules

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Upon completing their meal, students shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and return to their seats and remain seated until dismissal to return to classroom activities. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- 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 after the appropriate tone rings, or until 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 according to the school's disciplinary procedures.

Vending Machines

Food and drink are not to be taken out of the cafeteria/commons, with the exception of non-carbonated, bottled beverages, which may be consumed at teachers' discretion for each individual class and/or area.

Field Trips

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 a variety of reasons.

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| REF: Board Policy 6:240, <i>Field Trips</i> REF: Board Policy 6:240-AP, <i>Field Trip Guidelines</i> |
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Student Intervention Policy

Beginning with the 2016/2017 school year, all schools in Illinois will be required to follow Senate Bill 100 (SB 100) as a guide for discipline. Possible interventions may include: loss of personal electronic devices during school hours, lunch detentions, loss of parking privileges on school grounds, extended Social Probation periods, loss of school privileges, and Community Service assignment.

Below is not an exhaustive list of possible disciplinary actions. Administrators have the authority to make decisions outside of what is written, including imposing more severe or different penalties, depending upon the facts and circumstances.

Dress Code / Profanity / Verbal Abuse / Defiance / Disruption

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|---|----------------------------|
| 1 st Violation | Warning |
| 2 nd Violation | One 30 minute Detention |
| 3 rd Violation | Two 30 minute Detentions |
| 4 th Violation | Four 30 minute Detentions |
| 5 th Violation | Short Saturday detention |
| 6 th Violation | Short In-School Detention |
| 7 th Violation | Long Saturday Detention |
| 8 th Violation | Long In-School Detention |
| 9 th and additional Violations | TBD on an individual basis |

Tardy to School (per semester) / Tardies to Class (per semester)

| | |
|---|----------------------------|
| 1 st /2 nd | Warning |
| 3 rd /4 th Violations | One 30 minute Detention |
| 5 th /6 th Violations | Two 30 minute Detentions |
| 7 th /8 th Violations | Three 30 minute Detentions |
| 9 th /10 th Violations | Short Saturday Detention |
| 11 th /12 th Violations | Short In-School Detention |
| 13 th /14 th Violations | Long Saturday Detention |
| 15 th and additional Violations | Long In-School Detention |

Short Truancy (1-3 Periods)

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|--|---|
| 1 st /2 nd /3 rd Violations | Two detentions assigned per period truant |
| 4 th /5 th /6 th Violations | Long Saturday detention |
| 7 th and additional Violations | Long In-School Detention |

Long Truancy (4 or more periods)

| | |
|---|--|
| 1 st and additional Violations | One long Saturday detention per day truant |
|---|--|

Electronic Devices / Phones / Camera

| | |
|---|---|
| 1 st Violation | Warning |
| 2 nd Violation | One 30 minute Detention |
| 3 rd /4 th Violations | Two 30 minute Detentions |
| 5 th Violation | Short Saturday Detention, parent must pick up device |
| 6 th and additional Violations | Long Saturday Detention, administration will enforce check-in/check-out device policy |

Public Display of Affection

| | |
|---|--------------------------|
| 1 st Violation | Warning |
| 2 nd Violation | One 30 minute Detention |
| 3 rd /4 th Violations | Two 30 minute Detentions |
| 5 th and additional Violations | Short Saturday Detention |

Improper PE Uniform – Once submitted as a referral

| | |
|---|--------------------------|
| 1 st Violation | Warning |
| 2 nd Violation | One 30 minute Detention |
| 3 rd /4 th Violations | Two 30 minute Detentions |
| 5 th and additional Violations | Short Saturday Detention |

Cheating/Plagiarism

1st Violation Warning, academic consequences, parent contact
2nd Violation Short Saturday detention, academic consequences, parent contact
3rd Violation Long In-School Detention, academic consequences, parent contact

Inappropriate Use of Computer / Internet

Any Violation TBD on an individual basis

Arrived / Departed without checking / Left Class without permission / Unauthorized Area

1st Violation Warning
2nd Violation One 30 minute Detention
3rd Violation Two 30 minute Detentions
4th Violation Three 30 minute Detentions
5th and additional Violations Short Saturday Detention

Left School without Permission

Any Violation Apply as Truant according to classes missed

Fake Phone Call / Forged Parent Note

1st Violation Two 30 minute Detentions
2nd Violation Short Saturday Detention

Graffiti / Damage to School Property / Student Property

Any Violation Clean up, Restitution, TBD on an individual basis
*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Theft

1st Violation TBD on an individual basis, loss of hall privileges
*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Fighting / Grouping / Initiating / Encouraging Fighting / Insubordination / Threatening

Any Violation Discipline will be assigned at the discretion of GHS administration
*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Sexual / Gender / Racial / Disability Based / Religious Harassment / Sexting / Indecent Exposure/

Sexual Misconduct

Any Violation Police Contact, Refer to Counselor
Discipline will be assigned at the discretion of GHS administration
*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Tobacco Products (possess, consume, transport, sell, or deliver actual or look-alike while on campus or school-related activities)

Any Violation Discipline will be assigned at the discretion of GHS administration
*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Lighter

1st Violation 30 minute Detention
2nd and additional Violations Short Saturday Detentions

Drug / Paraphernalia / Alcohol (possess, consume, transport, sell, or deliver actual or look-alike while on campus or school-related activities)

Any Violation Discipline will be assigned at the discretion of GHS administration
*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Bullying/Cyber-bullying/Intimidation/Peer Harassment: The following disciplinary actions will be at administrative discretion including, but not limited to:

Level 1: Taunting, pushing, shoving, teasing, gossiping, rumor spreading

1st Violation Warning and referral to counselor
2nd and additional Violations 2 detentions, up to a long In-School Detention, and referral to counselor

Level 2: Physical threats, damaging another’s property, tripping/causing a fall, harassment (including texting or social media during the school day)

1st Violation: Short Saturday detention and referral to counselor
2nd and additional Violations Long Saturday detention

Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Level 3: Extortion, physical cruelty, destroying personal property, arranging public humiliation, assaulting, weapon

Any Violation Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Social Probation

1 Day of OSS 7 days – starting after the last day of Out-of-School Suspension
2 to 3 Days of OSS 14 days – starting after the last day of Out-of-School Suspension
4 to 5 Days of OSS 21 days – starting after the last day of Out-of-School Suspension
6 or more Days of OSS 30 days – starting after the last day of Out-of-School Suspension
Social Probation could be given as a disciplinary action and will be assigned at the discretion of GHS administration

Bus Discipline

1st Violation Warning
2nd Violation 1 Day off the bus
3rd Violation 3 Days off the bus
4th Violation 5 Days off the bus
5th Violation 10 Days off the bus
6th Violation Off the bus for the remainder of the school year

The discipline policy listed is cumulative for the year. In all cases, the building administrator has the discretion to omit progressive disciplinary steps listed above if the misconduct is deemed to be of a serious nature. Examples of serious misconduct include, but are not limited to: fighting, fire or open flame on the bus, injuring another student or property, tampering with safety devices, and gross insubordination.

All Geneseo High School discipline will be assigned in accordance to Illinois State Bill 100.

CHAPTER 7: Internet, Technology, & Publications

Internet Acceptable Use

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing. This form is part of your student's online registration.

All 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.

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;
3. Downloading 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, which 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.
13. Using the network while access privileges are suspended or revoked.
14. Creating disruptions to the school day.

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, 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 they are 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.

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

When creating digital media productions as part of academic or creative work, students may want to incorporate copyrighted materials, including photographs, music, film, or video clips. They may want to use written excerpts, clips, or even the whole work. They may want to use materials produced by media professionals (like the Associated Press, the New York Times, PBS News Hour, or ABC News) as well as media produced by amateurs (like quotes from bloggers, Flickr photos, or YouTube videos).

Under some circumstances, users can use copyrighted works as part of their own creative work. The doctrine of fair use (Section 107 of the Copyright Act of 1976) states that people can use copyrighted works without payment or permission when the social benefit of the use outweighs the harms to the copyright holder. To make a fair use determination, users consider all the factors involved in the context and situation of their use of the copyrighted material. Students can document this process with a fair use evaluation tool.

REF: Board Policy 6:235, *Access to Electronic Networks*

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including, but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including, but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources, as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Computers at Geneseo High School are to be used only by authorized personnel, and all others will be prosecuted. Activities on this system are automatically logged and subject to review. All data on these computers is the property of Geneseo Community School District #228, which reserves the right to intercept, record, read, or disclose it at the sole discretion of authorized personnel. Specifically, system administrators may disclose any information on or about this system to law enforcement or other appropriate individuals. Users should not expect privacy from system review of any data, whether business or personal, even if encrypted or password-protected. Use of this system constitutes consent to these terms.

REF: Board Policy 7:310, *Restrictions on Publications and Written or Electronic Material*

Library

Library hours are 7:30 a.m. to 3:30 p.m. During school hours, the student is required to present a permit, signed by a teacher, in order to use the library. Permits for library use are not required from 7:30 a.m. to 8:00 a.m. or 3:00 p.m. to 3:30 p.m. Students must sign in and out of the library at the circulation desk. Library materials can be checked out for three weeks and may be renewed once if another student has not requested them. A fine of 10 cents per school day is charged when an item is overdue. Students with overdue library books may lose their library privileges.

Students are responsible for all costs that may be incurred both in lost book fees and late fees for any items checked out on their accounts. Freshman students will receive an orientation designed to assist them in the use of the library. They will also be informed of more specific library rules. All new students may receive an orientation if they wish.

Geneseo School District is a member of an Illinois library system. Therefore, students may request books through interlibrary loan to supplement our collection.

You may access the library at the high school library web page by clicking on Library Search, or you may go directly to <http://www.geneseoschoollibrary.org>. At the library web page you will find Destiny online public access catalog, ebooks, subscription databases, and many additional online resources. Remote access codes for these resources can be picked up in the high school library, or students may access a document using the online password with their geneseoschools.org account from the library home page.

CHAPTER 8: Search & Seizure

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students.
2. In the presence of a school administrator and an adult witness, and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

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| REF: Board Policy 7:140 & 7:140-E, <i>Search and Seizure</i> |
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CHAPTER 9: Athletics & Extra-Curricular Activities

General Information - Philosophy

We believe and are committed to the idea that extra/co-curricular activities are an important part of the school curriculum and play a vital role in the development of young men and women. A good extra-curricular program is one that teaches participants that cooperation, as well as competition, is an important part of the society in which we live.

Participation vs. Competition

The belief of the Geneseo School District is to foster the idea that students and coaches at the non-varsity level concentrate on participation and developing skills to go on to varsity level. The focus of varsity level is to assemble and utilize the most competitive team, as determined by the coach, to represent the high school.

Attendance and Extra-Curricular Participation

On days when school is in session, students involved in extra-curricular activities must be checked in at the Attendance Office by 10:30 am (with Early Bird – period 6 schedule) and 11:30 am (with a 1 – 7 period schedule), unless prior arrangements have been made for medical appointments, funerals, etc., in order to be eligible to practice or perform the same day after school or in the evening.

NIB12 Events Dress Code

The Northern Illinois Big 12 adopted a dress code for event spectators as follows: All spectators will be dressed from shoulders to mid-thigh, body paint is allowed in areas not covered by clothing, and faces cannot be covered by masks of any kind.

Interscholastic/Extra-Curricular Academic Eligibility

In order to be eligible to participate in any school-sponsored or school-supported extra-curricular activity, a student must be passing five academic classes that count toward graduation; Drivers' Education does not count.

Students who do not pass five academic classes for the semester will be ineligible to participate in any extra-curricular activities in the following semester.

If a student is ineligible to participate in physical education class due to health issues or injury, they will also be ineligible for participation in extra-curricular athletic activities.

Students with past, unserved discipline will not be allowed to participate or practice in any extra-curricular activities.

Extra-curricular activities include all athletic activities, all extra-curricular performing arts activities, and all clubs and non-athletic teams.

Permission to Ride With a Parent or Legal Guardian To or From an Activity

It is expected that students will accompany their teams and groups to and from school-sponsored activities. If extenuating circumstances require otherwise, permission to ride with a parent or legal guardian may be requested by getting written approval from the coach/sponsor involved and an administrator. This should be done only for rare exceptions. The request should be presented from the driving parent or legal guardian to the school personnel at least one day prior to the activity. In addition, the driving parent or legal guardian must make contact with the school personnel responsible for the student before the student leaves the activity. This includes students involved in musical events, athletic events, student council, speech and drama, and all other curricular and extra-curricular activities. Permission will not be granted for students to ride with anyone other than a parent or legal guardian unless appropriate documentation is written by a parent and approved by an administrator. All students riding together must present their notes together, and the driver parent/guardian must include the names of all students riding with him/her. Students will not be permitted to drive themselves or other GHS students to or from an activity in which they are participating.

Parental Concerns Protocol

If a parental concern arises, the following is the appropriate protocol:

1. Contact the coach/director/sponsor. If the concern is not resolved,
2. Contact the Athletic Director or Activities Director. If the concern is not resolved,
3. Contact the building Principal. If the concern is not resolved,
4. Contact the Superintendent.

Steps 2-4: If a meeting is necessary to resolve the situation, the student will be involved. At the coach's discretion, the student will be involved in the meeting at step one.

How to Contact a Coach/Director/Sponsor

Call the school main number at 309-945-0399. The office assistant will direct you to the appropriate person. Staff email addresses are also available on the District website. No contact should be made during, or just following, a game or performance.

Participation Resolution

When scheduling/participation conflict arises between one or more activities (extra-curricular or co-curricular), the student(s) involved should make all appropriate staff aware of the conflicting schedules at the earliest possible time. The appropriate staff will work together to reach an amicable resolution. If no resolution can be reached, the school administration will make the decision

Geneseo High School Concussion Policy

Any athlete suspected of having a concussion must be evaluated by a physician for clearance. In order to be in compliance with Illinois High School Association (IHSA) Policies and Procedures and the National Federation of State High School Associations (NFHS), that physician must hold MD or DO credentials and be licensed to practice in all of its branches in the state of Illinois.

The full concussion policy can be found posted on the Geneseo High School athletic website.

<http://geneseoathletics.org/>

High School Activity Code of Conduct

Purpose/Procedure

Student activities are separate from the regular school program. While the regular curricular program is a right afforded to each student, participation in the student activities program is a **privilege** for students who wish to participate and who comply with the rules and regulations established for the respective activities, and, as such, carries certain expectations beyond those found in the normal school situation.

The important goals of the activities program are to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for rules and regulations. It is important that student activities participants recognize their responsibilities as role models, both at school and in the community. We believe that our activities provide an opportunity for our adult coaches and sponsors to teach many valuable lessons and skills, and this is an opportunity for student growth in many areas. This Activity Code is designed to state expectations and help influence positive behavior of those students representing District 228 schools. Students who participate in activities are ambassadors of the school and the community. Therefore, when they choose to participate in an activity, the expectations of the students will be higher, both while in school and out of school on a year-round basis.

The Geneseo School District does not permit the use of illegal drugs and alcohol. The school district encourages students to not place themselves in a situation where illegal alcohol and drug use is taking place.

Activity Code violations will be acted upon based on information received from one or more of the following:

1. Law enforcement report.
2. Staff member is an eyewitness to infraction.
3. Student or his/her parent or guardian reports infraction.

Categories of Activities Subject to the Activity Code

1. All IHSA sponsored athletic competitions and those affiliated with IHSA events.
 - a) Baseball
 - b) Basketball
 - c) Cross Country
 - d) Football
 - e) Golf
 - f) Gymnastics
 - g) Softball
 - h) Soccer
 - i) Swimming
 - j) Tennis
 - k) Track
 - l) Volleyball
 - m) Wrestling
 - n) Cheerleading (all)
 - o) Maplettes (pom poms)
 - p) Other approved athletic activities

2. Other student competitions sanctioned by IHSA and IMEA and all other “performance-based” activities
 - a. IHSA speech, drama, and individual events
 - b. FFA
 - c. Scholastic Bowl
 - d. Other approved activities for which no course credit is given

3. Student activities that are non-competitive, extra-curricular public performances, and all other student activities (* national charters may require more stringent consequences). Here are some examples, but not an all-inclusive list.
 - a. Bass Fishing
 - b. Bowling
 - c. Class officers
 - d. Key Club
 - e. Link Crew
 - f. Mathletes
 - g. Music activities for which no course credit is given, such as Jazz Band, Jazz Choir, etc.
 - h. Music trips and tours
 - i. National Honor Society *
 - j. National Technical Honor Society *
 - k. Student Council
 - l. Theater productions
 - m. Yearbook
 - n. Other approved activities and clubs

Each student and his/her parent(s)/guardian(s) are required to sign an acknowledgment of their receipt of the Activity Code before the student will be allowed to participate.

The school’s action shall be independent from arrest, charge or indictment, trial, conviction, or acquittal in the criminal or justice courts. There is no statute of limitations applicable to violations of the Activity Code.

Substance Abuse Policy

Students who possess, consume, transport, sell, or deliver actual or look-alike alcohol, drugs, drug paraphernalia, tobacco products, smoking materials (rolling papers, etc.), e-cig/vaps and all related products to include any components and materials of these devices either in school or out of school, will face the consequences explained in this Activity Code of Conduct.

FIRST OFFENSE:

1. Student shall be removed from participation at games for one-third (33%) of the season or one-third of the year, if that is applicable to the activity.
 - a. If the student is not currently involved in any of these applicable activities, this one-third (33%) suspension will be carried over to the next applicable activity in which he/she participates.
2. Can travel and practice with the team at the coach’s discretion. However, the student is not allowed to dress for competitions during the time of the suspension. If the team is to leave for a competition prior to the dismissal of the school day, the student may not leave early to travel with the team.
3. If said student does not satisfy all of the consequences listed for the extra-curricular activity portion of the Activity Code of Conduct, the unsatisfied portion will be carried forward for one year from the anniversary date of the incident to the next activity in which the student is a participant. If one year passes and the student does not participate in any extra-curricular activities, the Activity Code of Conduct requirements will have been fulfilled.

SECOND OFFENSE:

1. Student shall be removed from participation at games for two-thirds (66%) of the season or two-thirds of the year, if that is applicable to the activity.
 - a. If the student is not currently involved in any of these applicable activities, this two-thirds (66%) suspension will be carried over to the next applicable activity in which he/she participates.
2. Can travel and practice with the team at the coach's discretion. However, the student is not allowed to dress for competitions during the time of the suspension. If the team is to leave for a competition prior to the dismissal of the school day, the student may not leave early to travel with the team.
3. If said student does not satisfy all of the consequences listed for the extra-curricular activity portion of the Activity Code of Conduct, the unsatisfied portion will be carried forward for one year from the anniversary date of the incident to the next activity in which the student is a participant. If one year passes and the student does not participate in any extra-curricular activities, the Activity Code of Conduct requirements will have been fulfilled.

THIRD OFFENSE AND EACH AND ANY SUBSEQUENT OFFENSES:

For Freshmen, Sophomores, and Juniors –

1. Cannot practice or travel with the team/organization during the time of the suspension.
2. Suspension from **ALL** extra-curricular activities for 12 calendar months.

For Seniors –

1. Loss of privilege to participate in extra-curricular activities for the remainder of the student's high school career.

Policy for Suspension

A student who receives an Out-of-School suspension for disciplinary rules violation will not be allowed to compete in any extra-curricular activities or participate in any practices during the time of the Out-of-School suspension. If the Out-of-School suspension carries over a weekend, the student may not participate in extra-curricular activities over that weekend.

Violation of Criminal Laws

Additional participation penalties for criminal laws will be determined by a committee consisting of school administrator(s), the athletic director, and three coaches/sponsors not working with the student at the time of the infraction.

REF: Board Policy 7:240-AP1, *Conduct Code for Students in Extra-Curricular Activities*

CHAPTER 10: Special Education

Behavioral Intervention Policy and Procedures for Special Education Students

Any student meeting the criteria for participation in any special education program at the high school shall be allowed the following adjustments to disciplinary measures in order to comply with I.D.E.A. and/or Section 504:

1. The discipline policy exists for all students in this district as outlined in this handbook.

2. An individualized behavioral intervention plan is a written plan of one or more behavioral interventions, individualized to the need(s) of a student who requires behavioral intervention, which:
 - a. Addresses only unacceptable behavior caused by the student's disability
 - b. Supplements, and/or is in lieu of, part or all of the general behavior intervention plan which the District has for the student, and
 - c. Is required to be a part of said student's Individualized Education Program or Section 504 plan.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by, or on behalf of, a parent or child. For further information, please contact the school principal.

REF: Board Policy 6:120, *Education of Children with Disabilities*

REF: Board Policy 6:120-AP2,E1 - *Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

CHAPTER 11: Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon their request and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

REF: Board Policy 7:15, *Student and Family Privacy Rights*
REF: Board Policy 7:15-E, *Notification to Parents of Family Privacy Rights*

Reciprocal Reporting Agreement

To conform to the requirements of Public Act 88-376, effective January 1, 1994, the school district hereby enacts this policy. Illinois HE 36, Amendment 1, provides the authority for the establishment of a reciprocal reporting agreement. The intent of this reciprocal reporting agreement is clearly to help young people through fostering cooperation between schools and law enforcement and to cut through the legal barriers that hinder the sharing of information about juveniles. The following items represent actions that will be reported to the appropriate school officials. The list is not exclusive of the suspect crimes that may be reported. In certain instances, action other than immediate reporting is suggested. The recommended actions are guidelines only. It is within the school administrators’ or law enforcement agency’s sole discretion to report immediately any suspected criminal activity, within compliance with the Student Records Act.

| | | | |
|----------------------------|------------------------|---------------------------------------|-----------------------------|
| Aggravated battery/battery | Child abuse | Gangs | Sexual assault |
| Assault | Disorderly conduct | Radio-activated communication devices | Sexual harassment |
| Alcohol | Domestic violence | Restraining orders | Simple assault/intimidation |
| Beeper possession | Drug paraphernalia | Searches | Simple battery |
| Bomb threats | Drugs/drug look-alikes | Sexual abuse | Stalking |
| Chain of evidence | Forcible felonies | | Theft |
| | | | Weapons/look-alike weapons |

CHAPTER 12: Parental Right Notifications

Teacher Qualifications

Parents may request information about the qualifications of their child’s teachers and paraprofessionals. If you would like to receive any of this information, please contact the school office.

REF: Board Policy 5:190, *Teacher Qualifications*
REF: Board Policy 5:190-E1, *Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications*

Standardized Testing

Students and parents/guardians should be aware that students in grades 9 – 11 will take standardized tests on predetermined dates. 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.

REF: Board Policy 6:340, *Standardized Testing and Assessment Programs*

Homeless Child’s Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) Continuing the child's education in the school of origin for as long as the child remains homeless, or if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

REF: Board Policy 6:140, *Education of Homeless Children*

REF: Board Policy 6:140-AP, *Education of Homeless Children*

Parental Involvement (Title 1)

The school annually has a meeting for all parents/guardians.

At the meeting, the school will discuss parental involvement and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with Skyward Family Access and access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results.
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate, as appropriate, in decisions relating to the education of their children, if such parents/guardians so desire.
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government, and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extra-curricular time.

REF: Board Policy 6:170, *Title I Programs*

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. If you would like further information, please contact the school office.

REF: Board Policy 6:160 *English Language Learners*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions, such as parent-teacher conferences such as parent/teacher conferences, 504 conferences, and IEP meetings. Letters verifying participation in this program are available from the school office upon request.

REF: Board Policy 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
REF: Board Policy 8:95-E2, *Verification of School Visitation*

Pesticide Application Notice

A state law, which went into effect August 1, 2000, requires implementation of the Integrated Pest Management (IPM) approach to pest control in schools. A major part of IPM is to minimize exposure to pesticides in the school environment. The District has implemented policies and procedures to assure that.

The law requires the least aggressive method of pest control when it comes to the use of chemicals. Non-threatening pests are not automatically confronted with pesticides. Monitoring, baiting, and removal of the source of attraction for the pest are the first response actions. Chemical treatment for pests will only occur when other methods have failed, and the pests remain a threat. Chemical treatment will only take place after-hours and only in areas where needed. Typical areas for treatment are: maintenance areas, kitchens, and restrooms, where food and water attract the pests. If required, treatment would be with EPA-approved chemicals. All monitoring, baiting, and treatment is recorded in a log book, which is kept in the office of each building.

The law also requires notification to parents and staff members if chemical treatment will take place. Parents may request to be notified if there would be chemical treatment of school buildings or grounds. Forms are available at the office of each building or on the District's web page: www.geneseoschools.org.

If you have any questions, or would like a copy of the Integrated Pest Management Policy in the Geneseo School District, please call the Unit Office at 309-945-0450.

REF: Board Policy 4:160-AP, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

REF: Board Policy 5:90, *Abused and Neglected Child Reporting*

Sexual Harassment

It is the policy of this school district to provide an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

Each student should be aware that he or she might not intend for a comment or action to be sexual harassment but that it may be perceived as such. Disciplinary action for those who are guilty of sexual harassment may include, depending on the nature of the conduct, any of the following: warning, parent conference, a reading/writing awareness exercise, detention, one- to ten-day suspension, major offense, police referral, and/or recommendation to the Board of Education for expulsion.

Sex Offender & Violent Offender Community Notification Laws

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/>.

REF: Board Policy 4:170-E6, *Informing Parents About Offender Community Notification Laws*

Chapter 13: Miscellaneous Information

Locker and Padlock Policy

Students are randomly assigned lockers each year. **Padlocks are issued at registration for freshmen and new students. The student is responsible for their padlock the duration of their enrollment at Geneseo. Padlocks are to be removed by students from their lockers at the end of the year and brought back to school the following school year. Seniors will turn in their padlocks to the main office before graduation. Replacement cost is \$10.00 for any padlock lost or stolen. Any padlock left on a locker at the end of the school year will be considered lost, and the student will be charged the \$10.00 replacement fee.** Students should be sure that their lockers are locked and aware that the school is not responsible for any items lost or stolen. It is the student's responsibility to withhold their combination to protect against unauthorized entry into their locker.

Every student is responsible for the contents of their locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.

No padlock other than the one issued by the school is to be used on any locker. Any other locking device is subject to destruction without notice. Any lost or stolen padlocks should be reported to the main office. Students may receive discipline for using non-school issued padlocks and/or improperly securing their locker.

Lockers are subject to random search at any time, and individual lockers may be searched in any suspicious circumstance. The school does not recognize any right of privacy that a student may wish to claim with regard to the locker. Illinois School Code authorizes school district personnel to search the contents of a student's locker at any time there is reasonable suspicion or violation of a school rule or city, state, or federal law. This includes all personal items in the locker.

The same standards for dress material/content apply to the contents and appearance of lockers. Lockers are not to contain advertisements, pictures, or display drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, skeletons, hate messages, sexual innuendo, tobacco ads, death, suicide, or violent messages.

Residence Change

Only students of this school district whose parents are residents of the school district may attend school. Law defines residency. The Board of Education may grant the privilege of school attendance to non-residents upon payment of tuition. Bona fide foreign exchange students may attend school without payment of tuition. Students who change their residence during the school year are asked to report such changes to the office immediately.

Student Privileges

Various incentive awards programs are utilized that may allow your student to leave campus for a defined period of time. If your child meets the criteria following those incentive programs listed below, he or she may be released from school as noted. Ultimately, it is the students' responsibility to verify that they are eligible for Study Hall release privilege.

If at any point in time you do not want your child to be released for one of these incentives, please contact his or her counselor.

Senior and Junior Open Campus Lunch – Senior and junior students, who qualify, are periodically offered an Open Campus Lunch privilege. To qualify, students must be passing all classes in the quarter that the Open Campus Lunch is referencing (usually the quarter just completed) and cannot have any referrals, including but not limited to, any electronic device warnings and PDA warnings. Students who qualify will receive written notification from the office during the school day.

Study Hall Release – Juniors and seniors, who have a study hall as the last period of his or her day, may qualify for study hall release if they are passing all current classes, have no unserved discipline, and if all of their school fines and fees are paid. Release eligibility is based on the student's standing with these matters as of 3:00 p.m. on Monday. Parents and students are advised of the requirements by letter prior to the start of the semester, and administrators also instruct students on the same on the first day of the semester. Students who do not qualify for study hall release for a particular time period are notified with a note sent to them from the office during the school day.

Study Hall Release during Final Exams – Students in grades 9-12 with study hall may be released from study hall attendance during final exams if they meet the same qualifications as noted above for junior/senior study hall release. Release eligibility will be determined at a date and time based on the final exam schedule. Students will be notified with a note sent to them from the office during the school day prior to final exams.

Student of the Quarter

The Student of the Quarter is a program designed to recognize students. Teachers nominate students using a set of criteria as follows:

1. Has shown a positive attitude toward learning the subject.
2. Has demonstrated leadership in classroom and school activities.
3. Has been enthusiastic about school.
4. Has helped others to learn and be successful.
5. Has been involved in school-related activities.
6. Has expressed a desire to improve.

At the end of the quarter, a reception is held for the students and their parents. Each of the candidates is entered into a drawing to be held for one candidate to utilize the preferred parking spot for the quarter.

Theme Nights, Spirit Weeks, and Posters/Signs

An administrator must approve any theme night and/or spirit weeks. An administrator, prior to posting, must approve signs or posters to be displayed.

Work Permits

Students younger than 16 years old may apply for a work permit through the Geneseo High School office. The student and his/her parent or guardian must apply in person at the high school office, bringing with them the following:

1. A letter of intent to hire from the employer stating hours of work and position. Student's parent is also to sign this letter.
2. A signed letter from a parent stating his/her intention to allow the child to work.
3. A copy of student's birth certificate.
4. Student's Social Security Card. Please bring in the card. We will make a copy.
5. Student's most recent health record or note from physician stating the minor is in good health for work. Please note: we use the student's school health record, which is on file at the high school, for this purpose. The parent does not need to bring in additional information.



Geneseo Middle School

**Student Handbook
2017 - 2018**

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Geneseo Middle School General Information

School Address: 333 E. Ogden Avenue
Geneseo, IL 61254

Main Office Phone: (309) 945-0599

School Hours: 8:10 a.m. to 3:10 p.m.

Office Hours: 7:30 a.m. to 4:00 p.m.

Detention: 7:35-8:03 a.m. (Room 709) & 3:15-3:45 p.m. (Room 801)

Attendance Line: (309) 945-0111

Available 24 hours to report a student absence from school. Please call before 10:00 a.m.

District Website: geneseoschools.org

Visit the website for information regarding each school in our district. Through this website you can access the middle school page, Skyward grade program, and a variety of other information and announcements.

Welcome to Geneseo Middle School. We have developed this handbook to clearly communicate to you and your child our mission, learning expectations, policies and procedures, and conduct guidelines. For giving us the privilege of teaching your child, learning alongside of them, and caring for their safety and future, we want to thank you.

Our Core Values

- *Setting high expectations for achievement*
- *Safe and caring learning environment*
- *Effective and efficient operations*
- *Stewards of the District's finances*

Our Mission

- *Teach*
- *Learn*
- *Care*

Beyond the Classroom

Listed below are the various clubs, sports and co-curricular activities available at Geneseo Middle School. We encourage students to participate in the many fun activities that middle school has to offer.

6th Grade

Band
Choir
Builder's Club
Jump Rope for Heart
Lego League
On the Same Page
Rebecca Caudill Book Reading
Scholastic Bowl
Student Senate
Speech Team
Wrestling
Yearbook

7th Grade and 8th Grade

Band
Choir
Jazz Band
Swing Choir
Builder's Club
Basketball – Boys & Girls
Cross Country
Football (8th grade only)
Jump Rope for Heart
Lego League
On the Same Page
Rebecca Caudill Book Reading
Scholastic Bowl
Student Council
Speech Team
Track
Volleyball
Wrestling
Yearbook

Geneseo Middle School Song

Hail, hail to 'ol G.M.S.!
Send us your mighty, give us your best.
Green and white, our colors true,
Our Maple Leafs win through and through!
Loyal to him and loyal to her.
We will forever be reassured,
That in years to come we'll see
Many a victory! Hey!

Handbook Disclaimer

This handbook is not intended to create a contractual relationship with the student or his/her parents or guardians. Rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. The discipline policy lists only examples of behavior. It is not possible to identify every action that might result in discipline consequences. The discipline policy is a guideline, and administrators have the authority to make decisions outside of what is written, including imposing more severe or different penalties, depending upon the facts and circumstances.

School actions shall be independent, and arrest, indictment, trial, conviction, or acquittal in the criminal or juvenile courts shall not be determinative of the action necessary for the school to maintain a safe, orderly, and disciplined educational environment. Should it come to the attention of the District that any action has occurred which may invoke school discipline, the officials and employees of the District may cooperate with police and other investigative agencies in providing and sharing information about the student to the degree that the official or employee deems necessary and in keeping within the guidelines Section 6(a) 6.5 of the Illinois School Student Records Act.

Chapter 1: Introductory Information and General Notes

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook may be amended during the school year without notice. The Board's comprehensive policy manual is available for public inspection through the District's website (geneseoschools.org) or at the Board office located at:

648 N. Chicago St.
Geneseo, IL 61254

Before School Procedures

Students who walk or are driven to school should not be on school property before 7:40 a.m. Students who ride the bus may not leave school grounds after their bus has dropped them at the Middle School. *To help alleviate congestion in the parking lot and to ensure student and driver safety, parents who drive their students to school must drop them off near the office doors.*

7th and 8th Grade Students:

Upon arriving at school in the morning, all 7th and 8th grade students shall report to the west parking lot. Students are not to congregate on the east, north, or south sides of the building. 7th and 8th grade students who wish to enter the building must use the west doors. In inclement weather, all 7th and 8th grade students will sit in the gym bleachers.

The 7th and 8th grade control teacher will be stationed at the west door and will issue permits for students having business in the building before school. Teachers will be available in their rooms at 7:45 a.m. to assist students. Students wishing to work with a teacher must have a pass from that teacher or a note from their parent. Students are encouraged to obtain permits from teachers on the previous day to gain assistance with academic concerns. Permits will be honored between 7:45 and 8:03 a.m. only. Students in an unauthorized place will be assigned disciplinary time.

6th Grade Students:

6th grade students will enter the middle school using the southeast entrance into the 6th grade hall, at the east end of the building. The 6th grade control teacher will be stationed at the entrance and direct the students to their morning station. Students wishing to work with a teacher must have a pass from that teacher or a note from their parent. Students are encouraged to obtain permits from teachers on the previous day to gain assistance with academic concerns. Permits will be honored only between 7:45 and 8:03 a.m. Students in an unauthorized place will be assigned disciplinary time.

All students wishing to serve morning disciplinary time should enter through the west doors and check in with the control teacher.

After School Procedures

7th and 8th Grade Students:

Only students supervised by a teacher or coach are allowed in the building after 3:30 p.m. Bus riders have 5 minutes to board their buses. 7th and 8th grade bus riders are to exit out the west doors and wait on the sidewalk to board the buses. All walkers and bike riders are to exit out the south/main office doors. Car riders may NOT cross the parking lot to be picked up after school. Drivers MUST pull up to the sidewalk for pick-up to ensure student safety.

6th Grade Students:

Only students supervised by a teacher or coach are allowed in the building after 3:30 p.m. Bus riders have 5 minutes to board their buses. All 6th grade students, whether walkers, bike riders or bus riders, are to exit out the south/main office doors. Bus riders will follow the sidewalk to the buses. They are to wait on the sidewalk until told to board the buses. Car riders may NOT cross the parking lot to be picked up after school. Drivers MUST pull up to the sidewalk for pick-up to ensure student safety.

Visitors

During school hours, all visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

In order to improve the safety and security of our schools, all visitors to school buildings will be asked to show a photo ID before a guest badge is granted. The photo ID will remain in the office until the visitor checks out. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Students may not bring friends to school to visit. Parents wishing to meet with a teacher should contact the teacher or the counseling department to schedule an appointment.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege,

advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Physical Education

Illinois State law requires that all boys and girls take physical education. This requirement can be waived only when a written doctor's permit advises against this type of activity. This permit must be brought to the office so that it can be placed in the student's file. However, parental notes will be accepted for temporary limitations or illness up to 2 consecutive days. A doctor's note is required on the 3rd day.

6th, 7th, and 8th grade students are required to have a white T-shirt, solid green gym shorts, socks, gym or tennis shoes. These articles can be purchased at most clothing stores. Gym clothes and shoes should be kept in the assigned PE locker. All students may be assigned disciplinary time for each no dress or improper dress beginning with their third violation. Their physical education grade will also be affected by not dressing properly for this class.

To prevent loss or theft, all gym clothes and shoes must be marked for identification purposes. Mark shoes with a permanent marker on top of the tongue of the shoes using the first initial and last name. Mark shorts on the front of the left leg with three initials (Example: David Alan Jones - DAJ). Mark shirts with a permanent marker, putting the student's last name on the back of the T-shirt or have the name ironed-on at the place of purchase.

The school does not furnish towels. Those students who wish to shower after class or athletics should bring a towel from home.

Skyward Family Access

Skyward Family Access is a wonderful online resource for parents to view all aspects of their student's information. Using the assigned login and password, parents can view report cards, current and past grades, missing assignments, attendance, schedule, food service balance, health information, fee information, and notifications from classroom teachers. It is also possible to contact teachers via email through Family Access. Simply choose the link labeled "Family Access" at geneseoschools.org.

Adding/Dropping An Elective Class

The selection of elective classes is made during the registration process. Students should discuss their elective options with their parents and come to a decision together. Once the school year begins, adding or dropping an elective class can be made at the end of the semester. Exceptions to this policy will be handled as follows:

- The dropping of an elective class within the first 10 days of a semester results in a W (withdraw) on a student transcript for that course.
- After the first 10 days of a semester and up to the last day of 1st or 3rd quarter, any dropping of a class will result in WF (withdraw fail) on a student transcript for that course.
- Any dropping of a class in the 2nd or 4th quarter will result in an F (fail) on a student transcript for that course.

Class changes are made by contacting the counseling department. To add or drop an elective, students and parents are asked to contact both the teacher and the counseling department.

Chapter 2: Attendance and Promotion

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Compulsory attendance ages are as follows:

1. Before the 2017-2018 school year, students between the ages of 7 and 17 years.
2. Beginning with the 2017-2018 school year, students between the ages of 6 (on or before September 1) and 17 years.

Regular attendance is extremely important for a student's success in school. There is no way to duplicate the classroom experience after a student has been absent. When a student must be absent, parents are asked to use the following procedures:

1. For their child's safety, parents or guardians are asked to call the school when their child is not expected to be at school. Please call the Middle School attendance line (309-945-0111) before 10:00 a.m. on the day the child is absent.

2. If a parent or guardian has not contacted the school by telephone, a note explaining the absence is required. The student must submit the note to the attendance secretary in the office before school on the day he/she returns.

There are three types of absences:

1. Excused
2. Unexcused
3. Truancy

The following is a list of excused absences:

- Student illness (When students are out of school for four consecutive days or more due to personal illness or other medically-related reason, a written notice from a doctor **is** required to be considered an excused absence).
- Family emergency/death in the family.
- Observance of religious holidays and activities.
- Subpoenas or other situations where a student is called as a witness in judicial proceedings.
- For the purpose of sounding "Taps" at a military honors funeral for a deceased veteran. Students must notify school administrators at least 2 days prior to the date of the absence and shall provide the school administrators with the date, time, and location of the military honors funeral.
- Other circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student as approved by the building principal.

The following is a list of unexcused absences:

- Vacation days, even if they are pre-planned and the school is notified.
- Any absence that is not considered an excused absence.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school's attendance line (309-945-0111), before 10:00 a.m. to explain the absence. If a call has not been made to the attendance line by 10:00 a.m. on the day of the student's absence, a school official will call the home to inquire why the student is not in school. If a parent or guardian cannot be contacted, the absence will be marked as "not cleared." If no parent or guardian contact is made within 24 hours of a "not cleared" absence, the absence will be marked as truant, and the appropriate discipline will be assigned. Once truancy discipline has been assigned it cannot be changed.

Consequences for Excessive Unexcused/Excused Absences

1. Five (5) days or five (5) unexcused absences from the same class
 1. Letter sent home
 2. Notification that five (5) unexcused absences within 180 school days will warrant referral to the truant officer (this is cumulative and reflects the past school year)
 3. Parent conference if requested

4. Referral to school counselor
 5. For multiple days, more than three (3) of consecutive unexcused absence, students will be given not more than three days to make up the work.
 6. Any student who has accumulated five (5) days of unexcused absences per school year must obtain a doctor's note for each and every absence over the five (5) days to be considered excused.
2. Ten (10) days or ten (10) single period excused and/or unexcused absences from any class
1. 10 Day Absence Policy letter sent home
 2. 10 Day Absence Policy: When a student reaches a total of 10 excused and/or unexcused days of absence, the student may be dropped from GMS enrollment. The parent/guardian may re-enroll the student but will be charged a re-enrollment fee.
 3. Referral to truant officer and Regional Office of Education if the student is under 17 years of age. If the student is 17 or older, a conference will be held with parents/guardians and student concerning alternative placement possibilities
 4. Referral to school social worker
 5. Any student who has accumulated ten (10) days of unexcused and/or excused absences per school year must obtain a doctor's note for each and every absence over the ten (10) days to be considered excused.

Reminder: Nine (9) total unexcused absences means a student is in direct violation of the Compulsory Attendance Laws of Illinois.

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

REF: Board Policy 7:70

AMENDED 05/08/2014

Leaving for Appointments during the School Day

When a student needs to leave during the school day for an appointment, the parent/guardian should write a note and send it to school with the student. The student should then take the note before school to either the front office (6th graders) or the control table near the cafeteria (7th & 8th graders). Students will receive a permit to leave class at the appointed time and should sign out at the front office. If possible, students should bring a medical excuse to the office upon return.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student is absent, he/she will be permitted to make up any missed work, including homework and/or tests. If a due date is assigned prior to the date of absence, the pre-assigned work will be completed and turned in to class on the student's return date or on the date originally assigned. If you have any questions regarding this policy, please contact your student's teacher.

Excused Absences

Students receiving an excused absence should contact their teachers regarding the work missed. The student will be allowed two school days to make up the work missed for every day absent.

Unexcused Absences

Students receiving an unexcused absence are responsible for contacting their teachers regarding work missed. The student will be allowed one school day to make up the work missed for each day absent. A maximum of five school days will be allowed to make up work regardless of the length of unexcused absence. The individual teacher will determine the make-up assignment, with any additional work deemed necessary.

Notification of Absence

Students who know in advance that they need to be absent must have their parents sign and return a "Notification of Absence" form. This form may be picked up in the main office and must be returned when complete. Students are responsible for contacting their teachers to sign the form and to collect their assignments in advance.

Tardiness

Students are expected to arrive and be in class on time. Each student may receive three (3) tardies per semester and no disciplinary time will be assigned. Students receiving tardy admits number four (4) and five (5) will receive 30 minutes of disciplinary time per tardy admit. Students receiving tardy number six (6) and seven (7) will receive 60 minutes of disciplinary time. If a student receives more than seven (7) tardies, the disciplinary consequences continue to increase and may include more detentions, in-school detentions, or out-of-school suspension. If a student is late to class because he/she was detained by a teacher, the student must ask that teacher for an admit.

Grades

The school year is divided into four grading periods, two each semester. Grade reports are processed after each of the four grading periods. Students and parents can view current grades and print grade reports via Skyward Family Access through the link provided at

geneseoschools.org. Families wishing to receive a paper copy of the report should contact the middle school office. The basic factors, which determine grades, are daily work, homework, quizzes, tests, and reports.

The grading system is as follows:

- | | |
|-------------------|-------------------|
| A - Superior | D - Below average |
| B - Above average | F - Failure |
| C - Average | I - Incomplete |

Grading Scale

| GRADE | PERCENTAGES | GRADE POINTS |
|-------|--------------|--------------|
| A+ | 99% - 100% | 4.40 |
| A | 95% - 98% | 4.00 |
| A- | 93% - 94% | 3.60 |
| B+ | 91% - 92% | 3.40 |
| B | 87% - 90% | 3.00 |
| B- | 85% - 86% | 2.60 |
| C+ | 83% - 84% | 2.40 |
| C | 79% - 82% | 2.00 |
| C- | 77% - 78% | 1.60 |
| D+ | 75% - 76% | 1.40 |
| D | 71% - 74% | 1.00 |
| D- | 68.5% - 70% | 0.60 |
| F | Below 68.50% | 0.00 |

Academic Retention/Promotion Policy

Promotion

Students who successfully complete their academic work for the school year will be promoted to the next grade level.

Retention

A student will be considered for retention at the same grade level if: the student has failed five or more semesters of their core academic subjects (ELA, Math, Social Studies, Science) during one school year, or if the student has failed two semesters of ELA and two semesters of Math during one school year.

Monitoring Student Progress

Progress reports for students with a current grade of "D" or "F" in a class are mailed home during the 4th week of each quarter. Parent / Teacher conferences are typically held in the fall, but parents may contact teachers at any time with a concern via email or by calling the counseling office. The school counselors may be able to arrange a parent / teacher meeting if necessary. Skyward Family Access is a great tool for monitoring daily student work, test scores and class information.

Chapter 3: Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

School Breakfast & Lunch Program

Students have the option of choosing between two lines that offer the same items. The cost for a full lunch is \$2.55. Breakfast is available in the cafeteria each morning from 7:40 to 8:03 a.m. for the cost of \$1.50. Breakfast and lunch items may also be purchased at ala cart prices which are posted in the cafeteria. Milk is available for \$0.40. The lunch menu is posted on the district website (www.geneseoschools.org) and in the cafeteria.

All student food service accounts are pre-pay accounts. Each student is issued a PIN number to be used at the cashier when purchasing breakfast or lunch. Payments may be made in the form of cash or check at the school, or online with a credit card.

Payment of Student Fees and Food Service Accounts

School registration fees are due before the start of the school year. The following methods may be used for payment:

- Cash or checks may be submitted to the main office.
- Credit cards may be used for online payment through the Skyward Family Access account. The main office is unable to process credit card payments.

Payments for food service accounts may be submitted in the same manner. Students with cash or checks should bring their payment to either the main office or the cafeteria serving line and fill out a deposit envelope. Money received at breakfast will be deposited to the student individual account before lunch. Money given to the cashiers at lunch will be entered after lunch is served that day. Food service accounts are individual student accounts. Families may send one check but must note how the funds should be divided amongst each child's account.

Parents also have the option of paying food service accounts with a credit card through Skyward Family Access. Payments made online will be instantly credited to the student account.

Applications for the student free or reduced lunch and breakfast program are available at either the Unit Office at 648 N. Chicago Street or online at geneseoschools.org. Students entitled to free or reduced lunches may choose a full lunch from any line for their personal consumption. The free and reduced lunch does not apply to ala carte items. If a student charges three meals without payment, they will be offered a peanut butter or cheese sandwich instead of the hot meal. Ala carte items can only be purchased if the student has money available in their account.

Chapter 4: Transportation

Bus Transportation

The district provides bus transportation to and from school through a contracted bus service for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by Pinks Bus Service at (309)-944-6417.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the administration. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Give the bus drivers the same high level of respect and courtesy that is given to teachers. The atmosphere within the bus should be comparable with that of a well-disciplined classroom.
2. Sit on the seats within the compartment.
3. No loud or profane language.
4. Keep head, hands, and feet to yourself and inside the bus.
5. No eating or drinking on the bus.
6. Stay seated in your compartment until the bus stops.
7. Do not lower your windows below the line.
8. Be absolutely quiet at railroad crossings.
9. Board the bus at the first opportunity to do so, and do not leave the bus until you arrive home or at the designated unloading point.
10. A phone call to Pinks Bus Service is needed from a parent/guardian granting his/her child permission to leave the bus at any point other than at home.
11. Ride **ONLY** the bus assigned. Pinks Bus Service must give prior permission for guest riders.
12. Leave the bus **ONLY** at the school they attend in the morning.
13. No littering. Each bus will furnish a waste box, and materials are not to be thrown on the floor or out the windows.
14. Insubordination by students to drivers will not be tolerated.
15. Intimidation of a student by another student will not be tolerated.
16. Line up for buses and remain in line until aboard. While waiting for the bus, students should not move beyond the safety zone until the bus is stopped and the driver opens the door for them. When entering or departing the bus, students may not cross the road until receiving the “**thumbs up**” signal from the driver.
17. Honor all safety rules. National, state, county, school district, and bus driver safety rules are all designed for the health and safety of all bus riders and must be obeyed.
18. **Do not** tamper with any safety device on a school bus unless instructed by your driver (i.e. crossing arms, emergency doors, fire extinguishers, etc.).
19. Vandalism to the bus will result in disciplinary action and possible referral to the police.
20. Cell phone use is not allowed on the bus. Cell phone must be turned off and put away until you reach your stop.

Bus rules apply to all field trips and any other time a student may ride a bus.

Video and audio cameras are 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 Pinks Bus Service at (309) 944-6417.

Bus Misconduct

All students who are found guilty of bus misconduct or a disruptive influence on a bus are subject to school disciplinary procedures, which may include the following consequences, depending on the frequency and severity of the infraction:

- 1st offense - Bus driver will contact parent and/or principal directly.
- 2nd offense - 1 day suspension of bus privileges
- 3rd offense - 3 day suspension of bus privileges
- 4th offense - 5 day suspension of bus privileges
- 5th offense - 10 day suspension of bus privileges
- 6th offense - Suspension from riding the bus for the remainder of the school year.

The discipline policy listed is cumulative for the year.

In all cases, the building principal has the discretion to omit progressive disciplinary steps listed above if the misconduct is deemed to be of serious nature. Examples of serious misconduct are, but are not limited to fighting, fire or open flame on the bus, injuring another student or property, tampering with safety devices, and gross insubordination.

Bicycles/Skateboards

Bicycles must be parked and locked in the assigned bicycle rack. Bicycles must be walked to and from the back rack while on school grounds. Skateboards are not allowed on school grounds. No riding of bicycles or skateboarding on school grounds unless supervised by a staff member and approved by administration.

Chapter 5: Health and Safety

School Nurse

A registered nurse is employed by the school to serve students and their families in a number of ways. The nurse is guided by directive from the State of Illinois and by School Board policy. The school nurse will:

1. Provide emergency treatment in the event of an accident.
2. Provide care for a child becoming ill while at school. All ill students must report to the nurse's office, and the nurse will decide:
 - a. If the student should rest and try to return to classes.
 - b. If the student should go home. The nurse must contact a parent or an individual indicated in the student's emergency contacts information before a student is allowed to leave.
 - c. If the student is able to participate in full school activity.

The nurse handles all of the above unless there is a written order from a medical doctor. The nurse will also:

1. Check the reasons for student absenteeism.
2. Maintain up-to-date health records for each student as required by the State of Illinois.
3. Administer vision and hearing testing. Vision screening will be conducted during the school year as mandated by the State of Illinois.
4. Be a resource person to teachers and students.
5. Make home visitations (health and attendance problems).
6. Help with health, social, and family history information gathering for referral cases.

Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

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

1. Entering the sixth grade
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

The immunizations and physicals for kindergarten, 6th grade, and 9th grade are due by the first day of the school year. Failure to comply with these requirements will result in exclusion from school.

Eye Examination

All transfer students entering an Illinois school for the first time must present proof of an eye examination performed within one year prior to entry. New students who show proof of an upcoming scheduled exam will have a 60-day grace period. Failure to comply with this mandate allows the school to hold the student's report card until compliance is met.

Vision Screening

Vision Screening will be conducted for pre-K through 12th grade students in the Geneseo School District during the school year. Vision screening is not a substitute for a complete eye and vision evaluation. Your child is not required to undergo this 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 and the report is on file at the school.

Dental Examination

All children entering sixth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. 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 and following steps 1-6 on the Request for Administration of Medicine 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 Request for Administration of Medicine 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. The remaining medication or the empty container must be picked up by the parent/guardian at the end of the treatment or the end of the school year (whichever comes first). If they are not picked up, the Health Aide in the presence of a witness will discard them.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian and doctor has completed and signed a Request for Administration of Medication or treatment 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.

Medication Procedures for Students with Asthma

1. ALL students with asthma and inhalers must complete and submit an Action Plan to the school nurse.
2. This Action Plan will be kept on file in the nurse's office for use of the child's inhaler.
3. For students who carry their own inhaler, a school Medical Authorization Form must still be completed.
4. Action Plan and Medical Authorization Forms may be downloaded from the District Web-page and completed by your child's doctor.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. Students should not return to school until fever free, without anti-fever medications, for 24 hours.
4. A student excluded because of a communicable disease may be asked to present a letter from their doctor stating they are no longer contagious and may return to school.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

Insurance

All enrolled students are covered by an accident insurance plan free of charge. This insurance has limited coverage for injuries sustained during school time or at school-related activities. Claims for injuries incurred at school must be submitted through the school office. The student must immediately notify the supervising teacher, school nurse,

or administrator of the injury and an accident report must be filed. Complete information will be available at registration.

Guidance & Counseling

The school provides guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Parents wishing to meet with a teacher should contact the Counseling Department to schedule an appointment. Students wishing to visit with a counselor during the school day should first check with their teacher. Students are encouraged to meet with the counselors during study hall, before or after school, or during ASAP.

Safety Drill Procedures and Conduct

Emergency drills for fire, tornado and other emergency situations will be held at various times during the school year. Procedures are posted in each classroom or public space, and staff is trained to provide instruction and assist in the event of drills or emergencies.

There are 3 different types of Crisis Prevention situations of which students and parents should be aware; Soft Lockdown, Hard Lockdown and Code Red Active Intruder.

Soft Lockdown means that students and staff are not in imminent danger, but for student safety it is best to keep hallways clear.

Examples of situations that result in a Soft Lockdown may include:

- an injured child
- ambulance
- power outage
- drug dog searches/locker searches
- unsafe corridor, i.e. floor, ceiling, etc

Hard Lockdown means that nearby events present imminent threats and there is reasonable certainty that student/staff could be in danger.

Examples of situations that result in a Hard Lockdown may include:

- Bomb threat
- Hostage threat
- Suicide/suicide threat
- Gun found/present on campus
- Student uprising/civil disturbance
- Chemical release
- Law enforcement information that identifies imminent danger

Code Red Active Intruder indicates there is an active threat in the building and students/staff should activate A.L.I.C.E. protocols (Alert, Lockdown, Inform, Counter, Evacuate).

In the event of a school emergency, parents will be contacted through School Messenger with information and specific instructions regarding the incident.

Chapter 6: Discipline and Conduct

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, hoods, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with inappropriate holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, a teacher may ask the student to put on something more appropriate, contact counselor for second opinion, or ask the student go to the Principal's office. A building administrator will make the final decision regarding inappropriate dress.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

Cell Phone/Electronic Device Usage

Using a cellular device, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. All cell phones and similar 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Violation of cell phone usage will result as follows:

- 1st Offense - Cell phone is sent to the office, warning issued.
- 2nd Offense - Confiscation of phone, parent/guardian picks up.
- 3rd Offense - Confiscation of phone, parent/guardian picks up, discipline assigned

Student Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. No opened beverages may be brought on to campus.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, or controlled substance, or cannabis (including medical cannabis, marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance, including those noted on the Illinois Association of High School's most current banned substance list, unless administered under a physician's care and supervision.
 - c. 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.
 - d. 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.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - f. 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.
 - g. E-cigarettes, liquid nicotine, and related paraphernalia
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 firearm or "look alike," 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.
5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials.

7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, copy and pasting, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
10. Being absent without a recognized excuse.
11. Being involved with any public school fraternity, sorority, or secret society.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. 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.
15. 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.
16. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
17. Using, purchasing, selling, or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

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.

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

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Seizure of contraband.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
- Notifying parents/guardians.
- Temporary removal from the classroom.
- In-school detention for a period not to exceed 5 school days.
- Before school, after school, and lunch detentions.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State Law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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.

Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period up to two years:

(1) A firearm. For the purposes of this Section, “firearm” means 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 weapon 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.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

REF.: BOARD POLICY 7:190
AMENDED 05/08/2014

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and
110/3,10..
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline),
6:110 (Programs for Students At Risk of Academic Failure and/or Dropping
Out of School and Graduation Incentives Program), 7:70 (Attendance and
Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and
Seizure), 7:150 (Agency and Police Interviews, Harassment), 7:185 (Teen
Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210
(Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students
with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular

Activities), 7:270 (Administering Medicines to Students), 7:310
(Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property)

Gang & Gang Activity

“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; (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, or (5) incite other students to act with physical violence upon any other person.

Bullying, Intimidation and (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school district will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct (Board Policy 7:180).

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator or counselor. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Field Trips

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;
- Other reasons as determined by the school.

Social Media

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Use good judgment. Students are responsible for complying with the School District's conduct requirements. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

Chapter 7: Internet, Technology and Publications

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access* and Board Policy 5:125 (Personnel Social Networking), or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:125 (Personnel Social Networking), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)

ADMIN PROC.:6:235-API (Administrative Procedure - Acceptable Use of Electronic Networks), 6:235-API, E1 (Student Authorization for Electronic Network Access), 6:235-API, E2 (Exhibit - Staff Authorization for Electronic Network Access)
Adopted By Board Action 09/01/1998 Amended By Board Action 11/14/2007
Amended by Board Action 08/09/2012

Exhibit - Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization for Electronic Network Access form before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

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

Privileges - The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access

privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

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

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

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

- a) Be polite. Do not become abusive in your messages to others.
- b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c) Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d) 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.
- e) Do not use the network in any way that would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any

damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

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

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

- a) 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.
- b) Students and staff 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.
- c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

- d) The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e) Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b) 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.
- c) 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 District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e) Use of the School District’s electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Parent/guardian and student signature must be on file at the Middle School before access to the Electronic Network will be granted.

Chapter 8: Search and Seizure

Search and Seizure

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator and an adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

REF.:Board Policy 7:140

AMENDED 05/08/2014

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

Right to Privacy in the School Setting Act, 105 ILCS 75/.

Chapter 9: Athletics and Extra-Curricular Activities

MIDDLE SCHOOL ACTIVITY CODE OF CONDUCT

PURPOSE / PROCEDURE

Statement of Purpose

Student activities are separate from the regular school program. While the regular curricular program is a right afforded to each student, participation in the student activities program is a **privilege** for students who wish to participate and who comply with the rules and regulations established for the respective activities; and, as such, carries certain expectations beyond those found in the normal school situation.

The important goals of the activities program are to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for rules and regulations. It is important that student activities participants recognize their responsibilities as role models, both at school and in the community. We believe that our activities provide an opportunity for our adult coaches and sponsors to teach many valuable lessons and skills, and this is an opportunity for student growth in many areas.

This Activity Code is designed to state expectations and help influence positive behavior of those students representing District 228 Schools. Students who participate in activities are ambassadors of the school and the community; therefore, when they choose to participate in an activity, the expectations of the students will be higher, both while in school and out of school on a year-round basis.

The Geneseo Community Unit School District takes a strong stance against the use of illegal drugs and alcohol. The school district encourages students to not place themselves in a situation where illegal alcohol and drug use is taking place.

Activity Code violations will be acted upon based on information received from one or more of the following:

1. Law Enforcement report
2. Staff member is an eyewitness to infraction
3. Student or his/her parent or guardian reports infraction

Categories of Activities Subject to the Activity Code

1. All IESA and GMS sponsored athletic competitions and those affiliated with IESA and GMS events.
 - a. Wrestling
 - b. Basketball
 - c. Cross Country
 - d. Football
 - e. Volleyball
 - f. Track
 - g. Other approved athletic activities
2. Other student competitions sanctioned by IESA and IMEA and all other “performance-based” activities
 - a) IESA Speech, Drama, and Individual Events
 - b) Scholastic Bowl
 - c) Other approved activities – for which no course credit is given.
3. Student activities, which are noncompetitive, extra-curricular public performances, and all other student activities (*national charters may require more stringent consequences). Here are some examples, but not an all-inclusive list.
 - a) Peer Tutors
 - b) Builder’s Club
 - c) Music – for which no course credit is given
 - d) Music Trips and Tours
 - e) Yearbook
 - f) Student Council & Senate
 - g) Other approved activities & clubs

Each student and his/her parent(s)/guardian(s) are required to sign an acknowledgement of their receipt of the Activity Code before the student will be allowed to participate.

The school’s action shall be independent from arrest, charge or indictment, trial, conviction, or acquittal in the criminal or juvenile courts. There is no statute of limitations applicable to violations of the Activity Code.

Substance Abuse Policy

Students who **possess, consume, transport, sell, or deliver actual or look-alike alcohol, drugs, drug paraphernalia, tobacco products, E-cigarettes, liquid nicotine, smoking materials (rolling papers, etc.)**, either in school or out of school, will face the consequences explained in this Activity Code of Conduct.

First Offense:

1. Student shall be removed from participation at games for one-third (33%) of the season or one-third of the year if that is applicable to the activity.
 - a. If the student is not currently involved in any of these applicable activities, this one-third (33%) suspension will be carried over to the next applicable activity in which he/she participates.
2. Can travel and practice with the team at the coaches' discretion. However, the student is not allowed to dress for competitions during the time of the suspension. If the team is to leave for a competition prior to the dismissal of the school day, the student may not leave early to travel with the team.
3. If said student does not satisfy all of the consequences listed for the extracurricular activity portion of the Activity Code of Conduct, the unsatisfied portion will be carried forward for one year from the anniversary date of the incident to the next activity in which the student is a participant. If one year passes, and the student does not participate in any extra-curricular activities, the Activity Code of Conduct requirements will have been fulfilled.

Second Offense:

1. Student shall be removed from participation at games for two-thirds (66%) of the season or two-thirds of the year if that is applicable to the activity.
 - a. If the student is not currently involved in any of these applicable activities, this two-thirds (66%) suspension will be carried over to the next applicable activity in which he/she participates.
2. Can travel and practice with the team at the coaches' discretion. However, the student is not allowed to dress for competitions during the time of the suspension. If the team is to leave for a competition prior to the dismissal of the school day, the student may not leave early to travel with the team.
3. If said student does not satisfy all of the consequences listed for the extracurricular activity portion of the Activity Code of Conduct, the unsatisfied portion will be carried forward for one year from the anniversary date of the incident to the next activity in which the student is a participant. If one year passes, and the student does not participate in any extra-curricular activities, the Activity Code of Conduct requirements will have been fulfilled.

Policy for Suspension

A student who receives suspension will not be allowed to compete in any extracurricular activities or participate in any practices during the time of the suspension. If the suspension carries over a weekend, the student may not participate in extracurricular activities over that weekend.

VIOLATION OF CRIMINAL LAWS

Additional participation penalties for criminal laws will be determined by a committee consisting of school administrator(s), the athletic director, and three coaches/sponsors not working with the student at the time of the infraction.

Sports Physicals

An athletic (sports) physical is required for 7th and 8th grade students participating in any middle school athletic event. This physical must have been completed within one year of the participating sport season and be on file in the school nurse's office. Students will not be allowed to try-out, practice or participate in the sport without this physical.

Eligibility Requirements for Interscholastic Activities

In accordance with IESA standards, students must be passing all classes to be eligible to participate in interscholastic activities. Eligibility will be calculated each Friday affecting participation for the following week. If ineligible to participate, an athlete is not allowed to travel to events with the team. He/she should still attend all practices and home games. Eligibility will not be recorded the first week of each new quarter.

Attendance Requirements for Interscholastic Activities

In order to participate or attend any after-school or evening activities, 7th and 8th grade students must attend all of their classes from 11:30 a.m. through the end of the day. 6th grade students must attend all of their classes from lunch through the end of the day. The only exceptions to these attendance requirements are school functions, medical appointments and bereavement time.

Permission to Ride with Parents from Interscholastic Activity

Any student wanting to ride from an away event or activity with a parent must get approval from the Principal. A NOTE FROM THE STUDENT'S PARENT AND THE DRIVING PARENT MUST BE PRESENTED TO THE OFFICE, COACH, OR SPONSOR PRIOR TO THE ACTIVITY TO GET APPROVAL. In addition, the driving parent must make contact with the school personnel responsible for the student before the student leaves the activity.

Use of Drones or Airborne Cameras

Any use of drones is strictly prohibited without the express written prior permission of school administration.

Dances

The Geneseo Middle School Student Council will sponsor dances for 7th and 8th grade students. Only students who are presently enrolled in 7th or 8th grade at the Geneseo Middle School may attend school dances.

Once a student has entered a dance, he/she is not permitted to leave before 8:30 without the permission of his/her parent/guardian. This permission must be given in person or in writing by the parent/guardian.

No one is allowed to loiter outside the building during a school dance. Students not attending the dance must stay off of school property.

Participation at dances is a privilege. Students who have been issued an out of school suspension between the dates of the previous dance and the upcoming dance, have unserved disciplinary time, or who have not paid all applicable fines or fees, will not be allowed to attend dances. All school rules and policies (including dress code) apply during dances. Please refer to the dress code policy for more information.

Chapter 10: Parental Right Notifications

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Integrated Pest Management

A state law, which went into effect August 1, 2000, requires implementation of the Integrated Pest Management (IPM) approach to pest control in schools. A major part of IPM is to minimize exposure to pesticides in the school environment. The District has implemented policies and procedures to assure that.

The law requires the least aggressive method of pest control when it comes to the use of chemicals. Non-threatening pests are not automatically confronted with pesticides. Monitoring, baiting, and removal of the source of attraction to the pest are the first response actions.

Chemical treatment for pests will only occur when other methods have failed, and the pests remain a threat. Chemical treatment will only take place after hours and only in areas where needed. Typical areas for treatment are maintenance areas, kitchens, and restrooms where food and water attract the pests. If required, treatment would be with EPA approved chemicals. All monitoring, baiting, and treatment is recorded in a log book, which is kept in the office of each building.

The law also requires notification to parents and staff members, if chemical treatment will take place. Parents may request to be notified if there would be chemical treatment of school buildings or grounds. Forms are available at the office of each building or on the District's web page: geneseoschools.org.

If you have any questions, or would like a copy of the Integrated Pest Management Policy in the Geneseo School District, please call the Unit Office at 309- 945-0450.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property, including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Right to Privacy in the School Setting

School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.



2017-2018

Geneseo District 228 Elementary
STUDENT HANDBOOK

Millikin Elementary School
Northside Elementary School
Southwest Elementary School

Welcome to Geneseo District 228

The Elementary Faculty of District 228 welcomes you. We hope that you will use this handbook to become familiar with the policies and procedures in our District. It will answer many questions that you may have this year. Take good care of it and it will serve you well. If you cannot find the answer in this handbook, ask your teacher or the principal.

District 228 strives to maximize student achievement. We are proud of our tradition of academic excellence and fiscal responsibility. We work hard to create schools where learning can occur in a safe and caring environment.

Always feel free to see your principal or teacher when you have questions or problems. They are there to help you.

Mr. Scott Kuffel, Superintendent
Geneseo CUSD 228

OUR CORE VALUES

- Setting high expectations for achievement
- Safe and caring learning environment
- Effective and efficient operations
- Stewards of the District's finances

OUR MISSION

- Teach
- Learn
- Care

Handbook Notes:

*This handbook is only a summary of board policies governing the district; board policies are available to the public at the district office.

*This handbook may be amended during the school year without notice.

* All persons are expected to comply with the policies within this handbook.

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CHAPTER 1 GENERAL INFORMATION

ELEMENTARY BUILDING INFORMATION

| | Millikin | Northside | Southwest |
|--------------------|----------|-----------|-----------|
| Start of School | 8:25 | 8:25 | 8:25 |
| End of School | 3:07 | 3:07 | 3:07 |
| Attendance Hotline | 945-0193 | 945-0194 | 945-0109 |
| Main Office Number | 945-0475 | 945-0625 | 945-0652 |

SCHOOL DISTRICT ORGANIZATION – NONDISCRIMINATION

The Geneseo District shall treat all persons equally without regard to race, color, creed, national origin, sexual orientation, sex or handicaps unrelated to the function to be performed. This commitment relates to employment practices, the education of children and relations with the community at large. The District will be in compliance with School Code Section 5/27.1 and Title IX of the 1972 Education Amendments and Title II (A) of the Americans With Disabilities Act. Questions in reference to educational opportunities may be directed to Title IX – Joe Nichols, (309) 945-0399; Section 504 and Title VI – Tim Gronski, (309) 945-0450.

The Geneseo District will accommodate parents, guardians, and other individuals whose presence is required at parent conferences, school programs, and School Board meetings.

STUDENT SERVICES

Geneseo CUSD 228 will conduct no surveys which request information of a personal nature from any student for the purpose of sale. (Refer to Board Policy 7:15)

Parents of students receiving Title I services will be notified of activities and parental involvement policies. Please contact the building principal, if further information is desired. (Refer to Board Policy 6:170)

The Geneseo District, acting in accordance with 10ILCS 5/14-6.01, will provide a free and appropriate public education to all eligible students with disabilities within District boundaries whether or not enrolled in District #228. Anyone with questions is asked to contact Special Services at (309) 945-0411. (Refer to Board Policy 8:70)

The Geneseo District will provide an alternative learning opportunities program for

students at risk of academic failure. Details of this program can be obtained through the Special Services at (309) 945-0411.

SECURITY CAMERAS

Security cameras are in use in all of the schools in the Geneseo School District. These have been installed for the safety and security of our students.

CHAPTER 2 SCHOOL DAY PROCEDURES

COMPULSORY SCHOOL ATTENDANCE

This policy applies to individuals who have custody or control of a child: a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

1. Before the 2014-2015 school year, students between the ages of 7 and 17 years.
2. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.

(Refer to Board Policy 7:70)

ADMISSION OF PUPILS

Parents are required to furnish their child's certificate of live birth at the time of kindergarten or first grade enrollment. Kindergarten pupils must be five years of age on or before September 1.

New students to the district must present a certificate of live birth within 30 days of registration. School physicals and vision exams are required from students transferring from Out of State.

Kindergarten or first grade, and sixth grade pupils must have a physical examination and proper immunizations prior to the first day of school. Immunizations for Kindergarten must include a screening for lead. A dental exam is required for Kindergarten and Second Grade Students. Forms are available on the district web site: www.geneseoschools.org, or from your school nurse.

A special kindergarten registration day is held each spring. Online registration in the Spring is available for all students who will be attending in the fall. Advance notice of these days is announced in the local newspaper and with special letters to parents.

Students who enroll as English Language Learners (ELL) shall be assigned per Board Policy 6:160.

SCHOOL DAY PROCEDURE

Please refer to the specific school information regarding morning drop off and after school pickup procedures. See the inside cover sheet for start and end times for all elementary schools.

We encourage parents not to make any changes in the transportation arrangements that are set at the beginning of the school year. If, however, changes do need to be made, **please send a note** to school in the morning specifying these changes. If you absolutely have to make a change via the telephone, please try to do it before 2:00 P.M. In order for changes to be made over the telephone, the building secretary may ask the caller to identify the student's ID number that was provided by the parent/guardian at registration. This system was created for the safety of our students. Please **DO NOT** share your child's ID number with other adults and/or your child.

TELEPHONE COMMUNICATION ABSENCES

If your child will be absent from school, for any reason, please call the "Attendance Hotline" (available on website and building specific information), and not the office lines. The Hotline is available 24 hours a day, seven days a week. Our office is a very busy place in the mornings, and we cannot always give callers the attention they may need.

If a child in grades K-5 is absent from school, and there is no record the absence is for a valid cause and there is no notification the absence has been authorized, the school must, within two hours after the first class, make a reasonable effort to telephone and notify the parent, legal guardian, or other person having legal custody of the child of the child's absence from school. School Code Section 5/26-3b. If within one hour we are unsuccessful in reaching you, the police may be notified to make a home visit to check on your child's welfare.

STUDENT ABSENCES

There are two types of absences: Excused and Unexcused. Excused absences include illness, observance of a religious holiday, death in immediate family, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school's attendance line, before 9:00 a.m. to explain the absence. If a call has not been made to the attendance line by 9:00 a.m. on the day of the student's absence, a school official will call the home to inquire why the student is not in school. If a parent or guardian cannot be contacted, the absence will be marked as

"not cleared." If no parent or guardian contact is made within 24 hours of a "not cleared" absence, the absence will be marked as truant, and the appropriate discipline will be assigned. Once truancy discipline has been assigned it cannot be changed. If no parent or guardian contact is made by 9:00 a.m., a safety-visit check-up may be scheduled with the school resource officer.

EXCUSED ABSENCES

Personal illness or other medically related reason - when students are out of school for four consecutive days or more due to a medical condition, a written notice from a doctor is required. Such notice must indicate the number of days that the student needed to be gone from school. If such notice is not submitted to the attendance office upon the student's return to school, the absences will be considered unexcused. The following is a list of excused absences:

- * Family emergency/death in family
- * Observance of religious holidays and activities
- * Subpoenas or other situations where a student is called as a witness in judicial proceedings
- * Other circumstances which cause reasonable concern to the parent for the safety or health of the student
- * For the purpose of sounding "Taps" at a military honors funeral for a deceased veteran. Students must notify school administrators at least 2 days prior to the date of the absence and shall provide the school administrators with the date, time, and location of the military honors funeral.

UNEXCUSED ABSENCES

Any absence that is not excused will be considered unexcused or truant. Even if the reason for absence is unexcused, the parent/guardian must confirm the absence with a phone call or note. Vacation Days are considered Unexcused Absences, even if they are pre-planned and the school is notified.

When unexcused absences exceed 5% of the school attendance days for the year (the equivalent of 9 days), the Henry County Truant Officer will be notified. A letter will be sent home to parents regarding concerns about unexcused absences at the 5th (fifth) absence. Administration reserves the right to contact the Henry County Truant Officer based on individual circumstances.

MAKE-UP WORK

If a student is absent, he/she will be permitted to make up any missed work, including homework and/or tests. If a due date is assigned prior to the date of absence, the pre-assigned work will be completed and turned in to class on the student's return

date or on the date originally assigned. If you have any questions regarding this policy, please contact your student's teacher.

Excused Absences

Students receiving an excused absence should contact their teachers regarding the work missed. The student will be allowed two school days to make up the work missed for every day absent.

Unexcused Absences

Students receiving an unexcused absence are responsible for contacting their teachers regarding work missed. The student will be allowed one school day to make up the work missed for each day absent. A maximum of five school days will be allowed to make up work regardless of the length of unexcused absence. The individual teacher will determine the make-up assignment, with any additional work deemed necessary.

TARDIES

Students that arrive after 8:25 a.m. for school will be counted as tardy. Students who arrive late due to a medical appointment will not be counted as tardy, IF they present the office with a signed doctor's note.

SCHOOL VISITATION PROCEDURES

We encourage parent visitation to classrooms. We hope that all parents will visit school several times during the year and talk with their child's teacher if time permits. Please make arrangements to visit by calling the teacher or the school secretary.

It is our policy to limit visitations to adults only. We do not permit students to bring brothers, sisters, or friends to visit school. It has been our experience that visitation by children causes unnecessary disturbance and interruption with normal class procedures. We also ask that there be no visiting during the first month of school and the last month of school.

State Law mandates that ALL visitors must sign in and out of the office when visiting a school. When visitors request access into a school building, visitors will be asked to give their name and reason for needing access to the building. Visitors must check in at the office and present a photo I.D. A school staff member will sign in the visitor. A visitor's badge will be given to the visitor and the photo I.D. will be kept in the office until the visitor's badge is returned. The visitor will then be signed out by a school staff member.

CHAPTER 3 ACADEMIC POLICIES

CURRICULUM AND INSTRUCTIONAL MATERIALS

Parents and legal guardians have the right to examine the instructional materials used by their child's teacher. Please contact the building principal to arrange the examination or to discuss matters of academic instruction. Parents have the right to request the child's classroom teachers' qualifications. (Refer to Board Policy 5:190)

Pupils are either assigned a textbook or have immediate access to one in all areas of the core curriculum. Pupils may take textbooks home for study. They are, however, responsible for the books as well as all other property of the school. Fines shall be levied for damaged or lost property or books.

REPORT TO PARENTS

Report cards are sent home quarterly. 3rd-5th grade parents can access reports through SkyWard in Family Access. For questions about how to set up these reports, contact techsupport@geneseoschools.org

CONFERENCES

Parents should not hesitate to ask for a conference whenever desired. Students are encouraged to talk over their school problems with their teacher or principal. Should the parent wish to have a conference with the child's teacher, there are some procedures which would facilitate the scheduling of such a conference: 1) Send a note with your child asking for a conference. The teacher can then telephone or send a return note home with the student. 2) Telephone the school office and ask the secretary to have the teacher return your call at the end of the school day or during a preparation period.

SCHOLASTIC RECORD - GRADING SCALE

| <u>Grades K-2</u> | <u>K-2 Classroom and K-5 Specials (Music, Art, P.E.)</u> | <u>Grades 3 - 5</u> | |
|--------------------------|--|---------------------|------------------|
| E = Exceeds Expectations | E = 100 – 95% | A+ = 100-99% | C+ = 84-83% |
| | S+ = 94 – 91% | A = 98-95% | C = 82-79% |
| S = Meets Expectations | S = 90 – 83% | A- = 94-93% | C- = 78-77% |
| | S- = 82 – 77% | B+ = 92-91% | D+ = 76-75% |
| N = Below Expectations | N = 76 – 0% | B = 90-87% | D = 74-71% |
| | | B- = 86-85% | D- = 70-69% |
| | | | F = 68% or lower |

INCOMPLETE WORK

Each student has a responsibility to complete his/her assignments in the time frame established by the classroom teacher. Steps taken for incomplete work will vary from teacher to teacher. It is the responsibility of the classroom teacher to inform the students and parents of the consequences for incomplete work. It is the responsibility of the students and parents to be aware of the rules and get work in on time. If work is not completed within an allotted time, a mark of zero may be recorded by the teacher.

STUDENT RECORDS

School records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable or other information that would link the document to an individual student is a school student record, if maintained by the District, except (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school. (Refer to Board Policy 7:340)

The District maintains two types of school records for each student: **a permanent record** and **temporary record**. These records may be integrated.

Permanent record shall include: basic identifying information; academic transcripts; attendance record; accident and health reports; information pertaining to release of this record; and honors and awards. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

Temporary record may include: family background; intelligence and aptitude scores; psychological reports; achievement test results; ISAT scores; honors and awards; disciplinary information, specifically including information regarding an expulsion, suspension, or punishment for misconduct involving drugs, weapons, or bodily harm to another; special education files; verified reports of information from non-educational persons; verified information of clear relevance to the student's education; and information pertaining to release of this record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew.

CHAPTER 4 STUDENT MEAL COSTS AND FEES

SCHOOL BREAKFAST AND LUNCH

School breakfast and lunch prices, as well as information on payment procedures, free and reduced meal services, cafeteria rules and other important items about Geneseo CUSD 228 food services has been included on a handout specific to that subject. That handout was given to all parents during Open House. Food service payments are available online via Family Access at www.dist228.org. *A one dollar service fee will apply to each online transaction.* If there should be further questions, please contact your child's school for assistance.

WAIVER OF STUDENT FEES

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq; or
2. The student or student's family is currently receiving aid under Article IV or the Illinois Public Aid Code (Aid to Families with Dependent Children).

The Building Principal will give additional consideration where one or more of the following factors are present:

- * Illness in the family;
- * Unusual expenses such as fire, flood, storm damage, etc.;
- * Seasonal unemployment;
- * Emergency situations;
- * When one or more of the parents/guardians are involved in a work stoppage.

CHAPTER 5 TRANSPORTATION

BUS INFORMATION

To ride a school bus is a privilege and a convenience for the student and his family. There are, however, certain standards of behavior that are necessary for the personal safety and comfort that is desired for students attending Geneseo Schools. For purposes of safety, students may be monitored by audio and visual tape when riding on a bus. Please read the list of rules and regulations listed below.

For bus complaints or problems please call Pink's Bus Company at 944-6417.

BUS RULES AND DISCIPLINE

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

1. Give the bus drivers the same high level of respect and courtesy that is given to teachers. The atmosphere within the bus should be comparable with that of a well-disciplined classroom.
2. Sit on the seats within the compartment.
3. No loud or profane language
4. Keep head, hands, and feet to yourself and inside the bus
5. No eating or drinking on the bus.
6. Stay seated in your compartment until the bus stops
7. Do not lower your windows below the line.
8. Be absolutely quiet at railroad crossings.
9. Board the bus at the first opportunity to do so, and do not leave the bus until you arrive home or at the designated unloading point.
10. A phone call to Pinks' Bus Service, Inc. is needed from a parent/guardian granting his/her child permission to leave the bus at any point other than at home
11. Ride ONLY the bus assigned. Pinks Bus Service must give prior permission for guest riders.
12. Leave the bus ONLY at the school they attend in the morning
13. No littering. Each bus will furnish a waste box, and materials are not to be thrown on the floor or out the windows.
14. Insubordination by students to drivers will not be tolerated.
15. Intimidation of a student by another student will not be tolerated.
16. Line up for buses and remain in line until aboard. While waiting for the bus, students should not move beyond the safety zone until the bus is stopped and the driver opens the door for them. When entering or departing the bus, students may not cross the road until receiving the "thumbs up" signal from the driver.
17. Honor all safety rules. National, state, county, school district, and bus driver safety rules are all designed for the health and safety of all bus riders and must be obeyed.
18. **Do not** tamper with any safety device on a school bus unless instructed by your driver (i.e. crossing arms, emergency doors, fire extinguishers, etc.)
19. Vandalism to the bus will result in disciplinary action and possible referral to the police.
20. Cell phone use is not allowed on the bus. Cell phone must be turned off and put away until you reach your stop.

Bus rules apply to all field trips and any other times students may ride a bus.

Students who are found to be guilty of misconduct or a disruptive influence are subject to school regulations, which include possible suspension or exclusion from the privilege of riding a bus. Depending upon the frequency and severity of the infraction, students may be subject to the following:

- Bus Driver contacts parent and/or principal directly

- 1 day suspension of bus privileges
- 3 day suspension of bus privileges
- 5 day suspension of bus privileges
- 10 day suspension of bus privileges
- Suspension from riding the bus for the remainder of the school term.

The discipline policy listed is cumulative for the school year.

The building principal has the discretion to accelerate progressive disciplinary steps listed above if the misconduct is deemed to be of a serious nature. Examples of serious misconduct where steps will be omitted are, but are not limited to: fighting, fire or open flame on the bus, injuring another student, tampering with safety devices, and gross insubordination; in addition, other school discipline may apply, including suspension or expulsion from school. Refer to Board Policy 4:170 [found in the appendix of this handbook](#) for additional bus safety.

CHAPTER 6 HEALTH AND SAFETY

THE SCHOOL HEALTH PROGRAM

REGISTERED NURSES are employed by the schools to serve the students and their families in a number of ways. These nurses are guided by directives from the State of Illinois and by school board policy. The registered nurse will:

1. Provide emergency treatment in the event of an accident.
2. Provide care for a child becoming ill while at school. All ill students must report to the nurse's office - she will decide:
 - a. If the student should rest and try to return to classes.
 - b. If the student should go home. The nurse will make the arrangements for the student to leave.
 - c. If the student is able to participate in full school activities.
 - d. If the student is able to go outside.

All of the above are handled by the nurse, unless there is a written order from a medical doctor.
3. Check the reasons for student absenteeism.
4. Maintain up to date health records for each student as required by the State of Illinois.
5. Conduct vision and hearing screening for students in grades pre-K through 12. Vision screening is not a substitute for a complete eye and vision evaluation. Your child is not required to undergo this 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 and on file at the school.
6. Weigh and measure students in the fall and spring.
7. Be a resource person to teachers and students.
8. Home visitation - (health and attendance problems).

9. Help with health, social, family history, - information gathering for referral cases.

Children will play outside for recess if weather conditions permit. Please see that your child is dressed properly. Unless a specific doctor's note dictates otherwise, your child will be going outside.

If a student misses more than two consecutive P.E. periods or two consecutive days of recess due to an illness or an injury, a physician's order must be presented to the school nurse.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

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

1. Entering Kindergarten or first grade; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade (including the Ladders to Learning Pre-school).

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of school 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 shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

MEDICAID FEE-FOR-SERVICE

The Geneseo School District intends to claim Medicaid funds available for therapy and diagnostic services provided to eligible children. Medicaid reimbursement is a source of federal funds approved by congress to help school districts maintain and improve special education services.

Unless you as a parent object in writing, the Geneseo Unit #228 will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or any time in the future.

If your child is Medicaid eligible, you will be asked to provide his/her identification number at registration time.

MEDICAL EXCLUSIONS FOR COMMON CHILDHOOD ILLNESSES

| | |
|---------------|---|
| Chicken pox: | Cases <u>must be excluded from school</u> for not less than 5 days after the eruption of the last vesicles (blisters), even if the case is very light; or until all vesicles are dry in case of a more severe case. |
| Pink eye: | Bacterial conjunctivitis with yellow or yellow/green drainage must be diagnosed and treated for 24 hours prior to returning to school. |
| Strep throat: | May not return to school until 24 hours after treatment initiated. |
| Fever: | May not return to school until temperature has been less than 100 degrees for 24 hours, without the use of fever reducing medications such as Tylenol. |
| Vomiting; | Return when symptoms are gone. |
| Diarrhea: | Return when symptoms are gone. |
| Head lice: | Return after head has been properly treated. Literature about home clean-up is available from the school nurse. |
| Scabies: | Return 24 hours after start of treatment. |
| Impetigo: | Return 24 hours after your child has been treated. |

ADMINISTRATION GUIDELINES FOR PRESCRIPTION AND NONPRESCRIPTION MEDICINES

If a student is required to take a prescription medicine at school, the following guidelines will be in effect:

Nurse or authorized school personnel will dispense medicines and will document the administration on the student's health record. This will include, the date, time, dosage, route and signature. A procedure will be established for written feedback to licensed prescriber on request.

The school form includes:

Child's Name

Date of Birth

Licensed prescriber's name and signature

Licensed prescriber's phone/emergency number

Name of medication-dosage-route of medication-frequency and time of administration

Date of prescription

Date of order

Discontinue date

Diagnosis requiring medication

Intended effect of medicine

Other medication child is receiving

Time interval of Re-evaluation

The prescription medication must be brought to the nurse's office by the parent/guardian (unless prior arrangements have been made for the student to carry his/her inhaler), and stored in a locked area or refrigerated as required in a secure area. The medications are to be picked up by parent or guardian at the end of treatment or school year. If not, they will be discarded by the nurse in the presence of a witness and documented on the student's health record. The school district retains the right to reject any request for the administration of medication if guideline criteria are not met.

If a child is required to take a nonprescription medication at school, the following guidelines will be in effect:

Nurse or authorized school personnel to dispense medication and document on the student's health folder to include date, time, dosage, route, and signature. Medication will be stored in a locked area.

Parents are to complete the information on the school health form with signed permission for the administration of medicine. (pg. 18-19)

The nonprescription medicine should be brought to the nurse's office by the parent or guardian. The nonprescription medication must be in the manufacturer's original package with the student's name on it.

The choice of dosage is the responsibility of the parent or guardian. Make sure the medication has not expired.

The nonprescription medication needs to be picked up by the parents or guardians at the end of the treatment or school year. If not, it will be discarded by the nurse in the presence of a witness and documented on the health record.

The school district retains the right to reject any request to administer medication if all guideline criteria are not met.

MEDICATION PROCEDURES FOR STUDENTS WITH ASTHMA

- ALL students with asthma and inhalers must complete and submit an Action Plan to the school nurse.
- This Action Plan will be kept on file in the nurse's office for use of the child's inhaler.
- For students who carry their own inhaler, a school Medical Authorization Form must still be completed.
- Action Plan and Medical Authorization Forms may be downloaded from the District Webpage and completed by your child's doctor.

PLEASE PRINT: The following section MUST be filled out.
Geneseo Community Unit School District 228 7:270-E

Exhibit - School Medication Authorization Form

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____
Address: _____
Home Phone: _____ Emergency Phone: _____
School _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant, or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):

Physician's Printed Name: _____
Office Address: _____
Office Phone: _____ Emergency Phone: _____
Medication name: _____
Purpose: _____
Dosage: _____ Frequency: _____
Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's signature Date

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 (105 ILCS 5/22-30). If you agree please initial: _____

Parent/Guardian

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I 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 the administration or the child's self-administration of medication.

Parent/Guardian printed name

Address (if different from Student's above): _____

Phone: _____ Emergency Phone: _____

Parent/Guardian signature

Date

Superintendent Review November, 2010

BIRTHDAY TREATS and INVITATIONS

Students may bring birthday treats for their classmates to enjoy. A note to the teacher before the birthday will help in planning. Gum is NOT permitted as a treat. Invitations to a birthday party are not to be handed out at school unless all students in the class are receiving an invitation. The school will not provide home addresses and phone numbers. All birthday and classroom treats must follow the district's safe snack list. The safe snack list can be found on each school's homepage and at the following link: http://www.dist228.org/pdfs/safe_snacks.pdf Please continue to check labels. Snacks need to be manufactured in peanut free facilities.

SAFE SNACK LIST

GENESEO SCHOOLS SAFE SNACK LIST (nut-free products)

Only items on this list will be accepted in the classroom. Food must be store bought in specific brand names and come in original packaging (not homemade). If a student has a documented allergy to any of the above items, that item is not allowed in the classroom as a snack option. Please always check labels as ingredients can change. Items may NOT contain nuts or be made in a facility that uses shared equipment.

FIRE DRILLS

The fire ALARM will sound and students must exit through the specified exit(s) quickly and in an orderly manner leaving books, pencils, coats, boots, and other objects. Students will remain a safe distance from the building and listen for roll call and further instructions from their teacher. Each classroom will have specific directions posted.

DISASTER DRILLS

Plan A - Students should walk quietly out into the hallway and sit on the floor facing the wall with hands clasped over their head.

Plan B - Students remain quiet in the classroom and sit or kneel under the desk with hands clasped over their head. Pupils sitting near the window should move to another area of the room to avoid the possibility of flying glass.

Plan C- Alternative Location as deemed appropriate by administration and school personnel.

Pupils must be quiet during the drill and listen for instructions. It might become necessary to change plans for a section of the building, depending on the nature of the situation. The gym and cafeteria are the worst places to be in case of high winds and must be evacuated immediately.

SAFETY DRILLS PROCEDURES AND CONDUCT

Emergency drills for fire, tornado and other emergency situations will be held at various times during the school year. Procedures are posted in each classroom or public space, and staff is trained to provide instruction and assist in the event of drills or emergencies.

There are 3 different types of Crisis Prevention situations of which students and parents should be aware; Soft Lockdown, Hard Lockdown and Code Red Active Intruder.

Soft Lockdown means that students and staff are not in imminent danger, but for student safety it is best to keep hallways clear.

Examples of situations that result in a Soft Lockdown may include:

- an injured child
- ambulance
- power outage
- drug dog searches/locker searches
- unsafe corridor, i.e. floor, ceiling, etc

Hard Lockdown means that nearby events present imminent threats and there is reasonable certainty that student/staff could be in danger.

Examples of situations that result in a Hard Lockdown may include:

- Bomb threat
- Hostage threat
- Suicide/suicide threat
- Gun found/present on campus
- Student uprising/civil disturbance
- Chemical release
- Law enforcement information that identifies imminent danger

Code Red Active Intruder indicates there is an active threat in the building and students/staff should activate A.L.I.C.E. protocols (Alert, Lockdown, Inform, Counter, Evacuate).

In the event of a school emergency, parents will be contacted through School Messenger with information and specific instructions regarding the incident.

CHAPTER 7 DISCIPLINE AND CONDUCT

STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

STUDENT DISCIPLINE

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
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, or selling:
 - a. Any illegal drug, or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
- 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.

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 had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
- 5. Using or possessing an electronic device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention. The Building Principal or designee shall ensure that the student is properly supervised.
11. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State Law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

Corporal punishment is prohibited. 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

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-a-likes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by- case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in- school suspension, that is appropriate and in

accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

BULLYING

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, 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 in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Refer to Board Policy 7:180 for additional information.

SEARCH AND SEIZURE

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator and an adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

REF.:Board Policy 7:140
AMENDED 05/08/2014

LEGAL REF.:
105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.

ILLCIT DRUGS AND ALCOHOL PROCEDURE

Students who become involved with drugs and alcohol on school property violate not only school rules, but also criminal laws. The procedure for K-5 in the Geneseo Schools is:

1. Parent informed.
2. Law enforcement officials informed.
3. Appropriate disciplinary action will be taken.

GANG POLICY

The Board and Administration of the Geneseo Schools has no tolerance for gang activities. Gang activities are in direct opposition to the policies, ideas, and goals of the Geneseo Schools. Strict adherence to School Board Policy on Gangs will be enforced.

Punishment for Gang activities will be determined by the Building Principal and will reflect the seriousness of the violation. Punishment may range from suspension up to, and including, expulsion from school.

Gang activity, includes, but is not limited to, wearing, using, displaying or selling any clothing, jewelry, badge, sign, or other things that are evidence of membership or affiliation in any gang; or using any speech or gesture of gang affiliation; or furthering the interest of a gang in any manner.

Gangs are defined as any group of two or more persons whose purpose includes the commission of illegal acts or the interference with or disruption of the District's educational process or programs.

DRESS CODE

The dress code of your school is one which allows you and your parents/guardian to select your own responsible style of dress. We do insist, however, that you meet the following criteria:

1. Students should not wear anything that will impair their health or safety or that of other students.
2. Students should be neat and clean.
3. Students **should not wear** anything that may disrupt or interfere with the educational processes or functions of the school, such as:
 - a. Clothing which displays drug, alcohol or tobacco advertisements or names, profane language, vulgar statements, satanic symbols, sexual innuendo, death, suicide, violent, or hate messages.
 - b. No jackets, coats or other types of outdoor apparel are to be worn in the building except when arriving or leaving.
 - c. No masks, hoods, hats, other forms of head cover or sunglasses will be allowed to be worn in the building.
 - d. Bare-midriff tops, spaghetti strap tops (less than one inch in width), short shorts, and open mesh clothing without proper undergarments.
 - e. Clothing with holes in inappropriate places.
 - f. Shoes with wheels attached to the bottoms.

Parents are asked to MARK ALL ITEMS OF CLOTHING. The school does keep a lost and found box. If names are written in clothing, lost items are more apt to be returned to their owner.

CHAPTER 8 INTERNET AND TECHNOLOGY

ELECTRONIC NETWORK OVERVIEW

INSTRUCTION – ACCESS TO ELECTRONIC NETWORKS

The School Board's goal is to include electronic networks, including Wide-area Networks, local networks and access to any public or private Internets, (all referred to as "electronic networks" in this document) in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator or administration.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the electronic network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from Access to the Internet.

CURRICULUM

The use of the District's electronic networks shall: 1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and 2) comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the electronic network throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

ACCEPTABLE USE

All use of the District's electronic network must be: 1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or 2) for a legitimate business purpose. Use is a privilege, not a right. General rules for behavior and communications apply when using electronic networks, including the Internet. The District Authorized for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account, but not erased, may be monitored or read by school officials.

Each teacher must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted use.

The failure of any student or teacher to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF,: 7:20 ILCS 135/0.01
ADOPEd BY BOARD ACTION 09/01/98

Exhibit - Authorization for Electronic Network Access

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space, especially when using for personal files (e.g. photos, videos applications);
- f. Hacking or gaining unauthorized access to files, resources or entities;

- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. 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.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

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

- a. 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.
- b. Students and staff 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.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. 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.
- c. 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 District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology, 20 U.S.C §6751 et seq.
720 ILCS 135/0.01.

CHAPTER 9 PARENTAL RIGHTS AND NOTIFICATIONS

HOMELESS STUDENTS

In compliance with the McKinney Vento Homeless Assistance Act, the Geneseo District will ensure that any homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. Please contact a building principal, if you should have any questions regarding a possible homeless situation.

OFFENDER COMMUNITY NOTIFICATION

Parents/guardian may ask the principal for information about sexual offenders in the community. (Refer to Board Policy 4:170)

CUSTODY PAPERS

If a court order affects custody or other parental rights of children, proper custody papers must be presented at the time of registration. Children who are subject to orders regarding custody need proper custody papers on file in the school office.

GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager, if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State of Federal Constitution, State of Federal statute, or Board Policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act.
2. Title IX of the Education Amendments of 1972.
3. Section 504 of the Rehabilitation Act of 1973.
4. Individuals with Disabilities Education Act 20 U.S.C..1400 et.seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the civil rights Act), 42 U.S.C. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
9. Curriculum, instructional materials, programs.
10. Provision of service to homeless students.

(Refer to Board Policy 2:260)

INTEGRATED PEST MANAGEMENT

A state law, which went into effect August 1, 2000, requires implementation of the Integrated Pest Management (IPM) approach to pest control in schools. A major part of IPM is to minimize exposure to pesticides in the school environment. The District has implemented policies and procedures to assure that.

The law requires the least aggressive method of pest control when it comes to the use of chemicals. Non-threatening pests are not automatically confronted with pesticides. Monitoring, baiting, and removal of the source of attraction to the pest are the first response actions.

Chemical treatment for pests will only occur when other methods have failed, and the pests remain a threat. Chemical treatment will only take place after hours and only in areas where needed. Typical areas for treatment are maintenance areas, kitchens, and restrooms where food and water attract the pests. If required, treatment would be with EPA approved chemicals. All monitoring, baiting, and treatment is recorded in a log book, which is kept in the office of each building.

The law also requires notification to parents and staff members, if chemical treatment will take place. Parents may request to be notified if there would be chemical treatment of school buildings or grounds. Forms are available at the office of each building or on the District's web page: "<http://www.geneseoschools.org>" www.geneseoschools.org.

If you have any questions, or would like a copy of the Integrated Pest Management Policy in the Geneseo School District, please call the Unit Office at 309-945-0450.

APPENDIX

BOARD POLICY 4:170-AP3-1

PROCEDURES FOR BUS DROP-OFFS IN EXCEPTIONAL SITUATIONS

These procedures are in effect for students who miss their assigned bus drop-off or in situations where a parent is not home (Ladders for Learning, Kindergarten). We ask that you emphasize to your children the importance of paying attention on the ride home to ensure they get off at their correct drop-off location.

1. Pinks' will attempt to make contact with the parent, either from the bus or from the Transportation Office.
2. If convenient and logistically feasible, the bus will try to return to the designated, assigned bus stop.
3. If that fails, the student will be returned to either the home school or to the District Office. If mutually agreeable with Pinks' and the parent--- the student may be delivered to an alternate bus stop.

** Parents must contact Pinks' before trying to retrieve a student off of a bus that is returning to either a school or the District Office. This will only be approved as a transfer of a student if the following conditions are met: proper identification and at a location deemed safe by Pinks'.