

2009-2010

Geneseo District 228 Elementary
STUDENT HANDBOOK

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Northside Principals, Mr. Jack
Schlindwein & Dr. Joni Swanson
Southwest Principal, Mrs. Nancy Wiese

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**

ELEMENTARY BUILDING INFORMATION

| | Millikin | Northside | Southwest |
|-----------------------|----------|-----------|-----------|
| Start of School | 8:25 | 8:25 | 8:25 |
| End of School | 3:07 | 3:10 | 3:07 |
| Attendance Hotline | 945-0193 | 945-0194 | 945-0109 |
| Main Office Number | 945-0475 | 945-0625 | 945-0652 |

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PART 1 GENERAL INFORMATION

ADMISSION OF PUPILS

Children are required to furnish a 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 14 days of registration.

Kindergarten or first grade, and sixth grade pupils must have a physical examination and proper immunizations prior to the first day of school. 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. Registration for all students who will be attending in the fall is held in August. Advance notice of these days is announced in the local newspaper and with special letters to parents.

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.

STUDENT ABSENCES

Pupils who are absent from school must make up the work missed. Parents should consult the principal and teacher before withdrawing a child from school for a trip or vacation during the school year. NOTIFICATION OF INTENT TO BE ABSENT forms are available in the school office. The form should be completed and returned to the school office before the onset of the trip.

Please make every effort to take vacations outside of the school calendar. Vacation days and personal days will be unexcused absences. Homework and tests that are missed during these absences may be made up, but will not be given to the student prior to the missed days. When unexcused absences exceed 10% of the past 180 school days, the Henry County Truant Officer may be notified.

TARDIES

Students that arrive after the official start time for school will be counted as tardy. (Specific start times are available on the website and on the building specific start and end information.) 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.

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.

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 damage to property or books.

IN THE HALLS

1. Students should walk at all times, except when inside the gym for physical education.
2. Students should keep to the right when walking in the hallways.
3. If it is necessary for students to talk when passing to or from class or the lunchroom, they should keep their voices down. Every pupil deserves the privilege to concentrate in a quiet, healthy learning environment.

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.

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-8 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 those two hours we are unsuccessful in reaching you, the police may be notified to make a home visit to check on your child's welfare.

SCHOOL VISITATIONS

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. A "VISITOR ID TAG" will be given to you after you check in. This tag must be worn while you are in the building. When you have completed your visit, please check out and return the tag.

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.

CUSTODY PAPERS

If a court order effects 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.

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 the registration process. Food service payments are available online via Family Access at www.dist228.org. If there should be further questions please contact your child's school for assistance.

BIRTHDAY TREATS/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. Home addresses and phone numbers will not be provided by the school.

SAFETY FIRST - 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 discussions from their teacher. Specific directions are posted by the door of each classroom.

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.

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.

LIBRARY MATERIALS

A student may check out material from the learning center. The student is responsible for the return of the materials in good condition. Lost or damaged materials must be paid for by the student.

LIBRARY RULES FOR CHECKOUT

1. Students may check out TWO books from the learning center. They can be returned whenever they are finished with them.
2. Books may be checked out for two weeks. After that time they are OVERDUE, which means a student cannot check out another book until the books are returned.
3. Students should TURN pages slowly and carefully and from the top corner.
4. Students should have a special place to keep their books, AWAY FROM little people, pets, and food.
5. Students should use a book bag to protect their book when they take it home.
6. Students should use a bookmark to mark their place, not a pencil or crayon. Do not bend the book corners down.
7. BE CAREFUL. Books are special, treat them with care.
8. If a student should lose or damage a book or magazine, he/she will have to pay for a replacement.
9. Magazines may also be checked out from the learning center. Do not write in them! Handle with special care.
10. Encyclopedias and other reference books are NOT to be taken home. Students may use them in the learning center or sign them out for use in the classroom.

SCHOOL DISTRICT ORGANIZATION - NONDISCRIMINATION

The Geneseo District shall treat all persons equally without regard to race, color, creed, national origin, 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 - Travis Mackey, (309) 945-0399; Section 504 and Title VI - Dr. Joni L. Swanson, (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 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.

STUDENT SERVICES

Geneseo CUSD 228 will conduct no surveys which request information of a personal nature from any student for the purpose of sale.

Parents of students receiving Title I services will be notified of activities and parental involvement policies. Please contact the build principal, if further information is desired.

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. Anyone with questions is asked to contact Special Services at (309) 945-0411.

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.

MAINTENANCE OF STUDENT RECORDS

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.

Other items that are placed in the temporary record during the course of a school year will be destroyed within six months of the end of the school year in which the incident occurred. These items include, but are not limited to, minor disciplinary records, quarterly and semester tests, and samples of student's writing.

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.

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
8. The misuse of funds received for services to improve educational
9. Curriculum, instructional materials, programs.
10. Provision of service to homeless students.

PART II ACADEMIC POLICIES

REPORT TO PARENTS

Report cards are sent home quarterly. A mid-quarter written report or a parent conference is normally used by the teacher to indicate potential problems in the student's achievement or work habits.

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

Grades K-2

E = Excellent

S = Satisfactory

N = Needs Improvement

A+ = 99-100%

A = 95-98 %

A- = 93-94%

B+ = 91-92%

B = 87-90%

B- = 85-86%

Grades 3-5

C+ = 83-84%

C = 79-82%

C- = 77-78%

D+ = 75-76%

D = 71-74%

D- = 69-70%

F = 65% 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.

MAKE-UP WORK

When a pupil is absent because of an excused absence, a make-up assignment may be given in each class missed. The pupil will have twice the number of days he missed to complete his make-up work. Example - if he misses two school days, he has four days to complete his make-up assignments.

When a parent request is made for homework materials, such requests should be made early in the day. Materials may be picked up at the end of the school day.

PART III RULES AND DISCIPLINE POLICIES

GENERAL RULES

1. Students should bring a note from home if they need to leave the school or if they will deviate from their usual routine. Example - The student will not ride the bus today, but will walk to a relative's home.
2. Sales campaigns should not be conducted at school. Please refrain from selling to either students or teachers.
3. Flowers and balloons delivered to students at school will be kept in the office until the end of the day. Students will be notified of their arrival, and parents will be notified to pick them up after school in the office. They cannot be sent home on the bus.
4. Animals from home are not to be brought to school.
5. All handbook and school rules apply to all school sponsored events, even those activities occurring off-campus.

DISTRICT #228 ELEMENTARY REGULATIONS

1. No standing on swings, or more than one person in a swing.
2. No bats on the playground, unless the classroom or P.E. teacher is present.
3. No rock or snowball throwing.
4. No clothes tugging or hat stealing.
5. No tackle football.
6. The children have designated areas to play. In order to save confusion, we ask that the children play on their part of the playground. They should ask if they are uncertain.

7. No bicycle riding, skateboarding or roller blading on the school grounds. Bicycles must be parked in the bike rack. Roller blades brought into school must be stored in the students' book bags.
8. Scooters and skateboards MAY NOT be ridden to school. Shoes with wheels attached to the heel may not be worn on school grounds.
9. Fireworks, matches, cigarettes, all forms of tobacco, knives, items construed as weapons, firearms, permanent felt-tip markers, toys, radios, yo-yos, laser pointers, cassette recorders, Game Boys, iPods, MP3 Players, any electronic communication device (cell phones), water guns, and trading cards are not to be brought on school property. Toys may be brought to school on those occasions when the teacher decides that a toy will enhance the curriculum opportunities of the student.
10. Physical and verbal bullying will not be tolerated on school grounds. Examples of bullying behavior include saying mean and hurtful things; hitting, kicking, pushing, choking; or any other acts of physical and/or verbal aggression intended to harm another.
11. 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. This definition of sexual harassment includes but is not limited to the following behavior: unwanted gestures, jokes, pictures, leers, overly personal conversation, sexting, cornering, or blocking student's movement, pulling at clothes, attempted rape, and/or rape. Students or parents who feel aggrieved because of sexual harassment should contact the principal.
12. The policy of Geneseo District #228 Board of Education is that there will be **Zero Tolerance** for two types of rule violations. The areas of Zero Tolerance are:
 - 1) **possession of a weapon**, and 2) **selling drugs**. This includes travel to and from school or on any school property. There are no second chances in these two areas, and punishment could lead to expulsion from school for up to two years. 'Weapons' include, but are not limited to, guns (even pellet or BB guns), knives of any kind or size, explosives, mace, look-alike weapons, and any other item which, while not designed as a weapon, is used as a weapon. 'Drugs' include, but are not limited to alcohol, prescription drugs, illegal drugs, and look-alike drugs.

DISCIPLINE POLICIES

Each building level student handbook has incorporated the current discipline policies and practices as approved by the Geneseo Board of Education. These policies are reviewed by the Board of Education on an annual basis and can be found in the Geneseo Community Unit School District #228 Policy Manual. It shall be the practice of the District to present a copy of the student handbook to the parent and/or student at the beginning of each school year.

- Teachers shall be responsible for discipline in their classrooms and shall assist with discipline in all areas of the building. When necessity requires, a teacher may send or bring a pupil to the principal for disciplinary action. Teachers do not have the authority to suspend a pupil from class or send him home, such authority rests with the principal.
- When the pupil's conduct becomes a detriment to the learning atmosphere, the teacher must decide what actions to take. Teachers are authorized to counsel with pupils and, when the teacher deems it advisable, the parent, to identify the source of the problem and properly communicate the reasons why such conduct is not acceptable.
- The teacher and/or principal may deem the best procedure is to invite the parents to participate in the pupil's counseling sessions and in some cases to share in the decision

making process. However, in all cases, the teacher and/or principal will make the final decision regarding student conduct at school.

- Teachers may require pupils to spend extra time in the classroom during recess and noontime, a maximum of thirty minutes after school for counseling and/or extra work activities as it applies to the offense.
- Teachers shall seek the assistance of the principal when it seems to be in the interest of the individual pupil involved or to the learning atmosphere of the room.
- In cases of poor attendance or excessive tardiness, the teacher and/or principal or school nurse will contact the parents, and if deemed necessary, the school's truant officer will be contacted.
- Pupils will be expected to make up activities and/or assignments missed because of absence when deemed important and necessary by the teachers.
- Teachers have the authority to make additional rules concerning student conduct and behavior of students, whenever teachers believe it prudent to do so. Students are responsible to obey the instructions and directions of teachers, and are subject to discipline for failing to do so.

ILLICIT 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.

CONSEQUENCES OF DISCIPLINARY ACTION

****** District teachers and administrators attempt to employ progressive discipline procedures, but reserve the right to apply consequences as they determine fit the infraction. Parents and students should not presume that each infraction is necessarily weighted the same, nor does every infraction result in the same consequence.******

- 1st Offense- Discuss appropriate/inappropriate behavior with student.
- 2nd Offense- A. Discuss appropriate/inappropriate behaviors with student.
B. Call parents and have a telephone conference with parent while the student is in the office.
C. The student may lose personal play time (up to three days).
- 3rd Offense- A. Discuss appropriate/inappropriate behaviors with student.
B. Call parents and have a telephone conference with parent while the student is in the office.
C. The student may lose personal play time (up to four days).
- 4th Offense- A. Principal will have a conference with parent, teacher, and the student to discuss behavior of student.
B. The student may lose personal play time (up to five days).
- 5th Offense- Student suspension for (1) one day. Parent conference will be held prior to student's return to the classroom.
- 6th Offense- Student suspension for (2) two days. Parent conference will be held prior to the student's return to the classroom.

*If telephone contact is not possible, a written report will be sent.

In extreme cases of misbehavior, suspension, or significant loss of playtime may be utilized as an initial form of discipline. In unusually severe situations of misbehavior, a student may be suspended out of school for a period of one to ten days.

Sample behavior teachers typically expect in their classroom:

1. Follow directions.
2. Complete all assignments.
3. Keep hands, feet, and objects to oneself.
4. Work independently, quietly.
5. Raise hand before speaking.
6. Respect other people and their property.
7. Tell the truth.

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

1. Students are expected to give bus drivers the same high level of respect and personal courtesy that they give to their teachers. In fact, the atmosphere within the bus should be comparable with that of a classroom.
2. Students must sit in their seat within the compartment.
3. No eating or drinking on the bus.
4. Heads or hands must not extend out the bus window.
5. Students must stay in seats until the bus stops.
6. Windows must not be lower than the line.
7. Students must be absolutely quiet at railroad crossings.
8. Students will board the bus at the first opportunity to do so and will not leave the bus until they arrive home or at the designated unloading point.
9. Students must have a note from parents requesting permission for their child to leave the bus at any point other than at home.
10. Students must ride ONLY the bus assigned.
11. Students will be discharged ONLY at the school they attend in the morning.
12. Each bus will furnish a waste box. Materials are not to be thrown on the floor or out the windows.
13. Insubordination by students to drivers will not be tolerated.
14. Intimidation of a student by another student will not be tolerated.
15. All bus riders must line up for buses and remain in line until aboard. When waiting for the bus, students should not move 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 bus driver.
16. ALL safety rules must be honored. 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.
17. **Do not** tamper with any safety device on a school bus unless instructed by your driver. (i.e. crossing arms, emergency doors, fire extinguishers).

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.

BUS MISCONDUCT

Kindergarten - 5th grade students who are guilty of bus misconduct or who are a disruptive influence on a bus are subject to school disciplinary procedures, which may include the following consequences, depending upon the frequency and severity of the infraction:

- 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.

PART IV MEDICAL

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 is to miss 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.

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 GUIDELINES 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. |

Geneseo School District # 228

REQUEST FOR THE ADMINISTRATION OF MEDICINE OR TREATMENT

The administration of medicine is normally not a function of education, but if it does become necessary for a student to take medicine at school, School Board policy mandates that the following guidelines be followed.

1. Provide the building principal or nurse with the district medication form completed, signed and dated by the physician and the parent/guardian for prescription medication. The physician need not sign the form for nonprescription medication, but all other information relative to the medication should be completed and signed by the parent/guardian.
2. Medication should be delivered to the nurse's office by the parent/guardian, unless prior arrangements have been made to independently carry an inhaler or epi pen.
3. School policy prohibits students from having in their possession prescription or nonprescription medication other than inhalers or epi pens, which have been pre-approved by the nurse
4. Medication must be in its original container and labeled with the students name. Prescription medication must be in the prescription bottle with the student's name, physician, medication name, dosage and date.
5. Notification should be received when a drug is discontinued or a change in dosage or interval occurs.
6. Medication guidelines must be renewed annually.

PLEASE NOTE: The school does not assume responsibility for medication, which is not delivered to or kept in the school office or other secure designated areas.

PLEASE PRINT: The following section MUST be filled out.

Student's Name _____ Grade _____ School _____

Parent's/Guardian's Name _____ Emergency Phone# _____

Disease/Illness Involved _____ Medicine/Treatment _____

Dosage and directions for administration at school _____

Discontinue Date _____ Possible Side Effects _____

*If Asthma and/or Epipen medication/treatment, can it be self administered or administered in the nurse's absence by school personnel? Yes No

*Is it medically necessary for the student to carry his/her inhaler or Epipen at all times? Yes No

Physician's Signature (if prescribed medication) **Telephone #** **Date**

PARENT/GUARDIAN'S REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

I hereby request and grant permission for Geneseo Community District #228 and it's school personnel to dispense medication or to administer prescribed treatments to my child _____, according to _____ instructions above. I further release and waive any

Physician's Name (if prescribed medication)
claims against Geneseo Community School District #228, it's employees and it's agents arising out of the administration or self-administration of said medication or treatments and agree to hold harmless and indemnify District #228, it's employees and it's agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs and expenses, including attorney's fees, resulting from or arising out of the administration of medication to my daughter/son by school personnel.

➤ _____
Parent/Guardian Signature (Must be signed) **Date**

❖ **INHALER /EPINEHERINE PEN RELEASE**

I authorize the Geneseo Community School District #228 and it's employees, to allow my child to possess and use his/her asthma medication and or epinephrine pen; 1.) while at school 2.) while at a school sponsored activity 3.) while under the supervision of school personnel and/or 4.)while in before/after school care on school operated property.

Parent/guardian Signature **Date**

PARENTS REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

I hereby request and grant permission for Geneseo Community District #228 and its school personnel to dispense medication or to administer prescribed treatments to my daughter/son, (first & last name) _____, according to _____ (physician's name) instructions above. I further release and waive any claims against Geneseo Community District #228, its employees, and its agents arising out of the administration or self-administration of said medication or treatments and agree to hold harmless and indemnify District #228, its employees, and its agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorney's fees, resulting from or arising out of the administration of medication or treatments to my daughter/son by school personnel.

Parent's/Guardian Signature _____ Date _____

For parent/guardian of students with asthma:

I authorize the Geneseo Community District #228 and its employees, to allow my child to possess and use his/her asthma medication 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.

Parent's/Guardian Signature _____ Date _____

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.

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.

GENESEO MIDDLE SCHOOL

2009 – 2010

Student Handbook

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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!

PART I

GENERAL INFORMATION

BEFORE SCHOOL PROCEDURES

Students who walk or are driven to school should not be on school property before 7:45 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 are asked to 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. They will enter the west doors and may not exit the building once they enter. In inclement weather, all 7th and 8th grade students will sit in the cafeteria and 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 8:10 a.m. only.

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 problems. Permits will be honored only between 7:45 and 8:10 a.m. Students in an unauthorized place will be assigned disciplinary time.

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

Breakfast:

Breakfast will be served every morning, beginning at 7:45 a.m. 7th and 8th grade students wishing to eat breakfast will enter the cafeteria through the west doors.

A warning bell will be sounded at 8:15 a.m. Students will have until 8:20 or 5 minutes to be in their assigned classroom. A tardy bell will ring at 8:20 a.m.

AFTER SCHOOL PROCEDURES

7th and 8th Grade Students:

Students are to leave the building at the end of the school day. 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** 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.** Only students supervised by a teacher or coach are allowed in the building after 3:30 PM.

6th Grade Students:

Students are to leave the building at the end of the school day. Bus riders have 5 minutes to board their buses. All 6th grade students, whether walkers 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. Only students supervised by a teacher or coach are allowed in the building after 3:30 PM.

BUS INFORMATION

To ride a school bus is a privilege and a convenience for the student and his/her 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.

REMEMBER: Students who ride a bus to school may not leave the property after their bus has dropped them at the middle school. Students are to report to their designated area when they arrive at the middle school.

Please read the list of rules and regulations listed below.

BUS SAFETY RULES

1. Students are expected to give bus drivers the same high level of respect and personal courtesy that they give to their teachers. The atmosphere within the bus should be comparable with that of a classroom.
2. Students must sit in their seats within the compartment.
3. No eating or drinking on the bus.
4. Heads or hands must not extend out the bus window.
5. Students must stay in seats until the bus stops.
6. Windows must not be lower than the line.
7. Students must be absolutely quiet at railroad crossings.
8. Students will board the bus at the first opportunity to do so and will not leave the bus until they

arrive home or at the designated unloading point.

9. Students must have a note from parents requesting permission for their child to leave the bus at any point other than at home.
10. Students must ride ONLY the bus assigned.
11. Students will be discharged ONLY at the school they attend in the morning.
12. Each bus will furnish a waste box. Materials are not to be thrown on the floor or out the windows.
13. Insubordination by students to drivers will not be tolerated.
14. Intimidation of a student by another student will not be tolerated.
15. All bus riders must line up for buses and remain in line until aboard. When waiting for the bus, students should not move 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 bus driver.
16. ALL safety rules must be honored. National, State, County, school district and bus driver safety rules are designed for the health and safety of all bus riders and must be obeyed.
17. 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.)

BUS MISCONDUCT

Any violation of bus rules creates a distraction from the bus driver. Any distraction of the driver threatens the safety of everyone on the bus.

Students who are guilty of bus misconduct or who are a disruptive influence on a bus are subject to school disciplinary procedures which includes the following:

- | | |
|---------------|--|
| 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 school 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 a serious nature. Examples of serious misconduct are, but are not limited to fighting, fire or open flame on the bus, injuring another student, tampering with safety devices, and gross insubordination.

Bus rules apply to all co-curricular and extra curricular activities.

BUS SAFETY CONCERNS

For bus complaints or problems that are related to safety, please use the Safety Concern form that is found in the Student Handbook or in the school office. If you have a bus complaint that is not related to safety, please call Pinks Bus Company at 944-6417. If the problem is not explained or resolved at that level, please call the Unit Office at 945-0450.

DRESS CODE

The dress code of the Geneseo Middle School is one that allows you and your parents/guardians to select your own responsible style of dress. The dress code is in effect at all school-sponsored activities. We do insist, however, that you meet the following criteria:

1. Students should not wear anything that will impair their health or safety.
2. Students should be neat and clean.
3. Students should not wear anything that is publicly indecent or that would tend to disrupt the educational process, such as:
 - a. Clothing which displays drug, alcohol or tobacco advertisements or names, profane languages, vulgar statements, satanic symbols, sexual innuendo, death, suicide, violent messages, 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 in the building.
 - d. No bare-midriff tops, short shorts or skirts, halter tops, shirts with spaghetti straps, strapless/backless shirts, open mesh clothing without a proper shirt underneath, or tops that are low-cut.
 - e. Clothing with holes in inappropriate places.
 - f. Undergarments should not be visible. No “sagging” pants are allowed. Clothes should be worn so that all undergarments are covered.
 - g. Purses and book bags are not to be taken to class.
 - h. No chains are allowed, whether or not they are part of a garment.
 - i. Any other garment deemed inappropriate and/or disruptive by the administration.
4. Shoes must be worn at all times.
5. Students are not to wear or display any clothing, jewelry, emblem, badge, symbol, sign, signal or other item commonly associated with membership in or affiliation with a gang or secret society.

Violations of the dress code will be dealt with in the following manner:

- | | |
|-----------------|--|
| 1st occurrence: | Warning and request to change apparel |
| 2nd occurrence: | Detention assigned |
| 3rd occurrence: | Disciplinary isolation or suspension from school |

CAFETERIA

Students attending the Geneseo Middle School will eat their lunch in the school cafeteria. Each student may choose to bring a sack lunch or purchase a hot lunch from the cafeteria. Students are expected to eat quietly and respect everyone's right to eat in pleasant surroundings.

Families wishing to inquire about free or reduced lunch should contact the district office at 209 S. College Avenue, or can access the application online through the district website.

NO CHARGING IS ALLOWED FOR MEALS. Students who do not bring a lunch or money for lunch must assume the responsibility to call a parent/guardian to make arrangements for lunch. Middle school age students are encouraged to accept this responsibility.

After lunch, weather permitting, students will go outside through the west doors near the cafeteria. Students must bring coats with them since they may not return to their lockers during the lunch period. Five minutes before the end of the lunch period, the playground supervisor will line students up at the **west** door. At the bell, students will enter the building quietly and return their coats to their lockers.

Leaving campus at lunchtime is a violation of the school district's CLOSED CAMPUS regulations.

| | |
|-----------------------------|---------------|
| 7 th Grade Lunch | 11:13 – 11:43 |
| 6 th Grade Lunch | 11:47 – 12:17 |
| 8 th Grade Lunch | 12:07 – 12:37 |

There are two lines open to students in the cafeteria. All students may purchase food items from either of these lines.

HOT LUNCH LINE:

Each student is issued a PIN number to be used at the cashier when purchasing a breakfast or lunch. Any student wanting to purchase a hot lunch or breakfast must bring money in before school and complete the proper envelope. Money is deposited into the student's individual account. Families can send one check for all children, but must include the dollar amount to go into each child's account. Parents also have the option of paying their lunch account online through Family Access. The cost for a full hot lunch is \$2.00. Items may also be purchased at ala carte prices which are posted in the cafeteria. Milk is available at \$.35.

The hot lunch choices are posted daily on the menu board in the cafeteria. Students are given a number of different entrée, vegetable and fruit choices and milk. Pizza Hut pizza is available on Tuesdays and chef salads are available on Monday, Thursday, and Friday. A full lunch consists of one entrée, two different sides, bread, and milk.

BREAKFAST

Breakfast is available in the cafeteria each morning from 7:45 to 8:10 a.m. for the cost of \$1.00. Breakfast items may also be purchased on an ala carte basis along with the regular breakfast items. Students may not loiter inside during breakfast and must go to their assigned area when done eating.

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.

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 unserved disciplinary time or who have had excessive referrals for tardies and/or class disruption will not be allowed to attend dances. All school rules and policies (including dress code) apply during dances. Gowns and formal wear are strongly discouraged. Please refer to the dress code policy for more information.

EMERGENCY WARNING AND DRILLS

Fire, tornado, and code red drills will be held at various times during the school year. Individual instruction will be given to the students in each room and teaching station. Walk; do not run, in single file as you leave your room and/or the building. Remain quiet so that special instructions can be heard.

LOCKERS

Each student is assigned a locker for his/her own use and that student is responsible for the contents of that locker. Lockers shall **NOT** be shared without permission of the Principal. Students should keep the combination to themselves and should not share it with other students.

Lockers are the property of the school and will be inspected a number of times during the year. The school assumes no responsibility for the theft or vandalism of property within the lockers. The school will, however, assign disciplinary time to any student guilty of vandalism or theft. Students are reminded that only magnets are to be used to attach anything to their locker.

LOST AND FOUND

Found items must be turned in to the office. **KEEPING ARTICLES THAT DO NOT BELONG TO YOU WILL BE REGARDED AS THEFT.** Students should inquire at the office or check the lost and found table located near the gym to claim lost items. The lost and found claim area will be cleared on a regular basis.

MEDICINE

All medicine, either prescriptive or non-prescriptive, must be dispensed in the office by the school Health Aide or authorized school personnel. **NO STUDENT MAY POSSESS OR SELF-ADMINISTER PRESCRIPTION OR NON-PRESCRIPTION MEDICATION AT SCHOOL.**

PRESCRIPTION MEDICINE

For the Health Aide or authorized school personnel to dispense prescription medication:

1. The medication must be brought to the nurse or principal's office by the parent or guardian.
2. The medication must be in the container labeled by the pharmacy or physician with the student's name, name of the drug, dosage and time interval in which medication is to be taken.
3. Parents/Guardians must submit a Doctor's written order to administer medication.
4. Parents/Guardians must sign a written request and consent to administer medication form.
5. 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.

NON-PRESCRIPTION MEDICINE

For the Health Aide or authorized school personnel to dispense non-prescription medicine:

1. The medication must be brought to the nurse or principal's office by the parent or guardian.
2. The non-prescription medication must be in the manufacturer's original package labeled with the student's name.
3. The choice of the dosage is the responsibility of the parent/guardian.
4. Parents/Guardians must complete the district's "Request for the Administration of Medicine or Treatment" form.
5. Parents/Guardians must sign a written request and consent to administer medication.
6. Medication or the empty container must be picked up by the parent/guardian at the end of treatment or the end of the school year (which ever comes first). If they are not picked up, the Health Aide in the presence of a witness will discard them.

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/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, you do not have to do anything.

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.

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.

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, white socks, gym or tennis shoes and a towel. These articles can be purchased at most clothing stores. Keep your gym clothes and shoes in your assigned PE locker. All students will 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.

RADIOS, CD PLAYERS, ETC.

Student use of radios, CD players, electronic beepers, video games or pens, Gameboys, MP3 players or other electronic devices are not allowed to be used during school hours. (8:15-3:15) These items need to be turned off and **remain in school lockers** during school hours. Such objects will be

confiscated and held in the school office until the end of the day. If these items are confiscated at school a second time, they will not be returned until a parent or guardian comes to pick them up.

CELLULAR TELEPHONES

In order to alleviate disruption to the educational program, cell phones shall be turned off and put away upon entry into the school and remain in school lockers during the school hours. (8:15-3:15)

Violation of this will result as follows:

1. Cell Phone is sent to the office- warning issued.
2. Confiscation of phone. Parent Picks up.
3. Confiscation of phone. Parent picks up. Discipline.

Parents needing to contact their child during the day should call the school office at 945-0599.

LASER POINTERS

Laser pointers are prohibited in school, on a bus, and at any school district event. Any student found to be in possession of a laser pointer will be assigned disciplinary action and the laser pointer will be confiscated and will not be returned.

BICYCLES

Bicycles must be parked and locked in the assigned bicycle rack. There is no bicycle riding on school sidewalks. While on school grounds, please get off your bicycle and walk to and from the rack. No bicycle riding will take place during the noon hour or before or after school while buses and cars are present. Loitering by the bicycle rack before or after school is prohibited.

ROLLER SKATES/BLADES/SHOES WITH WHEELS

There is no roller skating/blading or shoes with wheels on school grounds. As you come on school grounds, please remove your roller skates/ blades and wheels from the shoes and carry them. Roller skates/blades and wheels must remain locked in your locker during the entire school day.

SAFETY CONCERNS/RECOMMENDATIONS

Students, parents, or staff members who have concerns related to safety in any area related to the school are asked to report them immediately. For your convenience a Safety Concerns/Recommendations form is in this handbook or can be picked up in the office.

SKATE BOARDS AND SCOOTERS ARE NOT ALLOWED ON SCHOOL GROUNDS.

SNOW/SNOWBALLS

No student may pick up, throw or kick snow on school property, at bus stops or at school events.

CHEATING/PLAGIARISM

Plagiarism is appropriation or use of the writings, graphic representations or ideas of another person

and representing them as one's own, without proper attribution. Plagiarism is a form of intellectual dishonesty. The first time a student is caught cheating or plagiarizing in a classroom teachers will follow this procedure:

1. Both the "giver of information" and the "receiver of information" will receive a zero (0) on the work they are doing.
2. The teacher should call both students' parents and will warn the parents that a second offense will result in a disciplinary referral. An office referral noting the cheating/plagiarism is sent to the office.
3. The second time a student is caught cheating, the student will be referred to an administrator for a Level II disciplinary consequence. The administrator will contact the parent.

SPORTS AND STUDENT ACTIVITIES

Participation in extra-curricular activities or other special functions is a privilege. Students who receive an excessive number of tardies or who have unserved disciplinary time will be denied this privilege.

ACTIVITIES AVAILABLE

Competitive inter-scholastic athletics offered at the 7th and 8th grade level are basketball, cross-country, track, wrestling, and volleyball. In addition, 8th graders may compete in football.

Any student who wishes to participate in a middle school athletic activity will be required to pay a \$25 activity fee.

Other activities include Band, Choir, Speech Club, Student Council, Builders Club, Yearbook, Scholastic Bowl, Math Club, and Student Senate.

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

Any athlete that is failing 2 or more classes will be ineligible. 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.

ATTENDANCE REQUIREMENTS FOR CO/EXTRA-CURRICULAR 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 fourth period through the end of the day. 6th grade students must attend all of their classes from lunch through the end of the day.

PERMISSION TO RIDE WITH PARENTS FROM CO/EXTRA-CURRICULAR 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 PRINCIPAL 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.

STUDENT COUNCIL AND 6TH GRADE SENATE

The Student Council is composed of homeroom representatives. Its purpose is to present the students' views, to help maintain a good relationship between students and faculty, and to lead in the many activities that affect the entire student body.

RE/AL

Read Everyday/Academic Lab

Those students registered for RE/AL Time should be prepared with a book to read and the materials and textbooks necessary to review class work, prepare for an exam, or start homework assignments.

TEXTBOOKS

One of the greatest aids in learning will be a student's textbook. Use each text on a daily basis. Read and reread your assignments as often as time allows. Take care of your assigned texts. They are expensive, often costing up to \$80.00 each. Do not write in texts unless your teacher gives permission. Carry papers in a notebook, not in a textbook. Textbooks must be covered if required by the teachers. Students are responsible for the cost for repair and/or replacement of damaged textbooks.

TRANSFERS

Students transferring to other schools should consult the office in advance of the moving date.

VISITORS

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

ALL VISITORS MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITORS PASS.

PART II

ACADEMIC POLICIES

GRADES AND CREDITS

The school year is divided into four grading periods, two each semester. Grade reports are sent home after each of the four grading periods. 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

| <u>GRADE</u> | <u>PERCENTAGES</u> | <u>GRADE POINTS</u> |
|--------------|--------------------|---------------------|
| 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- | 69% - 70% | 0.60 |
| F | Below 69% | 0.00 |

HONOR ROLLS

One of the goals of every student should be to do his/her best in class. Students who perform very well in class will be listed on one of the two scholastic honor rolls. The honor rolls are determined after each semester.

FIRST HONOR ROLL - grade average of 3.50 to 4.00

SECOND HONOR ROLL - grade average of 3.00 to 3.49

There is a special Scholastic Achievement Award presented to the students who make the First Honor Roll both semesters of the academic year.

ACADEMIC RETENTION/PROMOTION POLICY

1. Promotion

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

2. Retention

Students who have failed five or more semesters of their academic subjects during one school year are eligible for retention at the same grade level.

PARENT/TEACHER CONFERENCES

Parents are encouraged to schedule a conference with their student's teacher team or individual teachers at any time during the school year. Parents who have concerns should NOT wait until the regular Parent/Teacher Conference Day. Conferences with any 7th or 8th grade student's teacher team may be scheduled by contacting the student's Counselor. A conference with any 6th grade student's teacher team may be scheduled by contacting the student's homeroom teacher.

REPORT CARDS

Report cards will be distributed to students during their last class of the day about a week after the end of each grading period. The report card envelopes must be signed by a parent/guardian and returned to the homeroom teacher within one week.

BAND/CHOIR POLICY

6th GRADE MUSIC EVENTS

A fine arts calendar with specific dates and information about each event will be distributed to all students at the beginning of the school year.

GRADED 6TH GRADE BAND EVENTS

- *6TH Grade Premier Concert
- *6th Grade Christmas Concert
- *Begin-a-thon
- *Annual Music In Our Schools Concert
- *IGSMA District Organizational Contest
- *All-Unit Band Concert
- *Recruiting/recorder Concert

NON-GRADED 6TH BAND EVENTS

- *Harvest Fest Talent Show Auditions
- *Harvest Fest Talent Show
- *Recital (select students only)
- *6th Grade Summer Band Lesson Camp

GRADED 6TH GRADE CHOIR EVENTS

- *Harvest Festival
- *6th Grade Christmas Concert
- *Annual Music In Our Schools Concert
- *All-Unit Choral Concert
- *6th Grade Spring Concert

NON-GRADED 6TH CHOIR EVENTS

- *Victorian Walk
- *Summer Lessons

7th/8th GRADE MUSIC EVENTS

A fine arts calendar with specifics dates and information about each event will be distributed to all students at the beginning of the school year.

GRADED 7TH/8TH BAND EVENTS

- *Weekly Assessments
- *Marching Band Classic
- *8th Grade Only Football Game
- *Fall Concert
- *Christmas Concert
- *Rehearse-a-thon
- *Recital
- *Pre-Contest Concert
- *IGSMA Organizational Contest
- *IGSMA Solo and Ensemble Contest
- *Pops Concert
- *All Unit Band Concert

GRADED 7TH/8TH CHOIR EVENTS

- *Weekly Assessments
- *Harvest Festival
- *Fall Concert
- *Christmas Concert
- *Recital
- *Pre-Contest Concert
- *IGSMA Organizational Contest
- *IGSMA Solo and Ensemble Contest
- *Pops Concert
- *All Unit Choral Concert

NON- GRADED 7TH/8TH BAND EVENTS

- *Jazz Band Performances
- *Harvest Fest Talent Show Auditions
- *Harvest Fest Talent Show
- *IMEA Auditions
- *IMEA District Jazz Festival
- *IMEA District Festival
- *Summer Band

NON- GRADED 7TH/8TH CHOIR EVENTS

- *Harvest Fest Talent Show Auditions
- *Harvest Fest Talent Show
- *Swing Choir Performances
- *IMEA Auditions
- *IMEA District Festival
- *Victorian Walk
- *Summer Lessons

CO-CURRICULAR MUSIC ACTIVITIES

This information applies to music courses as co-curricular performance courses. Co-curricular activities occur outside of the regular class period, and are considered a class project and an objective of the particular curricular offering. Therefore, co-curricular activities are vital to the successful completion of the curricular course. Since rehearsals and performances are an extension of and vital to the curricular program, participation in all scheduled rehearsals and performances is required.

In the event that an unavoidable conflict occurs with a performance, please use the following procedure: The Director must be notified in writing as soon as the student learns of the conflict. That notification must be submitted using the “Request For An Excused Absence From Co-Curricular Music Activity” form, (found on the Director’s website), from a parent stating the nature of the conflict. The Director should receive this note no less than one week before the conflict. This gives the Director a chance to make changes and adjustments in the ensemble before the performance, if necessary.

Valid reasons for an excused absence include confining illness, death in the family, or a religious holiday. Extraordinary circumstances that could be excused would be described as the result of circumstances beyond the control of the student or his/her parents, such as a family wedding, mandatory college visitation, or other circumstances that cause reasonable concern to the parent for the safety or health of the student. Any absence that is not excused by the Director shall be considered unexcused.

The reason for this carefully thought out policy is that every performing student has an effect on the other performers in the ensemble. A successful performance for all of the members of an ensemble is much more likely when all of the members are present. There is no student in an ensemble that doesn't affect the other performers around them. Please think of performances as a final exam after a long unit of study in class. Also think of the performances in front of an audience as the reward for all of the hard work that takes place in the rehearsal room.

For excused and unexcused absences, a make-up opportunity is provided. The student must contact the teacher and complete the make-up work in the time frame described in the Middle School and High School handbooks. Make-up grades for excused absences can earn up to full credit. Make-up grades for unexcused absences can earn up to 90% of full credit. Make-up performances are graded using a performance rubric.

The above information and the accompanying form is available from your Director, on the Director's web site, or can be copied from the syllabus distributed on the first day of school.

GRADING:

35% REHEARSAL

- A. Necessary materials present
- B. Rehearsal procedures followed
- C. Participation level

25% PERFORMANCE

- A. Culmination activity
- B. Concert etiquette
- C. Performance experience
- D. Critical listening

NOTE: This is not an attendance grade.

Punctual for every performance without unexcused absences.

40% INDIVIDUAL ASSESSMENTS

- A. Lesson assessment includes: sight-reading, assigned performance music, and the musical elements of tone quality, rhythm, musicianship, intonation, technique, terminology, articulation, etc.

Individual assessment will measure individual improvement and not be scored in a comparative nature.

- B. Written homework, papers, quizzes, tests, practice cards, where applicable.

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 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.

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
ADOPTED BY BOARD ACTION 09/01/98

INSTRUCTION - LETTER TO PARENT(S) / GUARDIAN(S) REGARDING STUDENT USE OF THE DISTRICT'S ELECTRONIC NETWORKS

Dear Parent(s)/Guardian(s):

We now have the ability to enhance your child's education through the use of electronic networks, including local and wide area networks and the Internet. The Internet offers vast diverse, unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource. The Internet electronically connects thousands of users to computers throughout the world and millions of individual subscribers. Students and may have access to:

- Information from government sources, research institutions, and other sources.
- Discussion groups.
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization for Electronic Network Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize electronic network and Internet access.

INSTRUCTION - AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each Student and his or her parent(s)/guardian(s) must sign the Authorization before being granted 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 prescribed 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 signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be a) for the purpose of education or research, and be consistent with the educational objectives of the District, or b) for legitimate business use.
2. **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(s), building principal or his designee, will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his, her, or their decision is final.
3. **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 laws or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - 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 and bandwidth.
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individual(s);
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his or her consent;
 - j. Posting anonymous messages;
 - k. Using the electronic 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 electronic network while access privileges are suspended or revoked.
 - n. Students may not create or access an individual e-mail account through such places as Hot Mail.
 - o. Students may not use instant messaging, such as Microsoft Instant Messenger
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who backup and/or operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.
 - e. Do not use the electronic network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the electronic network to be private property.
5. **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, nondeliveries, missed-deliveries, or service interruptions caused by its negligence or the users' 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.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. Security - Electronic Network security is a high priority. If the user can identify a security problem on the Internet, he/she 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 electronic network as a system administrator will result in cancellation of privileges. Any user identified as a security risk may be denied access to the network.
8. 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.
9. Telephone Charges - The District assumes no responsibility for unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. 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. 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.
 - c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - d. Student work may only be published if there is written permission from both the parent/guardian and student.

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

PART III

ATTENDANCE POLICY

ABSENCE FROM SCHOOL

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 (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 classifications of absence from school:

1. Excused Absence
2. Unexcused Absence
3. Truancy

Excused Absences are those that are caused by illness, emergencies, family business, medical appointments, religious holidays, etc. When students are out of school for more than four consecutive days due to a medical condition, a written notice from a doctor may be 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.

Unexcused Absences are those with parent knowledge, but which are not caused by illness or a personal or family emergency (e.g.: disciplinary suspension). Vacation days are unexcused absences. If unexcused days exceed 10% of the past 180 school days, the Henry County Truant Officer will be notified.

Truancies are absences that occur without the knowledge and approval of both the parents and the school. These absences will be classified as unexcused and the school will take disciplinary action.

Any absence from school is serious and should be considered carefully. If a student is absent more than fifteen (15) days of the current school year, a conference between the parent, the nurse, and the principal will be held to discuss the situation. For the sake of their child's education, parents are asked to make every effort to avoid appointments or vacations on school time. Homework and tests that are missed during these days must be made-up.

MAKE-UP WORK POLICY

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 two school days 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. The work turned in will be graded by the teacher and will replace the zero grades in the teacher's grade book.

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 principal's office and returned when complete. (See page 40).

TARDINESS

Students are expected to arrive and be in class on time. Each student may receive two (2) tardies per semester and no disciplinary time will be assigned. Students receiving tardy admits #3, #4, and #5 will receive 30 minutes of disciplinary time per tardy admit. If a student receives six (6) tardy admits or more in a semester, he/she will receive a one-day suspension for each occurrence and the absence will be considered unexcused.

If a student is late to class because he/she was detained by a teacher, the student must ask that teacher for an admit.

PART IV

DISCIPLINE POLICY

Discipline and order must exist in each classroom and throughout the entire school to properly insure the highest educational experience for all students. Whenever violations of school rules occur, it will be the responsibility of the involved teachers and administrators to work with the student, his/her parents, and other support personnel to correct the misbehavior. Both the welfare of the individual student and the school as a whole will be considered when making a disciplinary decision. Disciplinary decisions are aimed at behavioral change. In severe cases, a student may be excluded from school.

DISCIPLINARY ACTION

The Administration reserves the right to use a variety of disciplinary actions in response to student misconduct. The nature, seriousness, and repetition of a student's misbehavior shall determine this administrative response. It shall include, but not be limited to:

1. Conference with the student and/or parent
2. Disciplinary Detention
3. Suspension from extra-curricular activities, field trips, etc.
4. Suspension of cafeteria privileges
5. Disciplinary isolation
6. Out-of-School suspension
7. Recommendation for expulsion

DISCIPLINARY DETENTIONS

Disciplinary detention time is assigned by the Principal's office. Parents will be informed of assigned detentions through the mail. This disciplinary time must be served in the Detention room and must be used by the student as a study period. Students must begin serving their disciplinary time within 24 hours of the day it is assigned. Continued failure to serve will be considered insubordination and will result in a one to three day suspension for each infraction.

Disciplinary time may be served from 7:45 to 8:15 a.m. or 3:20 to 3:50 p.m.

Students wishing to serve morning disciplinary time must enter the detention area through the west doors. A minimum of 10 minutes of morning disciplinary may be served at a time.

No student with outstanding disciplinary time may attend school dances, athletic practices, games, or other special student activities.

DISCIPLINARY ISOLATION

Serious violations of school rules can result in a student being placed on 'Disciplinary Isolation.' Disciplinary Isolation will involve the student remaining in school but in isolation from his/her peers for a minimum of one class period and a maximum of five (5) days. Disciplinary Isolation will be used when the administration deems necessary.

While on Disciplinary Isolation, the student is required to work on class assignments submitted by teachers. The student will complete those assignments and return them to the disciplinary supervisor.

When a student is assigned Disciplinary Isolation the office will make an effort to immediately notify the parent or guardian by telephone and will mail a letter explaining the student's violation of school rules. Any student on Disciplinary Isolation will not be allowed to participate in extra or co-curricular activities that day or evening.

Although it is impossible to put into writing all of the situations that could lead to Disciplinary Isolation, some examples are listed under SUSPENSIONS below.

SUSPENSIONS

Serious violations of school rules can also result in a student's suspension from school. Suspensions involve the temporary removal of a student from school and/or activities. Suspensions will be used when the administration deems necessary.

When a student is suspended the office will make an effort to immediately notify the parents by telephone and will mail a letter notifying the parent or guardian of the student's violation of school rules. If a student is suspended from school, he/she will not be allowed to participate in any extra or co-curricular activity that day or evening.

It is impossible to put into writing all of the situations that could lead to suspension. It is important, however, for all students and parents to understand the types of situations that could lead to suspension.

GROUPING LEVELS OF DISCIPLINARY INFRACTIONS:

Level I: Level I Acts of Misconduct are minor misbehavior, which impede the orderly operations of an individual classroom. It is the goal of GMS that infractions of a minor nature will be resolved at the teacher-student level. Consequences may include teacher/student conference, verbal reprimand, withdrawal of privileges, teacher assigned discipline, behavioral contract, referral to school counselor, time-out within the classroom. Infractions may include, but are not limited to:

| | |
|---|---------------------------------|
| Classroom or other disturbances | Failure to carry out directions |
| Littering | Discourtesy to a student |
| Failure to do homework | Failure to obey school rules |
| Lack of class preparedness | |
| Improper use of school equipment and property | |

Public Displays of Affection.

Students are expected to conduct themselves in a responsible manner while in attendance at Geneseo Middle School and at all school activities. No public displays of affection will be permitted. Any conduct in violation of these standards will be subject to disciplinary action.

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written.

Level II: Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions that result from the continuation of

Level I behaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of an administrator. Consequences may range from conference with the student, detention, withdrawal of privileges, conference with parents by phone or in person, referral to outside agency or school district support services, exclusion from all extra-curricular activities, disciplinary isolation, suspension. Infractions may include but are not limited to:

Continuation of unmodified Level I Acts of Misconduct (after repeated offenses)

| | |
|---|----------------------------------|
| Use and/or possession of tobacco on, or near, school property (first offense) * | |
| Truancy | Disrespect |
| Forgery or the use of forged notes or excuses | Insubordination |
| Refusal to identify self | Misrepresentation (lying) |
| Loitering | Gambling |
| Bus misconduct | Verbal abuse of teacher |
| Stealing (minor) | Obscenity |
| Failure to carry out assigned discipline | Cheating, plagiarism, or copying |
| Possession of electronic devices in school | Bullying/intimidation |

* First offense of use of tobacco is an automatic one to three-day suspension, and all tobacco offenses will result in a municipal citation.

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written.

Level III: Level III involves acts directed against persons or property without seriously endangering the health and safety of others in the school. Level III Acts of Misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students. Consequences may include temporary removal from class, financial restitution (in case where damage or loss is incurred), disciplinary isolation, suspension, transfer/schedule change, alternate programs (Homebound/Alternative School, ExCel), exclusion from all extra-curricular activities, expulsion, required substance abuse remediation plan. Infractions may include but are not limited to:

Continuation of unmodified Level II Acts of Misconduct

| | |
|--|-----------------------|
| Use of tobacco (2 nd or more offense) | |
| Possession, use, or under the influence of alcohol/drugs | |
| Fighting | Vandalism |
| Attempted extortion | Trespassing |
| Stealing (major or habitual) | Gross disrespect |
| Insubordination | Bullying/intimidation |

Tobacco Violation

Students are not to **use or possess** tobacco products or paraphernalia in the school building, on the school grounds or on any school-related field trip or activity. Students

who violate this rule will receive the following disciplinary action:

1st offense - one (1) to three (3) days disciplinary isolation or suspension

2nd offense - one (1) to ten (10) days disciplinary isolation or suspension

Fighting

Students involved in fighting on the school grounds, on a bus, at a school activity or going to and from school may be suspended from school from one (1) to ten (10) days. The circumstances of the fight will determine the length of disciplinary isolation or suspension.

Closed Campus Violation

Students are not allowed to leave the school campus at any time without permission from the administration. Bus riders may not leave after arriving on school property before school. Violation of this rule will result in a one-day disciplinary isolation or suspension.

Dangerous Misconduct

Any action that could result in injury to persons or damage to property is strictly forbidden. Dangerous activity is forbidden in the school building, on school property, or at school related activities. Violation will be judged individually and may result in a suspension of one (1) to ten (10) days.

Truancy-Skipping School

Students are expected to be in attendance at school unless ill or excused by the administration. Students who are out of school without parent/guardian permission are truant. Truancy will result in a disciplinary isolation of from one (1) to ten (10) days. The length of the disciplinary isolation will depend on the circumstances and the frequency of the student's trancies.

Threats

Any verbal or physical threat directed toward a student, a staff member or a staff member's property or family would be considered **Gross Insubordination**. Students involved will receive the following penalty:

1st offense - 1 to 3 day suspension

2nd offense - 5 to 10 day suspension

Parent conference required

3rd offense - 10 day suspension from school pending an administrative recommendation for expulsion

Harassment

Every student is entitled to attend school in a safe learning environment. **The verbal or physical harassment including bullying of students will not be tolerated.** Any staff member, student, or parent who has knowledge of any type of harassment occurring at school or school events should notify the administration. Violations will be judged individually and may result in a suspension of one (1) to ten (10) days.

Bullying

Bullying is defined, as the intentional acts of making another feel inferior by use of physical or mental harassment. The types of harassment include, but are not limited to:

- a. Pushing, shoving, or any other unwanted bodily contact.

- b. Taunting, teasing, or ridicule.
- c. Rumor spreading, gossiping with an ill intent.
- d. Abuse of another person's property.
- e. Intentional embarrassment or humiliation of another person.
- f. Cyberspace Bullying is not permitted. Cell phones, email and text messaging used to intimidate, harass, threaten an individual will be considered bullying.

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. This definition of sexual harassment includes but is not limited to the following behavior: unwanted sexual behavior such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape and/or rape. This harassment also includes "sexting", as commonly referred to instances of emails or text messages containing photos or content of a sexual nature. Students who feel aggrieved because of sexual harassment should contact the principal (School Board Policy 500.20; adopted 3/5/91)

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written.

Level IV: Level IV acts involve actions that are so serious that they always require administrative actions that result in at least temporary removal of the student from the school. Some Level IV Acts of Misconduct involve the intervention of law enforcement authorities and action by the Board of Education. Consequences may include suspension, alternative programs, expulsion. Infractions may include but are not limited to:

- Continuation of unmodified Level III Acts of Misconduct
 - Furnishing or selling controlled substances (drugs, alcohol, tobacco)
 - Possession of, use of, or solicitation to buy or sell weapons
 - Making bomb threats
 - Threatening others, including teachers
 - Setting false fire alarms
 - Destructing or taking personal property of others with or without force or violence
 - Possession and/or sale of stolen property
 - Battery, physical confrontation
 - Fighting
 - Sexual harassment
 - Undesirable conduct at school activities
 - Tampering with school records
 - Other acts of misconduct that are seriously disruptive and/or create a safety hazard to students or staff, or to personal property and/or school property.
- Setting fires
 - Molesting
 - Gross disrespect
 - Gross insubordination
 - Theft
 - Failure to report to office

Possession of a Weapon

The use or possession of any weapon on school property or at school events will not be tolerated. Weapons include, but are not limited to, guns (including pellet and BB guns), knives

of any size, explosives of any size, mace, look-alike weapons and any other item, which, while not designed as a weapon, is used as a weapon. **Possession of a weapon will result in a suspension or recommendation for expulsion from school.**

DRUG AND ALCOHOL DISCIPLINE POLICY

The **SALE or DELIVERY** of any controlled substance, alcohol, prescription or non-prescription drugs, "look-alike" drugs, drug paraphernalia, or other controlled substance (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 (10) suspension from school and a 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 possession of drug paraphernalia in or on school property at any time or at any school-related activities is strictly prohibited. This includes the misuse/abuse of prescription medications and the possession of prescription or over-the-counter medication without proper documentation. Students violating these rules may have the following consequences:

FIRST OFFENSE

1. Up to a ten (10) day suspension from school.
2. The student involved may be turned over to the civil authorities.
3. A report of the incident will be forwarded to the District Office for evaluation.
4. The student will undergo a chemical dependency assessment, performed at a community agency. The student will comply with the recommendation of the assessment. It is the student's and his/her parents/guardian's responsibility to contact the agency and must be enrolled in the program before the end of the suspension period. Verification of enrollment must be given to school administration. The Geneseo School District will pay \$75 toward the cost of the assessment and follow-up.
5. Following the suspension, a parent conference must be held before the student may be readmitted to school.
6. This step reflects one (1) offense per building enrollment, not one (1) offense each school year.

Failure to comply with number 4 of the above written policy will result in a recommendation to the Board of Education for expulsion.

REPEAT OFFENSE

If a student repeats an offense, parents will be contacted and a ten (10) day out-of-school suspension with recommendation for expulsion. Police authorities will be contacted.

GANG POLICY

Geneseo Community Unit No. 228 has adopted a policy of zero tolerance for gang activity. Gangs are strictly prohibited at Geneseo Middle School. Students are not to be involved in gangs or gang-related activities on school grounds, at school-related events, on school buses, or within 1000 feet of school boundaries. The display or possession of gang symbols or gang paraphernalia is prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the student discipline policy.

As used in this policy, the term "gang" means any group composed wholly or in part of students which seeks to perpetuate itself by accepting additional members and which is assembled to (1) commit or conspire to commit criminal offenses, (2) engage in conduct contrary to the public good, or (3) engage in conduct that interferes with or disrupts the district's educational process or program. As used in the policy, "gang-related activity" means any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to bring about the common purpose and design of any gang.

Unsanctioned activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues;
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature;
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang or secret society;
7. Engaging in any activity (or omission) intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to represent or act like a member of a gang or secret society; or
8. Any act or activity which violates any law or any policy of Geneseo School District No. 228 when such act or activity is taken to further the interests of a gang or secret society.

Joining a gang or claiming gang membership is strictly prohibited. By violating this rule, a student gives up his or her expectation of privacy and can expect close observation of conduct, locker, and property.

Disciplinary action will be determined by the nature of the conduct. Administration options will include: warning, parent conference, detention, one-to-ten-day suspension, police referral, and/or recommendation to the board of education for expulsion.

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written.

PART V

ATHLETIC POLICY

ATHLETIC POLICY

Athletes participating in interscholastic events have a responsibility to follow acceptable standards of conduct inasmuch as they are expected to set the example of being leaders and good citizens. During the athlete's interscholastic career, grades 7-8, he/she will be governed by the following rules (these rules apply and are in effect throughout the entire calendar year):

1. Geneseo Middle School Rules and Regulations
2. Civil, criminal and juvenile laws of the community, county and state
3. Any athlete participating in one or more athletic activities at any time during the school year shall be governed by this policy **throughout the calendar year**. Should an athlete violate the identified rules and regulations and not be participating in an interscholastic sport at that time, the athletic suspension will affect the next interscholastic sport in which the athlete is participating. Should the athletic suspension not be completed in one interscholastic sport, the suspension will carry over into the next interscholastic sport in which the athlete participates.
4. The penalties are cumulative for the student during his/her three-year middle school term.
5. Athletes who possess or consume alcohol, drugs, or tobacco, who violate a major school rule which requires an out-of-school suspension or who commit a civil, juvenile, or criminal offense will be disciplined in the following manner:
 - 1st Offense: No participation in interscholastic contests for twenty-five (25) percent of the total Interscholastic Contest Season. The student will submit to a chemical dependency assessment performed by a community agency. The student will comply with the recommendation of the assessment. Refusal or failure to complete the above will keep a student from being reinstated.
 - 2nd Offense: In addition to the 1st offense requirements the student will not participate in interscholastic contests for fifty (50) percent of the total Interscholastic Contest Season.
 - 3rd Offense: In addition to the requirements for the first offense the student will not participate in interscholastic contests for one (1) calendar year from the day the administration notifies the athlete that he/she has violated the athletic policy
 - 4th Offense: The student will forfeit the remainder of his/her Middle School Athletic eligibility.

The parent or legal guardian has the right to request a review of the information leading to the athletic suspension. The parent/guardian should contact the Principal. A committee consisting of the principal, the student's Counselor and three (3) coaches not coaching the athlete at the time of the infraction will meet with the parent(s) or legal guardian(s).

The student or parent/guardian has the right to request of the Board of Education a review of the decision to suspend an athlete.

Voluntary admission of an infraction of the participation rules regarding substance abuse will not result in a suspension, but will count as a first offense. (The purpose of this provision is to allow an athlete to seek help.) A student may NOT use this voluntary admission if the school or any law enforcement agency already knows of this infraction. This provision must be used prior to a first offense and may be used only one time by any student.

PART VI

SUSPENSION

GENESEO SCHOOL DISTRICT

PROCEDURAL PROTECTIONS

The Superintendent, the Building Principal, the Assistant Building Principal or the Dean of Students is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to the persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of the right to review.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. Students shall have no right of review by the Board of Education for the imposition of suspensions of five or less days. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. A hearing officer appointed by the Board shall report to the Board a written summary of the evidence heard at the meeting. After its hearing officer, the Board may take such action as it finds appropriate.

LEG. REF.: Goss v. Lopez, 419 U.S. 565 (1975)
Ill. Rev. Stat., ch. 122, para. 10-22.6(b)

CROSS REF.: 710.13.715.05

ADOPTED BY BOARD ACTION 9/3/91
AMENDED BY BOARD ACTION 4/5/94

PART VII

EMERGENCY HEALTH SERVICES

The following is a list of emergency and mental health care services available to students in the Geneseo School District:

CHILD ABUSE – (physical, sexual, or neglect)

If the child is in immediate danger, contact local police. If child abuse is suspected, phone:

ILLINOIS DEPARTMENT OF CHILDREN & FAMILY SERVICES (DCFS)
1-800-252-2873

| | |
|------------------------------------|----------------|
| Henry County DCFS | 937-1071 |
| Henry County Child Advocacy Center | 937-5663 |
| Henry County Safe House | 1-888-431-2712 |

DRUG/ALCOHOL ABUSE

| | |
|--------------------------------------|----------------------------------|
| Good Shepherd Foundation | 944-6205 or 944-3258 |
| Bridgeway Mental Health Services | 852-4331 or 1-800-322-7143 |
| Hammond Henry Hospital | 944-6431 |
| Al-Anon Family Group | 1-800-344-2666 |
| Alcohol/Drug Abuse Referral Hotlines | 1-800-662-HELP or 1-800-821-4357 |

SUICIDE

| | |
|----------------------------------|----------------------------------|
| Robert Young Mental Health | 1-800-322-1431 or 1-309-799-2031 |
| Hammond Henry Hospital | 944-6431 |
| Bridgeway Mental Health Services | 1-800-322-7143 |

RUNNING AWAY

| | |
|---------------------------------|----------------|
| National Runaway Switchboard | 1-800-621-4000 |
| Geneseo Police Department | 944-5141 |
| Colona Police Department | 793-1511 |
| Atkinson Police Department | 936-7233 |
| Henry County Sheriff Department | 937-3911 |

EMERGENCY SHELTER FOR FAMILIES

| | |
|---------------------------|----------------|
| Geneseo Food Pantry | 944-3165 |
| Community Service Officer | 944-0911 |
| Project Now | 852-4565 |
| Henry County Safe House | 1-888-431-2712 |

ADOLESCENT/FAMILY COUNSELING

| | |
|--|----------------|
| Bridgeway Mental Health Services | 852-4331 |
| Catholic Social Services | 788-9581 |
| The Counseling Center | 944-5894 |
| Hammond Henry Hospital | 944-6431 |
| Lutheran Social Services | 786-6400 |
| Marriage and Family Counseling | 944-5180 |
| Robert Young Mental Health Services | 1-800-322-1431 |
| Transitions Mental Health Rehabilitation | 793-4993 |
| Youth Service Bureau | 852-0161 |

PART VIII

NON-DISCRIMINATION POLICIES AND PROCEDURES

SCHOOL DISTRICT ORGANIZATION

Geneseo Community Unit School District #228 shall treat all persons equally without regard to race, color, creed, national origin, sex or handicaps unrelated to the function to be performed. This commitment relates to employment practices, the education of children and relations with the practices, the education of children and relations with the community at large. The District will be in compliance with Illinois Public Act 79-597 and Title IX of the 1972 Education Amendments and Title II(A) of the American with Disabilities Act.

Specifically, Geneseo Community Unit School District #228 shall:

Employ and promote individuals solely on the basis of their qualifications and without regard to the characteristics outlined above;

Provide for a continuous examination of all parts of the curriculum to make sure that it emphasizes positive human relationships;

Assign and educate each child without regard to race, color, creed, national origin, sex or handicaps unrelated to the function to be performed, recognizing that children may be grouped for special educational purposes in order to meet special educational needs which children may have;

Maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living including:

- respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex or age;
- respect for cultural differences;
- respect for the right of others to seek and maintain their own identities;
- respect for economic, political and social rights of others.

The Superintendent shall serve as the District's Coordinator of Non-discrimination. Students, parents, and employees shall be notified of their right to initiate a grievance or complaint of illegal discrimination and of the Superintendent to whom such complaints shall be directed.

Upon receiving a grievance or complaint of illegal discrimination, the Superintendent shall send a copy of the District's written grievance procedure to the complainant.

Geneseo Community Schools, District 228, insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Questions in reference to educational opportunities may be directed to:

Title IX – Travis Mackey, (309)945-0399

Section 504 – Joni Swanson, (309)945-0450

Title VI – Joni Swanson, (309)945-0450.

LEG. REF.: Ill. Rev. Stat., ch. 122, para. 10-22.5, 24-4

III. Human Rights Act, ch. 68, para. 2-105

Illinois Public Act 79-597

Title IX of the 1972 Education Amendments

Title II(A) of the American With Disabilities Act.

ADOPTED BY BOARD ACTION 11/7/91

AMENDED BY BOARD ACTION 3/3/92

PART IX

STUDENT RECORDS PARENT ACCESS

Student records are confidential information and shall not be disclosed to an unauthorized person or agency.

The District shall send copies of correspondence and reports initiated by the District and relevant to the student upon the request of either parent and to both parents when the parents are divorced, unless the School Board has been furnished with a certified copy of court order prohibiting the release of such documents to that parent.

The materials that shall be provided are:

- Reports of the student's academic progress
- Reports of the student's emotional and physical health
- Notices of school initiated parent-teacher conferences
- Notices of major school sponsored events
- Copies of the school calendar

LEG. REF.: Ill. Rev. Stat., ch. 122, para. 10-21.8, para. 50-1

ADOPTED BY BOARD ACTION

REQUEST FOR THE ADMINISTRATION OF MEDICINE OR TREATMENT

The administration of medication is normally not a function of education, but if it does become necessary for a student to take medicine at school, State of Illinois mandates that the following guidelines be followed.

1. Provide the building principal or nurse with the district medication form completed, signed, and dated by the physician and the parent/guardian for prescription medication. The physician need not sign the form for nonprescription medication, but all other information relative to the medication should be completed and signed by the parent.
 2. Medication should be delivered to the nurse's office by the parent/guardian, unless prior arrangements have been made to independently carry an inhaler or epipen.
 3. School policy prohibits students from having in their possession prescription or nonprescription medication other than inhalers or epipens, which have been pre-approved by the nurse.
 4. Medication should be in its original container.
 5. Notification should be received when a drug is discontinued or a change in dosage or interval occurs.
 6. Medication guidelines should be renewed annually.
-

PLEASE NOTE: The school does not assume responsibility for medication which is not delivered to and kept in the school office or other secure designated area.

Please print: Student's name _____ Grade _____

Parent's/Guardian's name _____ Emergency phone # _____

PHYSICIAN'S REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

Disease or illness involved _____ Medicine or treatment _____
Dosage and directions for administration at school _____

Discontinuation date _____ Possible side effects _____

Can this PRN asthma or epipen medication/treatment be self-administered or administered in the nurse's absence by school personnel? ____ yes ____ no

Is it medically necessary for the student to carry his/her inhaler or Epipen at all times? ____ yes ____ no

Physician's Signature _____ Telephone # _____ Date _____

PARENTS REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

I hereby request and grant permission for Geneseo Comm. District #228 and its school personnel to dispense medication or to administer prescribed treatments to my daughter/son, (first & last name) _____, according to _____ (physician's name) instructions above. I further release and waive any claims against Geneseo Comm. District #228, its employees, and its agents arising out of the administration or self-administration of said medication or treatments and agree to hold harmless and indemnify District #228, its employees, and its agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorney's fees, resulting from or arising out of the administration of medication or treatments to my daughter/son by school personnel.

Parent's/Guardian Signature _____ Date _____

For parent/guardian of students with asthma:

I authorize the Geneseo Comm. District #228 and its employees, to allow my child to possess and use his/her asthma medication 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.

Parent's/Guardian Signature _____ Date _____

PART X

NOTIFICATION OF ABSENCE

STUDENTS: HAVE YOUR TEACHERS SIGN THIS FORM AND DISCUSS THE ASSIGNMENTS THAT YOU WILL BE MISSING WHILE GONE. RETURN THE COMPLETED FORM TO THE OFFICE BEFORE YOU LEAVE.

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

As the parent/guardian of _____, I request permission for this student to be absent from school on the following dates: _____.

The reason for this absence is: _____

(signature of parent or guardian)

I understand that permission to be absent **does not excuse the student from making up all assignments**. Assignments are to be made up in the manner described in the Student Handbook under the section titled "Make-Up Work Policy".

PART XI

REPORT OF SAFETY CONCERN/RECOMMENDATION

REPORT OF SAFETY CONCERN/RECOMMENDATION GENESEO COMMUNITY UNIT SCHOOL DISTRICT #228

YOUR NAME _____ DATE _____

Street Address _____

City/State/Zip _____

Phone Number Home _____ Work _____

REPORT INFORMATION

Date problem occurred _____ Personally Observed (Yes No)

Location _____ Time _____

General Area of Concern: Busing Traffic
 Classroom Playground
 Pedestrian Extracurricular
 Environment Other _____

SAFETY CONCERN (Please give a brief description of a concern or incident you observed.
BE SPECIFIC (i.e. who, what, where, when, why, and how)
USE THE BACK OF PAPER IF YOU NEED MORE SPACE.

Has this been reported? (Yes No) To Whom? _____

OTHER COMMENTS or RECOMMENDATIONS:

RETURN TO ANY BUILDING PRINCIPAL

Or to: Geneseo District #228
 209 S. College Ave.
 Geneseo, IL 61254

Signature

ACKNOWLEDGEMENT OF ACCEPTABLE USE POLICY

(Required if the user is a student):

I understand and will abide by the Authorization for Electronic Network Access. (see student handbook) I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child.

I hereby request that my child be allowed access to the District's electronic network *and* the internet.

Date: _____

PARENT/GUARDIAN NAME - Printed

STUDENT NAME - Printed

SIGNATURE: _____
(Parent/Guardian)

SIGNATURE: _____
(Student)

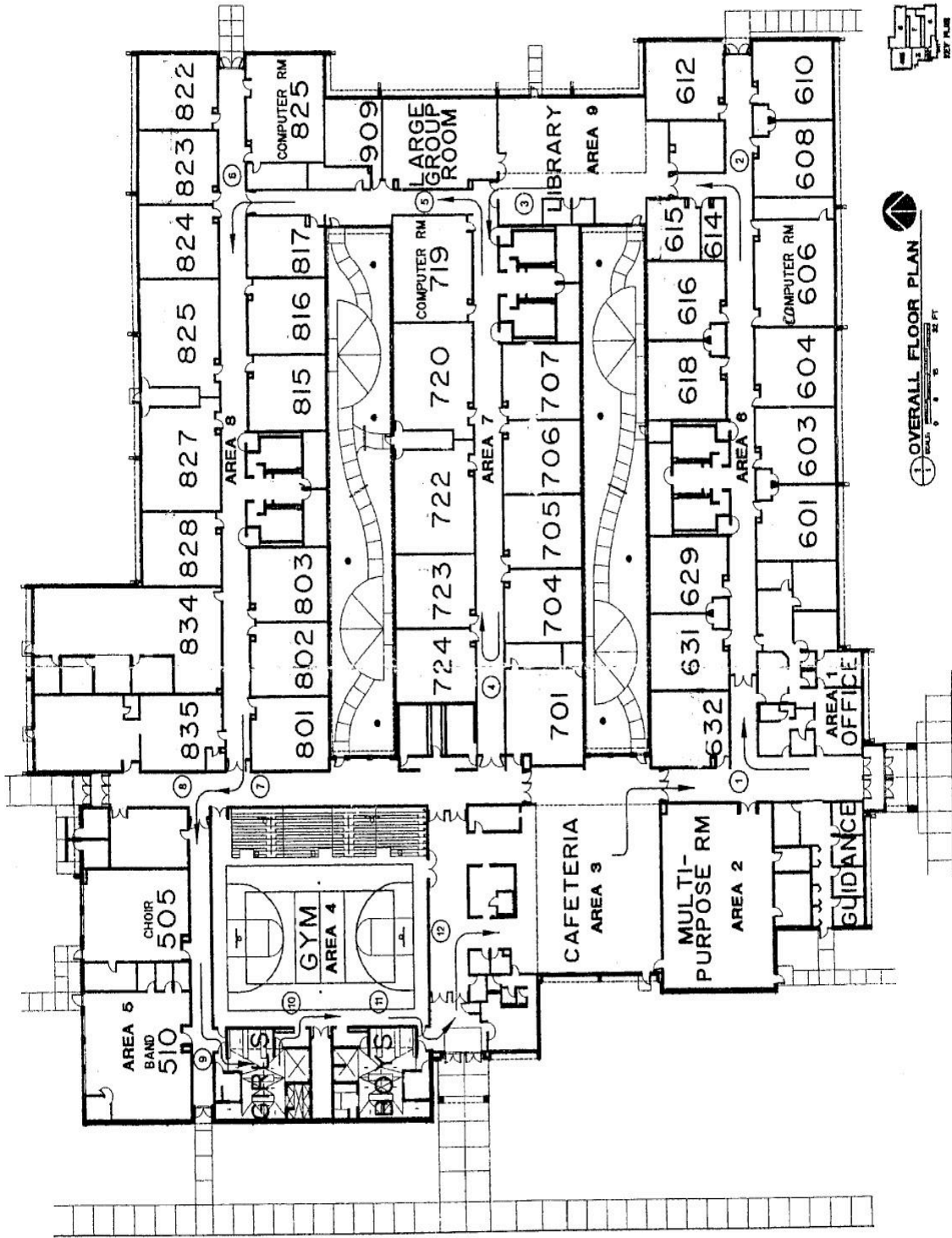
H.S. graduation year

On occasion, the local newspapers and other media will take pictures or videos of children at school or school activities on campus.

Please check if we are not permitted to use your child's picture in any form of media (newspaper, television, video, internet, etc.).

Thank you,

Matt DeBaene
Principal




 OVERALL FLOOR PLAN
 1" = 32'

2009-2010 Handbook Changes

| Topic | Old Page | Changed to: |
|-------------------------------------|-----------------|---|
| | | <p>Add under the Geneseo High School song: GENESEO LOYALTY</p> <p>Geneseo, come together, learning life's new way to pave Paths before us, ever striving, Green and White, our colors brave</p> <p>We all hold the keys within us, with new knowledge we will grow Stronger in our bond unyielding, truer to the world we know</p> <p>Geneseo, Alma Mater, may we honor they fair name Geneseo, ever greater, never forget from whence we came</p> |
| Table of Contents | 2 | Part VI--Attendance Policies under Absences from School Add: Co-Curricular Music Activity Attendance Policy.....9 |
| Table of Contents | 2 | Add: Part IX--Extra/Co-curricular Activities |
| School Calendar | 4 | Delete: School Calendar |
| Hallway Conduct | 5 | no running, sitting, playing of games (including hackey-sack), food or drink Add: with the exception of water |
| Early Graduation | 7 | Delete: Whole paragraph Replace: Students interested in this option must see their guidance counselor for details. This request must be made prior to the end of the student's 6th semester. |
| Final Examinations | 7 | Seniors who score certain benchmarks on the PSAE exams may be exempt from certain semester exams and final exams. Delete: and final exams. |
| Academic Letter Program or 3.0 Club | 8 | Delete: without having any grade below a C- during each of the two semesters. |
| Counselor Assignments | 9 | Delete: Whole paragraph - Counselors work with parents, students.... |

(con't)

Replace: Counselors work with students, teachers, and parents to promote academic success, to develop personal skills and to explore college opportunities and careers. The counseling web pages on the high school site provide a tool to assist students and parents with high school course planning, information about standardized testing, college financial aid, career preparation, and a monthly newsletter. In addition to individual meetings with students, counselors make classroom and group presentations to assist students with career/college planning, standardized testing, social skills, and high school course sequences and course placement options.

| | | |
|--|----|--|
| Transcripts | 9 | Delete: 2nd paragraph from: This fee must be paid etc... ..student if over the age of 18. Replace: There is a request form on the high school's home page that may be mailed to 700 N State Street, Geneseo, IL 61254 or faxed to 309-945-0374 |
| Excused Absences | 10 | Delete last paragraph: Any of the above... |
| Co-Curricular Music Activity Attendance Polciy | 10 | Add following Absences from School: See Co-Curricular Music Activity Attendance Policy attached. |
| Requesting Homework | 10 | Change to: Homework can be requested by e-mailing the student's teacher directly or via a phone call to the main office if the student will be out of school for two full days. Do not request homework via the Attendance Line. |
| Reporting Absences | 10 | Change to: A parent or legal guardian must report a student's absence for any reason (including absence from Saturday detention) by a phone call prior to 11 AM on the day of the absence by calling the 24-hour, 7-day a week automated line (945-0110) and providing the following imformation: |
| Reporting Absences | 10 | Change item 3 to read: Reason for the absence (i.e. Illness, out of town, etc.). |
| Make-Up Work Policy | 11 | Item 3, last line change: "unexcused absence in a semester," to "in a school year," |
| Short Truancy | 12 | Rewrite as follows: 1st Occurrence: Two detentions assigned per period truant 2nd Occurrence: Three detentions assigned per period truant 3rd Occurrence: One short Saturday detention 4th Occurrence: Long-Saturday detention Continued Occurrences: Long Saturday detention |

| | | |
|-----------------------------------|----|---|
| Long Truancy | 12 | <p>Rewrite as follows: 1st Occurrence: One long Saturday detention per day truant 2nd Occurrence: One long Saturday detention per day truant 3rd Occurrence: One long Saturday detention per day truant Continued Occurrences: One long Saturday detention per day truant</p> |
| | 12 | <p>Add under short and long truancy: Potential Truancy Intervention: a. Referral to student's counselor b. Parent conference c. Referral to Social Worker d. Referral to the Regional Truancy Prevention Specialist e. Possible referral to outside agency based upon parent consent f. Inform each of the following (set up conference if necessary); parent, counselor, social worker, regional truancy prevention specialist for students under the age of 17 and agency representative.</p> |
| Short and Long Saturday Detention | 13 | <p>change: "If a student neglects to attend Saturday Detention they will be assigned an In-School Suspension" to "If a student neglects to attend Saturday Detention further discipline will be assigned as follows: 1st occurrence: Corresponding In-School suspension and reissued of Saturday detention 2nd occurrence: 2 corresponding In-School suspensions 3rd occurrence: Out-of-School suspension 4th (and continued) occurrence(s): 2 Out-of-School suspensions</p> |
| Social Probation | 14 | <p>Change 5 to read: Social Probation Students who have been suspended Out-of-School are on Social Probation. Social Probation means you cannot attend any school function outside of the school day for a designated period of time (this includes attending any athletic events, fine arts events and dances). The time frame is as follows and begins on the first day of return to school: Suspended 1 to 2 days.....1 week Suspended 3 to 5 days.....2 weeks Suspended 6 or more days.....30 days</p> <p>The days of suspension are cumulative. Any student who has a Saturday School or In-School suspension is not eligible to attend any event for 1 week from the date of their Saturday School or ISS. Students who violate these conditions are subject to further penalties including the involvement of law enforcement for possible charges of trespassing.</p> |
| Expulsion | 14 | Change 5 to be 6: Expulsion |
| Unserved Discipline | 14 | Change 6 to be 7: Unserved discipline Delete: c. May not attend the Senior Picnic |

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|------------------------------------|----|---|
| Bullying | 15 | Change f to read: Cyberspace Bullying and sexting is not permitted. Cell phones, email and text messaging used to intimidate, harass, threaten or bully an individual will be considered bullying. |
| Bus Discipline Sequence | 16 | Top of page 17 second paragraph delete: For bus complaints or problems that are related to safety, please use the Safety Concern Report found in the back of this handbook. |
| Standard of Dress | 18 | Move this from Part VII to Part III in the handbook. |
| Drug and Alcohol Discipline Policy | 18 | First Offense, item 4, change the 3rd sentence to read "It is the student's and his/her parents/guardian's responsibility to contact an agency within <u>10</u> days to make an appointment for assessment. Verification of the appointment must be given to school administration. The Geneseo School District will reimburse up to \$75 toward the cost of the assessment and follow-up. |
| Drug and Alcohol Discipline Policy | 19 | At top of page delete: Violation of these rules may have the following consequences: Misuse/abuse of prescription medications, the possession of prescription or over the counter medication without proper documentation. |
| Cafeteria | 19 | Change: A full meal price is \$1.85 to, A full meal price is \$2.00 Change: Maple Leaf Special is \$2.60 to, Maple Leaf Special is \$2.75 Add after: The student should write on the envelope front the name and dollar amount to be deposited. <u>Lunch accounts are individual student accounts.</u> Add after: Families can send one check for all children but must include the dollar amount to go into each child's account. <u>Parents also have the option of paying the lunch accounts online through Family Access.</u> Add after: An application for the student free or reduced lunch and breakfast program may be made by the parents through the Unit Office at 209 S. College Avenue <u>or applications are available online through the District website.</u> |
| Locker & Padlock Policy | 22 | Third paragraph delete: "Student will be issued a new padlock and charged the \$10.00 replacement fee." |
| Work Permits | 22 | Change: all "Unit Office" to read "High School office" |

Extra Curricular Handbook

1, 2, 41-44 To be included as an addition to the Student/Parent Handbook

| | | |
|------------------|---|--|
| No contact dates | 2 | Change to: July 25 - August 2, 2009 District wide |
|------------------|---|--|

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|--------------------------|--------------|--|
| Extracurricular Activity | pages 3 - 40 | Change to list: Category, activity, contact person with e-mail and phone number only. |
|--------------------------|--------------|--|

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|--------------------------|----|---|
| Activity Code of Conduct | 41 | Categories of Activities, item 3 add: Mathletes change to: k) Sphinx--Yearbook m) Other approved activities & clubs Alphabetize listing |
|--------------------------|----|---|

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|------------------------|----|---|
| Substance Abuse Policy | 42 | Self-Referral Change last sentence to read: The Geneseo School District will reimburse up to \$75 toward the cost of assessment and follow-up. |
|------------------------|----|---|

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|---------------|----|-------------------------|
| Third Offense | 43 | Delete: Option A |
|---------------|----|-------------------------|

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 they fair name
Geneseo, ever greater, never forget from whence we came*

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.

Annual Notice of Nondiscrimination

Geneseo Community Unit School District No. 228 assures equal educational opportunities are offered to students, regardless of disability, race, creed, gender, national origin, religion, ancestry, or marital status. This commitment extends to employment practices, the education of children and relations with the community at large. The District will be in compliance with Illinois School Code Sections 10-22.5 and 27.1 and Title IX of the 1972 Education Amendments and Title II (A) of the American with Disabilities Act. Questions in reference to educational opportunities may be directed to Title IX – Travis Mackey, 309-945-0399; Section 504 – Joe DePauw, 309-945-0349; and Title VI – Joni Swanson, 309-945-0450.

Sex Offender Registration

Information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor

Student/Parent Notices

Parents/Students may obtain a copy of required notices on related school items in the Administrative offices at Geneseo High School.

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 following discipline policy lists examples of behavior only; 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.

PART I - INTRODUCTION TO GENESEO HIGH SCHOOL

CORE VALUES OF DISTRICT #228

Geneseo School District #228 has four core values in place for our students. We hope to **maximize student achievement** by: high expectations for achievement, creating a safe and caring learning environment, establish effective and efficient operations and insuring that we are Stewards of the District finances.

PART II - GENERAL INFORMATION

ACCOMMODATIONS FOR PARENTS/GUARDIANS/VISITORS WITH DISABILITIES AT CONFERENCES, SCHOOL PROGRAMS, BOARD MEETINGS

Parents/guardians/visitors/students with disabilities who need assistance may, but are not required to, arrange for accommodations prior to the event, which they want to attend by contacting the high school administration at 945-0399 between the hours of 7:30a.m. and 4:00p.m. Reserved parking for persons with disabilities is available in each parking lot. Areas are provided at all extracurricular activities to accommodate persons in need of preferred seating.

CRIME STOPPERS

A way for students to anonymously report wrongdoing at school is provided through the Crime Stoppers network. Wrongdoing may include, but is not limited to, vandalism, theft, drugs, weapons, etc. Calling 937-2324, 1-800-227-2324 or talking with your counselor, social worker, teacher, an administrator, security agent or other local law enforcement officials can accomplish the reporting.

EMERGENCY WARNINGS

FIRES, TORNADOES, AND EARTHQUAKES

The **fire alarm** is sounded continuously from the fire horns in the hall. Students must leave by the nearest exit. The **tornado alarm** is a "siren" sound which will come over the intercom system. 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 from the intercom. Students are to immediately take a position under their desks until such time as is deemed safe for them to exit the building and meet in the practice football field to the north of the school and report to the student's teacher for attendance. 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. Individual instruction will be given to each room and teaching station.

EXTRA FEES

(INCLUDING ACTIVITY FEES AND LAB FEES)

An extra fee may be assessed to students to defer extra costs for a particular class and/or activity. A maximum charge of \$100 per family, which combines both high school and middle school students in the same family, will be assessed for activity fees (Lab fees are not included in the maximum). Examples of lab fees (include but are not limited to): workbooks, safety glasses, art fees, industrial arts fees, some physical education fees, consumer and family sciences lab fees and computer lab fees. Students are responsible for the replacement cost(s) for the loss of items such as: padlocks, textbooks and library books. Freshman, sophomore, junior or senior classes may charge class dues to help defray the cost of floats, prom, the senior picnic and other social functions. A list of extra class fees is available at registration or by contacting the main office.

FEE WAIVER PROGRAM/FREE AND REDUCED LUNCH AND BREAKFAST

Parents and/or students who feel they may meet the economic guidelines for the free and reduced lunch and breakfast/fee waiver program must make an application in person at the Unit Office at 209 South College Avenue. To be eligible for waiver of registration fees and food programs, an application **must** be made **prior** to the dates of registration.

MESSAGES AND DELIVERIES

Only phone messages of an **emergency** nature will be given to students. Pay telephones are available for students' use. Floral and gift deliveries are not accepted at the school.

SCHEDULE OF PERIODS

| | |
|------------------------|------------------------------|
| 7:00 - 7:50 am | Early Bird Class |
| 7:25 - 7:55 am | Morning Detention |
| 8:00 – 8:53 am | 1 st Period Class |
| 8:58 – 9:47 am | 2 nd Period Class |
| 9:52 – 10:41 am | 3 rd Period Class |
| 10:46 – 11:35 am | 4 th Period Class |
| Lunch Section A | |
| 11:35 - 12:00 pm | Lunch Period |
| 12:05 – 12:58 pm | 5 th Period Class |
| Lunch Section B | |
| 11:40 – 12:05 pm | 5 th Period Class |
| 12:05 – 12:30 pm | B Lunch Period |
| 12:35 – 12:58 pm | 5 th Period Class |
| Lunch Section C | |
| 11:40 – 12:33 pm | 5 th Period Class |
| 12:33 – 12:58 pm | C Lunch Period |
| 1:03 – 1:53 pm | 6 th Period Class |
| 1:58 – 2:48 pm | 7 th Period Class |
| 2:48 – 3:00 pm | Advisory/Activity |
| 3:05 – 3:35 pm | PM Detention |

SCHEDULE FOR 2:00 PM EARLY DISMISSAL

| | |
|------------------|------------------------------|
| 7:00 –7:50 am | Early Bird Class |
| 7:25 – 7:55 am | Morning Detention |
| 8:00 – 8:42 am | 1 st Period Class |
| 8:47 – 9:29 am | 2 nd Period Class |
| 9:34 – 10:16 am | 3 rd Period Class |
| 10:21 – 11:03 am | 4 th Period Class |
| 11:03 – 11:28 am | Lunch Section A |
| 11:33 – 12:28 pm | Class |
| 11:33 – 11:58 am | Lunch Section B |
| 11:08- 12:03- | Class |
| 11:33 12:28 | |
| 12:03-12:28 pm | Lunch Section C |
| 11:08 – 12:03 pm | Class |
| 12:33 – 1:15 pm | 6 th Period Class |
| 1:20 – 2:00 pm | 7 th Period Class |

HALF-DAY TEACHERS' INSERVICE

| | |
|-----------------------------------|------------------------------|
| 7:00 – 7:50 am | Early Bird Class |
| 7:25 – 7:55 am | Morning Detention |
| 8:00 – 8:25 am | 1 st Period Class |
| 8:30 – 8:55 am | 2 nd Period Class |
| 9:00 – 9:25 am | 3 rd Period Class |
| 9:30 – 9:55 am | 4 th Period Class |
| 10:00 -10:25 am | 5 th Period Class |
| 10:30 – 10:55 am | 6 th Period Class |
| 11:00 – 11:30 am | 7 th Period Class |
| No PM Detention – 11:30 Dismissal | |

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. Students who move from the district during a school year shall not be charged tuition fees for the remainder of the school year in which they become nonresident pupils.

VISITORS

Parents are always welcome to visit Geneseo High School. Visitors with disabilities who require physical accommodations may notify the main office at 945-0399 one day in advance of the activity they want to attend. **All** visitors to the building must report to the office immediately upon entering the building to obtain a visitor’s badge. Before visitors leave the building, they must return to the office to log out and return the visitor’s badge. Student visitors from other local schools are not allowed to accompany friends for the day or to visit during lunch period. Geneseo students who wish to bring a special (foreign exchange, long-distance relative, speaker for a class) visitor to Geneseo High School must have a prearranged visitor’s pass at least one day in advance. Visitors are discouraged during the first and last months of the *semester*.

WEATHER ALERT - SNOW—ICE—WIND—FOG SCHOOL CANCELLATIONS/LATE START/EARLY DISMISSAL

If weather conditions force school to start late, be cancelled or dismiss early, announcements will be made available on the school district website. The website is www.geneseoschools.com. Information will also be available on radio and T.V. This information will be given on: Geneseo Channel 50 TV, WHBF - Rock Island, KWQC Ch 6. - Davenport, KQCS - Davenport; WQAD Channel 8, Hawk 102.5FM and 1500AM - Galva, WKEI 145.0, WJRE FM92, KALA 88.5AM and 105.5FM, Coal Valley

- WDLM; Q106.5, WRMZ-WLLR and WHTS 8.9, 87X KKZW-WXLP, and K1WKKEI 4500, KALA 88.5. When pertinent, Mr. Scott Kuffel, will utilize the School Messenger System.

PART III - STUDENT INFORMATION

BOOKBAGS/PURSES

Students will not be allowed to carry book bags between classes or class periods during the school day. They may be brought to school but they must stay in the student's locker throughout the day. Purses should be of reasonable size and kept under the desk during class hours. Book bags and purses are subject to search by school personnel at any time. Violators will be sent to the office and discipline will be administered using the multiplier scale.

CELLULAR PHONES/ TELEPHONES

In order to alleviate disruption to the educational program, cell phones may be transported into the school but must remain off and out of sight during school hours between 7am and 3pm. Violation of this will result in a referral and confiscation of the phone. The discipline attached to the referral will be administered on the multiplier scale.

Pay telephones are available for student use. One is located near the front office, one near the auditorium and another near Sergeant Harper's office. School office phones are not for student use. Students are encouraged to keep change in their locker for use of pay phones.

ELECTRONIC DEVICES

No student shall use or possess any MP3 players, laser lights or similar electronic devices while on school property or in connection with any school transportation. The administration may approve use of a laser light in connection with a class project when recommended by a teacher. This recommendation must come from the teacher to the administration. Personal stereo/walkmans are not to be used on school property and are to remain in student's lockers during school hours unless a teacher has granted permission.

CHEATING/PLAGIARISM

Plagiarism is appropriation or use of the writings, graphic representations or ideas of another person and representing them as one's own, without proper attribution. Plagiarism is a form of intellectual dishonesty. The first time a student is caught cheating or plagiarizing in a classroom, teachers will follow this procedure:

1. Both the "giver of information" and the "receiver of information" will receive a zero (0) on the work they are doing.
2. The teacher should call both students' parents and will warn the parents that a second offense will result in a disciplinary referral. An office referral noting the cheating/plagiarism is sent to the office.
3. The second time a student is caught cheating, the student will be referred to an administrator for a Level II disciplinary consequence. The administrator will contact the parents.

HALLWAY CONDUCT

Students are expected to conduct themselves in a mature and responsible manner while in the hallways following all school rules, as well as common courtesy and respect. There is to be no public display of affection (except hand-holding); no skateboards, roller blades, etc.; no running, sitting, playing of games (including hacky sack), food or drink with the exception of water throughout the school day. Violation of hall rules will result in disciplinary consequences and confiscation of food, drink or item involved in the wrongful conduct.

OFF CAMPUS CONDUCT

Should a student's off campus conduct materially or substantially disrupt or pose a threat and interfere with the schools educational functions, then the student can be disciplined. This includes students who use off campus web sites to perpetuate such conduct or pose a true threat or a reasonable forecast of material or substantial disruption to staff or the school. Students will be subject to discipline and possible criminal charges.

DANCE & JUNIOR/SENIOR PROM POLICY

Only Geneseo High School students may attend school-sponsored dances with the exception of Homecoming, Prom and other special occasion dances so designated by the administration. All guests at school-sponsored dances must be at least a freshman in high school and not over 20 years of age. Any guest that is not a current Geneseo High School student must have a completed Dance Guest Verification form on file one week prior to the dance signed by the student guest's principal verifying that he/she is a student in good standing at that school. Permission must also be granted from the administration staff at GHS in order to attend any dance. The guest must follow the instructions stated on the form regarding entering the dance and should be prepared to show a photo ID. Guests are governed by the same rules as Geneseo High School students. Tickets for guest must be obtained prior to the dance. Students attending the dance must be checked in no later than one hour of the start time of the dance. Students arriving after this time will not be allowed to attend the dance unless prior arrangements have been made by their parent/guardian. Once a student has come to an evening activity (dance and other social functions), the student may only leave the dance during the last hour of the event unless prior arrangements have been made by his/her guardian. Students who leave the building or event will not be readmitted. This is to prevent loitering around the building or in the parking lots. Students must have all discipline served and all fines and fees paid prior to

purchasing dance/Prom tickets. Individuals who have been arrested for alcohol or drug related offenses or who are on probation for criminal offenses within the past year, will not be allowed to attend Geneseo High School dances. Individuals who have dropped out of Geneseo High School during the current semester will not be allowed to attend the dance as a guest of a current GHS student.

At the Junior/Senior Prom, the junior class entertains the seniors, faculty and Board of Education. Rules affecting this function are as follows: (1) The only sophomores who can attend are those selected by the juniors to serve as wait staff; (2) No student may be excused from class or class work for Prom preparation except with administrative permission; (3) Only those students with enough credits to be classified as juniors or seniors may attend (including those from another high school); (4) Only students who have purchased tickets in advance will be admitted to Prom.

LOITERING

Students may not loiter in or about unauthorized areas of the school building, rest rooms, parking lots or property adjacent to or across the street from school property and across from property adjacent to school property between the hours of 7 a.m. and 5 p.m. This includes the corners of Ogden and State Street.

LUNCH/CLOSED CAMPUS

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 start their day at 7:00 a.m. and are not to leave campus after that 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 periods.

CAMERA'S

For the safety and protection of the Geneseo High School community, any student using a camera on campus must have the express permission of any student included in a photograph prior to the taking of the picture.

SECURITY CAMERAS

For the safety and protection of the Geneseo High School community, your presence may be monitored and recorded by video surveillance equipment.

SKATE BOARDS

Skateboarding and heeies are not to be used on school property.

THEME NIGHTS AND SPIRIT WEEKS

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

VENDING MACHINES

Food and drink are not to be taken out of the cafeteria/commons with the exception of clear water, which may be consumed during the day at the teachers' discretion, subject to inspection and confiscation.

STANDARD OF DRESS

The standard of dress is in effect at all times in the building as well as at school-related activities and practices. The dress code of your school is one which allows you and your parents or guardians 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 health or safety.
2. Students should not wear anything that is publicly indecent or would tend to disrupt the educational process or interfere with the educational environment such as:
 - a. Clothing which displays drug, tobacco or alcohol advertisements or names, vulgar statements, symbols, sexual innuendo or violent messages. Students are not to wear or display any clothing, jewelry, emblem, badge, symbol, sign, signal or other item commonly associated with membership in or affiliation with a gang or secret society.
 - b. No masks, hoods, hats, other forms of head cover, sunglasses are allowed to be worn in the building.
 - c. No jackets, coats or other types of outdoor apparel are allowed in the building except when arriving or leaving; they are to remain in the students' lockers at all times.
 - d. Students shall not wear bare-midriff or halter tops, short shorts, mini-skirts, open mesh clothing, "muscle man" shirts (with drooping arm holes), athletic bras without acceptable top clothing or other clothing without proper undergarments. Shoulder straps should not measure less than one inch in width. Holes in clothing in inappropriate places (as determined by an administrator) will be deemed in violation of the dress code.
 - e. Slacks/jeans are not to be worn "sag."
3. Shoes must be worn at all times.

PART IV - ACADEMIC INFORMATION

CLASS RANK - VALEDICTORIAN/SALUTATORIAN

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. Class rank will be determined at the end of each semester. 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.

JUNIOR AND SENIOR CLASS STATUS

To be considered a junior, a student must have earned at least twenty credits within the first two years of high school. Second semester juniors must have earned twenty-five credits. Failure to do so will result in the loss of junior privileges. For example, parking (20 credits) and Prom (25 credits) would be denied to an individual not meeting the stated requirements. To be considered a senior and allowed any senior privileges (*i.e.*, parking, prom), students should have earned at least thirty credits by the end of their third year of high school. A student in their fourth year of high school must have at least 30 credits for parking and 35 credits for prom. Parking and prom are just two examples of upperclassman privileges and there are several other items that apply to this rule.

Early Graduation

Students interested in this option must see their guidance counselor for details. This request must be made prior to the end of the student's 6th semester.

ASSIGNMENT OF NEW STUDENTS

School Board Policy 7:40-R, *Students –Administrative Procedure – Assignment* states the following:

1. The district retains the absolute right for assignment of all students.
2. The parent(s)/guardian(s), teacher, student (when appropriate) and the principal shall meet to consider appropriate placement at grade level.
3. Criteria to be used for placement may include but not be limited to the following:
 - a. District administered achievement tests.
 - b. Results of district criteria referenced tests.
 - c. Records from previous school enrollment.
 - d. Award of credits.

A student, who after receiving instruction in a non-graded school enrolls in the district on a full-time basis may be awarded academic credits from the district, provided the student demonstrates appropriate academic proficiency to the school principal. No grade shall be assigned for any such credits awarded and the official school transcript shall indicate when credits are awarded for home schooling.

Proficiency in subject areas is to be determined by tests administered by the respective department chairperson. Any dispute or question as to a proficiency determination shall be referred to the appropriate principal. The principal's decision on a student's proficiency will be final.

The amount of credit will be determined by the department chair on the basis of proficiency with a recommendation made to the building principal. Satisfactory proficiency for a specific course will be given the grade of "P" for passing with no letter or numerical designation of level of proficiency. The transcript for the instruction period will show the course title for which proficiency was established and that the course was taught in a non-graded school.

FINAL EXAMINATIONS

Final examinations will be given at or near the end of each semester and must be taken by all students. No students will be permitted to take exams before the scheduled exam time periods. Final exams will count for 20% of the student's grade. Seniors who score certain benchmarks on the PSAE exams may be exempt from certain semester exams.

Second semester seniors who have met the following criteria, will be exempt from final exams:

1. Have a 90% or better average in class.
2. Must have teacher permission.

GHS DISTRICT GRADING SCALE

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

The nine-week period's grades and the semester test grade will be the basis for the final semester grade for each subject. Each nine-week's grade represents 40% of the semester average and the semester exam grade represents 20% of the semester average. Any student excused from a final exam will have the average of the two nine-weeks' grades entered for the semester average.

STUDENT-OF-THE-QUARTER

The Student-of-the-Quarter is a program designed to recognize students. Teachers nominate students using a set of criteria.. The criteria are 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.

On the Tuesday following 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.

ACADEMIC LETTER PROGRAM OR 3.0 CLUB

This is a recognition program aimed to reinforce the student achiever. The student must maintain at least a "B" average (3.0 GPA) (*non-cumulative*) for both semester 1 and 2. For seniors, it is based on 1st semester GPA only so as to allow us to present them with a certificate and letter or pin prior to graduation. All other students will receive their certificate and letter or pin at the start of the next school year.

GRADE CHANGE/INCOMPLETES

The student shall be allowed two (2) weeks from the date report cards are received in which to make up any incomplete work or to resolve any grade changes that are necessary, unless a teacher requires it to be turned in sooner. After that date, any incomplete grade shall revert to an automatic failing grade and no further changes will be permitted.

HONOR ROLL

There will be honor roll posted for each semester during the school year. The First Honor Roll will include students whose grade point average is 3.5 and above. The Second Honor Roll will include students whose grade point average is 3.00 - 3.49. Grade point average (GPA) is calculated for each semester. Contact your counselor for this information. Driver Education is excluded from determining GPA, class rank, and honor roll. Grades received in Advanced Placement courses are weighted with an A equal to 5.00 points when figuring grade point average and class rank.

PROGRESS REPORTS

Progress reports are mailed to parents/guardians mid-way through each of the four nine-week grading periods when there is a concern over a student's academic status. The counselors will also talk with the students receiving progress reports regarding the situation. Progress reports may also be sent to report positive class status and participation. **Parents may request progress reports on a more frequent basis through the counselors, but are always available on-line.**

RE-ENROLLING DROPOUTS

Re-enrollment shall be denied to individuals over the age of 17 years who have dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment

will be provided counseling and be directed to alternative educational programs, including adult education programs, that lead to graduation or receipt of a GED. (P.A. 88-199 effective January 1,1994.)

REPORT CARDS

Report cards are distributed to student as soon as possible after the end of the first three nine-week grading periods, approximately 1.5 weeks after the end of the grading period. The report card for the final grading period will be mailed to parents/guardians. Duplicate copies of report cards will require a processing fee of \$1.00 per copy.

SHADOWING

Students are offered the opportunity to “shadow” an adult in a career, which the student is interested in pursuing. A total of one full day or two half days per student in each of his/her junior and senior years is allowed. More information is available from the Guidance Counselors.

PART V - COUNSELING AND GUIDANCE/SOCIAL WORKER/SECURITY AGENT

COUNSELOR ASSIGNMENTS

Each student is assigned a counselor upon entry into Geneseo High School and will continue to have the same counselor throughout his/her high school career.

MISS VAN DER LEEST

Students

945-0308

A-F

MRS. JOHANSEN

Students

945-0306

P-Z

MISS EWERT

Students

945-0307

G-O

Counselors work with students, teachers and parents to promote academic success, to develop personal skills and to explore college opportunities and careers. The counseling web pages on the high school site provide a tool to assist students and parents with high school course planning, information about standardized testing, college financial aid, career preparation and a monthly newsletter. In addition to individual meetings with students, counselors make classroom and group presentations to assist students with career/college planning, standardized testing, social skills and high school course sequences and course placement options.

SOCIAL WORKER

A social worker is available for students who are experiencing difficulty in their personal or school lives, which causes a disturbance in their education. Referral to the social worker can be made by the student himself or herself or by a parent, counselor, teacher, or administrator.

SCHOOL SECURITY AGENT

A security agent is assigned full-time to the Geneseo School District. The intent is to develop a positive relationship between the students and the police department that will be beneficial to both the school and the community. The agent will be available for student crises, classroom presentations, security purposes, and additional supervision at activities.

TRANSCRIPTS

Seniors will be required to provide postage for applications to post-secondary institutions, to a school under a separate cover or for a scholarship to which they are applying. This may be done by bringing in a postage-paid envelope to the school or providing necessary postage.

A \$1.00 fee will be assessed for each transcript requested by a graduate. There is a request form on the high school's home page that may be mailed to: 700 N State Street, Geneseo, IL 61254 or faxed to 309-945-0374.

PART VI - ATTENDANCE POLICIES

ABSENCE FROM SCHOOL

Illinois School Code (Section 26-1) states: “Whoever has custody or control of any child between the ages of 7 and 17 years shall cause the child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.” Illinois School Code (Section 26-2) also states: “Any person having custody or control of a child who is below the age of 7 years or above the age of 17 years and who is enrolled in any of grades 1 through 12 in the public school shall cause him to attend.” IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO SEE THAT A STUDENT IS IN

REGULAR ATTENDANCE. The law is specific and parents/guardians must cooperate with the school to insure that regular attendance is enforced.

Students who are on medical leave are not permitted to participate in any school activity/function while on medical leave.

CO-CURRICULAR MUSIC ACTIVITY ATTENDANCE POLICY

CO-CURRICULAR MUSIC ACTIVITIES: This information applies to music courses as co-curricular performance courses. Co-curricular activities occur outside of the regular class period, and are considered a class project and an objective of the particular curricular offering. Therefore, co-curricular activities are vital to the successful completion of the curricular course. Since rehearsals and performances are an extension of, and vital to the curricular program, participation in all scheduled rehearsals and performances is required.

In the event that an unavoidable conflict occurs with a performance, please use the following procedure: The Director must be notified in writing as soon as the student learns of the conflict. That notification must be the "Request for an Excused Absence from Co-Curricular Music Activity (obtained from the teacher) from a parent stating the nature of the conflict. The Director should receive this note no less than one week before the conflict. This gives the Director a chance to make changes and adjustments in the ensemble before the performance, if necessary.

Valid reasons for an excused absence include confining illness, death in the family, or a religious holiday. Extraordinary circumstances that could be excused would be described as the result of circumstances beyond the control of the student or his/her parents, such as a family wedding, mandatory college visitation, or other circumstances that cause reasonable concern to the parent for the safety or health of the student. Any absence that is not excused by the Director shall be considered unexcused.

The reason for this carefully thought out policy is that every performing student has an effect on the other performers in the ensemble. A successful performance for all of the members of an ensemble is much more likely when all of the members are present. There is no student in an ensemble that doesn't affect the other performers around them. Please think of performances as a final exam after a long unit of study in class. Also think of the performances in front of an audience as the reward for all of the hard work that takes place in the rehearsal room.

For excused and unexcused absences, a make-up opportunity is provided. The student must contact the teacher and complete the make-up work in the time frame described in the Middle School and High School handbooks. Make-up grades for excused absences can earn up to full credit. Make-up grades for unexcused absences can earn up to 90% of full credit. Make-up performances are graded using a performance rubric.

The above information and the accompanying form is available from your Director, on the Director's web site, or can be copied from the syllabus distributed on the first day of school.

Tony Hernandez, Geneseo High School/Geneseo Middle School – 309.945.0320

Stephen LaCroix, Geneseo High School – 309.945.0319

Steven Scherer, Geneseo High School – 309.945.0321

John Versluis, Geneseo Middle School – 309.945.0534

Approved by Board Action 04/16/2009

EXCUSED ABSENCES

Personal illness or other medically related reason - when students are out of school for more than four consecutive days 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.

- * Family emergency/death in family
- * Observance of religious holidays and activities
- * College visitation days:
A maximum of one pre-arranged college visit will be allowed each school year for juniors and seniors only. This absence must include a written request or phone call from the parent for the visitation. Colleges and universities encourage students to attend high school on a regular basis and, therefore, arrange many opportunities for students to visit colleges during school holidays.
- * One "shadowing" day per junior and senior year will be an excused absence. This can be one full day or two half days.
- * 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.

UNEXCUSED ABSENCES

Any absence that is not excused will be considered as unexcused or truant. Even if the reason for absence is unexcused the parent/guardian must confirm the absence with a phone call or note.

REQUESTING HOMEWORK

Homework can be requested by e-mailing the student's teacher directly or via a phone call to the main office if the student will be out of school for two full days. Do not request homework via the Attendance Line.

CONSEQUENCES FOR EXCESSIVE UNEXCUSED ABSENCES

1. 10 days or 10 unexcused absences from the same class
 - a. Letter sent home
 - b. Notification that 10 unexcused absences within 180 school days will warrant referral to the truant officer (this is cumulative and reflects the past school year)
 - c. Parent conference
 - d. Referral to school counselor
 - e. For multiple days (more than three) of consecutive, unexcused absence, students will be given not more than three days to make up the work.
 - f. Any Student who has accumulated 10 days of unexcused absences per school year must obtain a doctor's note for any absence over the 10 days to be considered excused.
2. 15 days or 15 single period excused or unexcused absences from any class
 - a. Referral to truant officer and Regional Office of Educations 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
 - b. Notification of referral to parent if referred to truant office and Regional Office of Education.
 - c. Referral to school social worker

REPORTING ABSENCES

A parent or legal guardian must report a student's absence for any reason (including absence from Saturday detention) by a phone call prior to 11:00 am on the day of the absence by calling the 24-hour, 7-day a week automated line (945-0110) and providing the following:

1. Name of the person reporting the absence and his/her relationship to the student
2. Student's **first** and **last** names
3. Reason for the absence (i.e. Illness, out of town, etc.)
4. Date of the absence
5. Date of return to school if known

In the event a phone call cannot be made, a note must be sent with the student when he/she returns to school. The note must contain the above information as well. (If a note is not provided within one school day of the student's return, the absence will be considered truancy, and disciplinary action will result). Forged notes and fake phone calls will result in the student receiving discipline consequences.

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.

LATE ARRIVAL TO SCHOOL

The student must report to the office to explain the late arrival and receive an admit to class. If students arrive during or after Early Bird or any other class or between classes, they must check in at the attendance window at that time before going to class. Failure to report to the attendance window (check-in) upon late arrival, or upon student's return from an appointment, will result in disciplinary action. Lack of a note or phone call within one school day will result in the absence being considered as truancy. **Students who arrive late to school have to check in at the attendance window. If you do not, one of the options waived by the student is that he/she will not be permitted to use their "transportation related" tardy for this offense, regardless of the reason.**

LEAVING SCHOOL DURING THE SCHOOL DAY

1. In the case of illness:
 - a. A student in attendance at school must have the permission, in person, of the school nurse or an administrator and "sign out" before leaving school. Failure to do so will result in disciplinary action.
2. In the case of professional appointments:
 - a. Students having a medical/dental or other professional appointment must present a note (from a parent/guardian) to the attendance window before school stating the date and time of the appointment in order to obtain a permit to be excused from class. In the case of last-minute emergency appointments the parent may notify the school by phone about the appointment; the student then must pick up a permit from the attendance window to be excused from class. In both cases the student will also be given a form which is to be signed by the doctor, dentist or professional involved and

returned to the attendance window **before** being readmitted to class. When a student has an appointment before school starts for the day, arrangements should be made at the attendance window on the preceding day.

- b. When returning to school from an appointment, the student must report to the attendance window with the form signed by the doctor, dentist or professional involved. Students are expected to return promptly from appointments. **If the form is not returned the absence will be recorded as unexcused.**

MAKE-UP WORK POLICY

If students have been told by teachers of homework assigned or tests to be taken during or after their absences, they are expected to have the homework completed and take the tests on the day of their return or with the class as scheduled. Many teachers at the high school level make assignments a week or more in advance.

Assignments are available for multiple days' absences to students and parents/guardians by calling the main office. Please request assignments before 8 a.m. if they are wanted by 3:30 p.m. that same day. Single-day assignments will be the responsibility of the student to get when he/she returns to school or from a classmate.

1. **Pre-arranged absences (field trips, athletic events, etc.):** Work is due and tests are required to be taken as soon as the student returns to school. For instance, students are told on Wednesday of a test to be given on Friday. If students are absent on Thursday due to a band trip, those students are expected to take the test with the rest of the class on Friday.
2. **Excused absences:** It is the student's responsibility to contact teachers regarding missed work. Students will be allowed two (2) days for every day absent for an excused absence to make up missed work.
3. **Unexcused absences:** It is the student's responsibility to contact teachers regarding missed work. Students will be allowed one (1) day for an unexcused absence to make up work. However, for multiple days (more than three) of consecutive unexcused absences, students will be given not more than three days to make up the work. If a student misses school due to an unexcused absence pre-arranged with the administration, the student will be allowed one (1) day absent up to five (5) days. However, except in the case of extended illness when special arrangements will be made, a maximum of five (5) school days total will be allowed to make up work. Make-up days do not include the first day following an absence. That day should be used to get the make-up assignments. The individual teacher will determine the make-up assignment. The teacher may extend the make-up time if deemed necessary. Assignments will receive no credit if not completed within the time allowed. Some assignments must be completed regardless of receiving credit because of their necessity for follow-up work. Once the student reaches the 11th day/period of unexcused absence in a school year, he/she will not be permitted to make up work and will receive a grade of zero.
4. **Out-of-School Suspension:** It is the intention of the Geneseo Board of Education and Administration to administer consequences that provide alternatives to out-of-school suspension for misbehavior at school. However, in some cases of gross misconduct, an out-of-school suspension will be administered. Students who serve out-of-school suspension **must** have all make-up work and missed tests completed by the end of the second day after their return to school. It will be the STUDENT'S RESPONSIBILITY to contact fellow students for homework assignments, handouts, test assignments, etc. and to initiate contact with his or her teachers for the submission of these items. Students serving out-of-school suspension who do not meet this time line will not be given credit for the missed work. The office personnel will not be responsible for collecting homework for suspended students.

TARDY TO CLASS

A student who is tardy (late) to class will report directly to the class except when he/she is arriving late to school (in which case he/she should report to the attendance window). In the case of multiple tardies in one day the after-school detentions will be served on consecutive days. Students with a yellow admit will not be counted tardy, truant or absent. Tardies are the only discipline infractions, which start over at the semester. Each student may receive two (2) tardies per semester as warnings and no discipline consequences will result (only warnings will be given). Students who are late to school may avoid discipline consequences for up to one additional tardy for transportation related reasons per semester. The tardy will be recorded but the discipline (if applicable) is waived. Subsequent tardies result in the discipline outlined below:

- | | |
|---|---------------------------|
| 3rd tardy: | 1 - 30-minute detention. |
| 4th tardy: | 2 - 30-minute detentions. |
| 5 th -7 th tardy: | Short Saturday detention |
| 8 th -10 th tardy | Long Saturday detention |
| 11 th tardy | Long In-School Suspension |
- More than 11 tardies may result in out-of-school suspension.

TRUANCY

Students who are out of school without permission of their parent/guardian and/or school officials are truant. Students truant from a class forfeit the opportunity to receive credit for any make up work that was missed or due during the time of their truancy.

TRUANT - A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

CHRONIC OR HABITUAL TRUANT - A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent of the previous 180 regular attendance days (including days in the prior school year)

TRUANT MINOR - A child to whom supportive services including; prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or a child to whom these services have been offered and refused.

Using the definitions cited, the administration shall determine if the student is a truant, chronic or habitual truant or a truant minor.

The following supportive services may be offered to a student who is experiencing an attendance problem:

- Student conferences
- Alternative education program
- Parent-teacher conferences
- Alternative school placement
- Counseling services by Counselors, social workers or psychologists
- Community agency services
- Psychological testing

Truant students 17 years of age and older who have been absent without valid cause for the equivalent of ten school days will be notified, either in person, or by certified mail, return receipt requested that he/she will be dropped from enrollment if he/she does not return to school, or has any more truancy.

SHORT TRUANCY (1-3 PERIODS)

- 1st Occurrence: Two detentions assigned per period truant
2nd Occurrence: Three detentions assigned per period truant
3rd Occurrence: One short Saturday detention
4th Occurrence: Long Saturday detention
Continued Occurrences: Long Saturday detention

LONG TRUANCY (4 or more periods)

- 1st Occurrence: One long Saturday detention per day truant
2nd Occurrence: One long Saturday detention per day truant
3rd Occurrence: One long Saturday detention per day truant
Continued Occurrences: One long Saturday detention per day truant

Potential Truancy Intervention:

- a. Referral to the student's counselor
- b. Parent conference
- c. Referral to Social Worker
- d. Referral to the Regional Truancy Prevention Specialist
- e. Possible referral to outside agency based upon parent consent
- f. Inform each of the following (set up conference if necessary); parent, counselor, social worker, regional truancy prevention specialist for students under the age of 17 and agency representative.

PART VII - DISCIPLINE POLICIES

STUDENT DISCIPLINE POLICY

The Geneseo School District believes that all students should be encouraged and aided to complete their formal education and that no student has the right to hinder or prevent other members of the school district from getting the maximum out of the educational program. The school district is not interested in punishment but in developing a behavioral change when there are disciplinary infractions. The district's desire is to rehabilitate but there must be discipline consequences for one's actions, and the student must take responsibility for his/her own actions. Should a student fail to meet his required responsibilities, he may be excluded from school. Counselors will attempt to meet with their students who have violated school rules and regulations.

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 the 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 administrator's or law enforcement agency's sole discretion to report immediately any suspected criminal activity, within compliance with the Student Records Act.

| | | | |
|----------------------------|----------------------------|-------------------|---------------------------------------|
| Aggravated battery/battery | Forcible felonies | Alcohol | Radio activated communication devices |
| Assault | Weapons/look-alike weapons | Beeper possession | Restraining orders |

| | | | |
|--------------------|-----------------------------|--------------------|----------------|
| Bomb threats | Searches | Drug paraphernalia | Simple battery |
| Chain of evidence | Sexual abuse | Drugs/drug | Stalking |
| Child abuse | Sexual assault | look-alikes | |
| Disorderly conduct | Sexual harassment | Gangs | Theft |
| Domestic violence | Simple assault/intimidation | | |

GUIDELINES FOR STUDENT DISCIPLINE

Teachers will be responsible for establishing and maintaining uniform rules of conduct and developing procedures for classroom order so as to provide an appropriate educational atmosphere. Classroom rules may vary from teacher to teacher and will be reviewed by each teacher with his/her students at the beginning of each semester. All teachers have the right to remove disruptive students by sending them to the office. Students sent to the office will then be seen by the building principal or his/her designee. This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written, including imposing more severe or different penalties, depending upon the facts and circumstances.

DEFINITIONS OF DISCIPLINE CONSEQUENCES

1. MORNING AND AFTER-SCHOOL DETENTIONS

Daily detention is 30 minutes in length and is held from 7:25 to 7:55 a.m. and from 3:05 to 3:35 p.m. each day of the week with the exception of half days due to teacher in-service, on which days there is no after-school detention; also, if there is a late start due to weather delays, there will be no morning detention. On days of early dismissal (other than half-days), detention will be held beginning 5 minutes after the dismissal of the last class unless otherwise announced. 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. A student should not assume that because his/her name is not on the printed list that he/she does not have a detention to serve; some busy days prevent an accurate list being compiled before the time of detention. He/she should sign the roster at the bottom. **Students are to make arrangements with coaches, employers, parents, etc. to make it possible to serve the detentions.** Morning and after-school detentions will be rescheduled only in the event of a student's excused absence from school on the day of the detention. **All** students who have a 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.

2. SHORT AND LONG SATURDAY DETENTION

Saturday detentions are an educationally sound alternative to out-of-school suspension because they keep the students in the classroom but make them accountable for their actions. However, if a parent chooses for his or her son or daughter to serve an out-of-school suspension in lieu of a Saturday detention, that choice must be made prior to the date of the Saturday which is assigned and administrator contact must be made. A **long Saturday detention** is served from 7:30 a.m. to 12:30 p.m.; a **short Saturday detention** is served from 7:30 to 10 a.m. Students may reschedule one Saturday detention per semester. If a student neglects to attend Saturday Detention further discipline will be assigned as follows:

- a. 1st occurrence: Corresponding In-School suspension and reissued of Saturday detention
- b. 2nd occurrence: Two corresponding In-School suspensions
- c. 3rd occurrence: Out-of-School suspension
- d. 4th (and continued) occurrence(s): Two Out-of-School suspensions

All school rules apply while in Saturday detention in addition to specific rules for the detention. Students and parents/guardians should read and students are to follow the Saturday detention rules, which are presented to the student and sent home with the referral. Students and/or their parents or guardians will be responsible for getting them to and from Saturday detention. Students will be expected to work on school assignments. Students assigned Saturday detention 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, students should be sure that they take all materials home with them on Friday evening.

3. **IN-SCHOOL SUSPENSION (ISS).** Students may be assigned an In-school suspension (ISS). ISS is isolation of the student from peers and social aspects of the school environment. ISS is not a deprivation of educational opportunity. All schoolwork in, In-school suspension receives credit. ISS is assigned by GHS Administrators for various violations of handbook and student conduct. ISS is held in the GHS facility classroom from 8-3. There is one morning break, a lunch break and afternoon break. There is no sleeping, no food, no electronic devices, etc. Students are given a strike for violating the rules. A third strike results in being suspended. If they are ejected from In-School Suspension, disciplinary action will increase. The first time they are ejected they will be suspended for one day. The second time will result in a two day suspension; increasing each additional time thereafter. ISS is considered to be an UNEXCUSED absence. Students may reschedule discipline one time each semester into an In-School Suspension.

4. OUT-OF-SCHOOL SUSPENSION (OSS)

An out-of-school suspension involves the temporary removal of a student from the school premises and from school activities during a specified time period, not to exceed ten days. Students serving an out-of-school suspension 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 parent or guardian of the suspension, the facts surrounding the suspension, and the parents/guardians right to seek review by the school board. Coop students are not allowed to work during the time of the out-of-school suspension. The dates of out-of-school suspension will be at the discretion of the administrator assigning the out-of-school suspension.

During the period of suspension, students are not allowed: a) in the school building, except to serve an assigned Saturday detention, b) on or about the school grounds, c) in the student and/or faculty parking lots, or d) at any school activity on or off campus. Suspended students may not practice, participate in, or attend any school activities during the time of a suspension. Coop students may not attend their work assignments during the time of a suspension. If these rules are violated, students will be subject to an additional suspension, expulsion, and/or arrest for trespassing. If any school holidays, snow days, or weekends fall within the time of the suspension, these rules apply to those days.

Upon request of the parents or guardian, the School Board shall conduct a hearing or a hearing officer appointed by it to review the suspension. The parents or guardian of the student, and the student, may appear and discuss the suspension with the Board or its hearing officer. A request for a hearing does not halt the suspension.

Students under suspension, who have legitimate school business between the hours of 7:30 a.m. and 4 p.m. on school days, must contact the high school principal to obtain permission before coming on school property. Failure to follow the above will result in additional suspension, expulsion and/or arrest for criminal trespass. Students will **NOT** be allowed to return to school for books or assignments. This may be done by parents/guardians, who may phone the office to obtain necessary information.

5. SOCIAL PROBATION: Students who have been suspended Out-of-School are on Social Probation. Social Probation means the student cannot attend any school function outside of the school day for a designated period of time (this includes attending any athletic events, fine arts events and dances). The time frame is as follows and begins on the first day of return to school:

- a. Suspended 1 to 2 days: 1 week
- b. Suspended 3 to 5 days: 2 weeks
- c. Suspended 6 or more day: 30 days

The days of suspension are cumulative. Any student who has a Saturday School or In-School suspension is not eligible to attend any event for one week from the date of the Saturday school or ISS. Students who violate these conditions are subject to further penalties including the involvement of law enforcement for possible charges of trespassing.

6. EXPULSION

A student may be expelled for a period up to two calendar years. Any expulsion shall be in accordance with the provisions of the Illinois School Code and as required by Section 10-22.6 thereof. During the period of expulsion, students are not allowed: a) in the school building, b) on or about the school grounds, c) in the student and/or faculty parking lots, or d) at any school activity on or off campus. If an expelled student has legitimate school business, he or she must contact the high school principal to obtain permission before coming on school property. Failure to do so may result in additional expulsion, or arrest for criminal trespass.

Pursuant to the provisions of the Gun Free Schools Act, certain offenses involving a "weapon" as defined in the Gun Free Schools Act will result in a one-year expulsion from school as follows:

A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that 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. For the purpose of this Section, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, [FN1] or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or Billy clubs, or (3) "look alike" of any weapon as defined in this Section. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act.

7. UNSERVED DISCIPLINE

Any student with un-served discipline will not be allowed to do the following:

- a. Attend the Homecoming Dance, Spring Dance, Prom or any other school dance.
- b. May not participate or practice in any extracurricular activity.
- c. May not participate in the Graduation ceremony.

Groupings of Disciplinary Infractions:

Level I: These misbehaviors impede the orderly operations of an individual classroom. It is the goal of GHS that infractions of a minor nature will be resolved at the teacher-student level. However, should the student's behavior not be satisfactorily rectified by teacher intervention, a referral to the administration will occur. Consequences may include warnings, before or after school detention, Saturday detentions. Multiple occurrences of an offense or a particularly severe offense will result in more severe consequences. Infractions may include, but are not limited to:

| | | | |
|-------------------------|---|-----------------------------|-------------------|
| General classroom rules | General hall rules | Public display of affection | Book bag in class |
| Horseplay | Eating/drinking in areas other than cafeteria | Use of electronic devices | Dress code |

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written, including imposing more severe or different penalties, depending upon the facts and circumstances.

Level II: These misbehaviors are more severe, resulting in consequences ranging from multiple detentions, Saturday detentions, out-of-school suspension, or possibility of recommendation for expulsion. Depending upon the facts and circumstances, any of the following infractions may constitute gross disobedience or misconduct. Infractions may include but are not limited to:

| | |
|--------------------------------|-----------------------|
| Reckless/irresponsible driving | Lying to staff member |
| Improper parking | Gambling |

Skipping detention

Leaving class or school without permission

Violation of computer use or internet use agreement

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written including imposing more severe or different penalties, depending upon the facts and circumstances.

Level III: The following offenses (for example, but not limited to) may be a cause for suspension of a student, police involvement, and may result in expulsion by the Board of Education. These offenses constitute "Gross Disobedience or Misconduct" and will not be tolerated:

| | |
|---|--|
| Possession, use, control, or transfer of fire crackers or any type of weapons | Use, possession, selling, or delivering of tobacco products, paraphernalia, or smoking materials |
|---|--|

| | |
|----------------------------------|----------|
| Possession of knives of any size | Fighting |
|----------------------------------|----------|

| | |
|----------------------------|--|
| Lighting a flame at school | Lewd/sexual drawings, acts, comments, or possession/distribution/sale of pornographic material |
|----------------------------|--|

| | |
|---|----------------------------------|
| Inappropriate behavior at school-related activities | Insubordination/gross disrespect |
|---|----------------------------------|

| | |
|-------|--|
| Theft | Gang activity of any kind. For this purposes, a gang is defined as two or more persons who act in concert to violate the law or school rules, or promote the same. |
|-------|--|

| | |
|---------------------------------|--------|
| Vandalism or unauthorized entry | Hazing |
|---------------------------------|--------|

| | |
|---|-------------------------------|
| False fire alarms or other emergency calls or reports | Tampering with school records |
|---|-------------------------------|

| | |
|--|--|
| Zero tolerance: Use and/or under the influence of drugs/alcohol, inhalants, etc. | Verbal abuse, threats, bullying, harassment, or intimidation to another student or school district personnel |
|--|--|

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written including imposing more severe or different penalties depending upon the facts and circumstances.

BULLYING

Bullying is defined, as the intentional acts of making another feel inferior by use of physical or mental harassment. The types of harassment include, but are not limited to:

- a. Pushing, shoving or any other unwanted bodily contact.
- b. Taunting, teasing or ridicule.
- c. Rumor spreading, gossiping with an ill intent.
- d. Abuse of another person's property.
- e. Intentional embarrassment or humiliation of another person.
- f. Cyberspace Bullying and sexting is not permitted. Cell phones, e-mail and text messaging used to intimidate, harass, threaten or bully an individual will be considered bullying.

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
3. Is required to be a part of said student's individualized education program or Section 504 plan

BUS DISCIPLINE POLICY

There are certain standards of behavior while riding the school bus that are necessary for the physical safety that is desired for students attending Geneseo Schools. Please carefully read the list of rules and regulations listed below. They are designed for the personal safety and comfort of all school bus riders. Students may be assigned specific seats on the bus to maintain a safe environment for all passengers. **For purposes of safety, students may be monitored by videotape when riding on a bus.**

BUS RULES

Bus rules apply to all co-curricular or extracurricular activities as well as regular routes. 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 the bus. All school rules apply while on the bus in addition to the following sample list, which does not include all infractions for which discipline could be assigned.

1. Give bus drivers the same high level of respect and personal 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 in your seats until the bus stops.
7. Do not lower 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. Notes are 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.

BUS DISCIPLINE SEQUENCE

Under normal circumstances, the sequence of discipline for grades 9-12 students who are guilty of bus misconduct or who is a disruptive influence on the bus is as follows:

| | |
|-------------------------|--|
| 1 st Offense | Warning to student, parent contact by bus driver, and/or notification of school administration |
| 2 nd Offense | One-day suspension from riding the bus |
| 3 rd Offense | Three-day suspension from riding the bus |
| 4 th Offense | Five-day suspension from riding the bus |
| 5 th Offense | Ten-day suspension from riding the bus |
| 6 th Offense | Suspension from riding the bus for the remainder of the school term |
| 7 th Offense | Suspension from riding the bus for the remainder of the school year |

The discipline policy listed is cumulative for the school year. In all cases, the building administration 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 are, but not limited to: fighting, fire or open flame on the bus, injuring other students, tampering with safety devices, vandalism, insubordination and disrespect to the driver or other Pinks' Bus Company official. Offenses are accumulative for the school year. The second offense need not be the same infraction as the first. One could be for standing or moving while the bus is in motion and the second could be for profanity.

Note: This policy is a guideline only and administrators have the authority and flexibility to make decisions outside of what is written, including imposing more severe or different penalties, depending upon the facts and circumstances.

COMPUTER LAB POLICY PRIVILEGES AND RESPONSIBILITIES

Students may access computer equipment only with teacher permission and only for educational purposes. Teachers or other designated staff will monitor student activity while using the Internet, the school district network and equipment. Exercising this privilege requires that users accept the responsibility for all material viewed or produced. Students using the computer labs must sign a form acknowledging that they have read, have had the opportunity to ask questions regarding the computer lab policy and acceptable use policy, and any associated disciplinary penalties. In addition, the electronic network (Internet) policy of Geneseo Community Unit School District No. 228 applies to all students and requires the parents/guardians' written permission. No student will be allowed access to school computers until his/her parents/guardians have completed the written agreement containing the district's electronic network policy. The District's Internet Policy and permission form is available to all students through their English teachers.

Student users are expected to comply with the following computer lab rules:

1. Students are responsible for the proper use of their access privileges and shall not access another student's or a faculty member's account, or use any password other than their own. Students shall not disclose their passwords to any persons except authorized school personnel. Students shall not use a disk that is not their own.
2. Students shall not spread computer "mal-ware," such as viruses, Trojan horses, add-ware or other software which is intended to harm a computer, network or system, or cause it to act in a way not intended and authorized by the school district's computer system administrator. Any disk brought in from outside the computer lab must be approved by a teacher and checked for viruses before being used.
3. Students shall not damage or misuse the network, network cables, computer equipment, or programs.
4. Students shall not access, download, and/or create pornographic, or obscene material, or any other material not associated with the lesson.

5. Students shall not utilize or access at school any e-mail account such as a student's personal e-mail account through an Internet service provider, or through such third-party services as Hotmail. E-mail is not a confidential medium for transmitting or receiving personal messages. It can be reviewed by others, and can only be used for legitimate educational purposes or as authorized by a teacher or authorized staff member. E-mail will be monitored and disciplinary action will be enforced if infractions occur. There is no guarantee of privacy when using any school computer, network, system or software. The district strongly advises against students giving personal information over the Internet.
6. Students shall not gain unauthorized access to any resources or entities.
7. Computer equipment shall not be used for illegal activities or to produce false or misleading documents, which appear to be that of the school, or any other government, agency or entity.
8. Game playing is not allowed.
9. Computer hacking will not be tolerated. Computer hacking will include, but not be limited to:
 - * Accessing unauthorized areas of the computer
 - * Accessing unauthorized areas of the network
 - * Accessing unauthorized areas of software packages
 - * Installing software in an individual account
 - * Installing software on the network or a hard drive
 - * Accessing other person's accounts
 - * Infecting a system with a virus
 - * Copying programs or files without teacher permission
 - * Damaging system files of any type

Computer hacking is an especially serious matter. Students will be referred to the administration for this offense. The administration may remove the student from his/her computer classes and instruct the teacher to give the student a failing grade. The privilege of any future use of computer technology may also be denied. The administration may take other disciplinary or legal action depending upon the severity of the situation.

10. Students shall not download, install alter or intentionally damage any software of any kind.
11. The presence of material on the Internet or District network does not mean it is not subject to copyright. Students will not copy copyrighted material.
12. Students shall not wastefully utilize computer or network resources, or act in such a way as to intentionally limit or interfere with others' access or use of computer or network software, systems or networks.
13. Food and drink are not allowed at the computer stations.
14. Work stations are to be cleared at the end of the period. This includes returning mice to the holders and books to the appropriate location.
15. Students are not to touch other students' keyboards or remove or mix up keys on any keyboard.
16. Machine malfunctions should be reported to the instructor immediately.
17. Graphics and personal items shall not be printed without teacher permission.

DISCIPLINARY ACTION

Violation of the computer lab policy or district's electronic network policy will result in disciplinary action by the teaching staff and/or the administration.

Discipline may include, but is not limited to:

- * Staff/user conference or reprimand
- * Staff/parent conference
- * Referral to the administration for student discipline
- * Loss of access to computer technology for the remainder of the term or the rest of the student's high school career
- * Confiscation of inappropriate items
- * Restoration/restitution
- * Immediate removal from the class with a failing grade.

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 on interscholastic or extracurricular athletics, academic, or other events sponsored by the school board or which pupils of the district participates. This prohibition is in effect seven days a week, 24-hours a day, and therefore, applies to all extracurricular activities such as football games, track meets, wrestling meetings, 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 SALE or DELIVERY of any controlled substance, alcohol, prescription or non-prescription drugs, "look-alike" drugs, drug paraphernalia. (regardless of quantity) in, on or off school property or at any school-related activity will not be tolerated. Any violation of this rule will result in a ten (10) day suspension from school and a 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 possession of drug paraphernalia in, on or off school property at any time or at any school-related activities are strictly prohibited.

FIRST OFFENSE

First offense means first offense at Geneseo High School, not first offense each school year.

1. A ten (10) day suspension from school and the administration may commence expulsion proceedings.
2. The student involved and evidence gathered may be turned over to the civil authorities.
3. A report of the incident will be forwarded to the district office.
4. As an alternative to expulsion, the student will undergo a chemical dependency assessment performed at a Community agency. The student will comply with the recommendation of the assessment. It is the student's and his/her parents/guardian's responsibility to contact the agency within 10 days to make an appointment for assessment. Verification of the appointment must be given to school administration. The Geneseo School District will reimburse up to \$75 toward the cost of the assessment and follow-up.

REPEAT OFFENSE

Parent contact, 10-day out-of-school suspension with recommendation for expulsion. Police authorities will be contacted.

SEARCH AND SEIZURE

To maintain order and security in the school, school authorities, with reasonable suspicion, may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects (including vehicles) left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search provides evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

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. This definition of sexual harassment includes but is not limited to the following behavior: student to student, boy to boy, girl to girl, boy to girl, girl to boy, student to staff, staff to student unwanted sexual behavior such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape, and/or rape. Students who feel aggrieved because of sexual harassment should contact a teacher, administrator, or other member of school personnel.

Each student should be aware that he or she may 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.

PART VIII - STUDENT SERVICES

ATHLETIC CARD

Students may purchase a student athletic card for \$10. Presentation of this card will allow the student to attend athletic events. This card is not transferable to other students and is not good for admission to any tournaments, play-off games, away games, or any IHSA sponsored tournament events. Lost or destroyed cards may be replaced for a \$5 fee with proof of original purchase.

CAFETERIA

The high school cafeteria/commons is located east of the large gym and is open all three lunch hours from 11:35 A.M. to 1:00 P.M. There are three different lunch lines; The Green and White Deli, Darnall Diner and the Green Machine Grill which provides a number of different main dishes, vegetable/fruit choices and milk. A full meal price is \$2.00 and the Maple Leaf Special is \$2.75. Snack items may be purchased with cash at the HS Snack Shack located in the hallway across from the cafeteria. All items may be purchased at Ala Carte prices, which are posted in the cafeteria. Students may deposit breakfast/lunch money during breakfast or at lunchtime. Money deposited at breakfast will be entered into the student's individual accounts before lunchtime. Money given to cashiers at lunch will be entered after lunch is served that day. Envelopes are available at each serving line for students to put their money in. The student should write on the envelope front the name and dollar amount to be deposited. Lunch accounts are individual student accounts. Families can send one check for all children but must include the dollar amount to go into each child's account. Parents also have the option of paying the lunch accounts online through Family Access. An application for the Student Free or Reduced lunch and breakfast program may be made by the parents through the Unit Office at 209 S. College Avenue or applications are available online through the District website. Students entitled to free or reduced lunch may choose a lunch from one of the three lines for their personal consumption; the free and reduced lunch does not apply to snack or ala-carte items. A reimbursable breakfast is available before school for \$1.00, which includes a main entrée, fruit/juice and milk. Parents and/or visitors who wish to eat lunch in the school cafeteria with a student must make arrangements with the office prior to the lunch period. The cafeteria is open to non-students only by administrative permission. Bookshelves are available for student use during lunch, but are unsupervised and are used at the student's own risk.

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.

HEALTH PROGRAM

Students who are not in compliance with health examination and immunization requirements by October 15 will be excluded from school beginning with that date until the health examination and immunizations are obtained. Parents or legal guardians who object to health examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection 105 ILCS 5/27-8.1

A registered nurse is employed by the school to serve the 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 designated individual on the health card 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.

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).

MEDICATION POLICY

Administering medication at school Authorization form at the back of this handbook

Parents/guardians have the primary responsibility for the administration of medicine to their children. Medications administered at school shall be limited to those required during school hours, which are necessary to maintain the student in school, and those needed in the event of an emergency.

Students who are recovering from a temporary illness or a student on a long-term medication who requires medication during the school day may bring the medication to school following these guidelines:

1. Written order for medication on a medication authorization school form by a licensed prescriber with signed permission by parent or guardian. The school form can be obtained from the school, physician's office and emergency room.
2. Medication must be brought to the nurse's office by a parent or legal guardian. The medication must be in a pharmacy or physician labeled container. (Possession of prescription and non-prescription drugs by students is prohibited).

In the case of a student's **sudden** illness or a recent injury, which requires medication for treatment, it is the parent's responsibility to contact the nurse. Parental contact must include permission, name of medication, dosage, and time of administration. The proper medication forms must be obtained from the doctor within 24 hours to allow continuance of treatment.

- A. Prescription drugs shall display:
 - Student's name
 - Prescription number
 - Medication name/dosage
 - Administration procedure
 - Date and refill
 - Licensed prescriber's name
 - Pharmacy name, address, and phone number
 - Name or initials of pharmacist
- B. Non-prescription medications are the parent's responsibility. (Possession of nonprescription drugs by students is prohibited and is a violation of the Geneseo School District's Drug and Alcohol Policy)
 1. Parent or guardian will complete the medication authorization school form with signed permission before non-prescription medication can be administered at school. The dosage of choice will also be the parent's responsibility.
 2. Non-prescription medication shall be brought to the nurse's office by the parent/guardian in the original manufacturer's package with the student's name on the container.

The nurse or authorized school personnel will dispense medication and document it on the student's health record. Upon request by a licensed prescriber, written feedback will be established. During normal school day, prescription medication and non-prescription medication will be stored in a locked area or refrigerated as requested in a secure area. For students who participate in extracurricular activities outside the time frame of the normal school day, the coach, administrator and student will make the necessary arrangements for administration and storage of the medication.

Parents/guardians will be responsible at the end of the treatment for removing from school any unused medication. If the medication is not picked up by the end of school year, the nurse will discard the medication in the presence of a witness and document the disposal on the student's health record.

The school district retains the right to reject any request for the administration of medication if any guidelines are not met.

SCHOOL PICTURES

Student pictures for the yearbook will be scheduled by the yearbook advisor and will be taken shortly after school begins in the fall. Students will have the opportunity to order from a variety of picture packets offered by the photographic company taking the yearbook pictures.

INSURANCE

All enrolled students are covered by an accident insurance plan free of charge. This insurance covers injuries sustained during school time or at school-related activities (except football). 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.

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/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.

FOOTBALL INSURANCE

All students in grades 9-12 participating in **football** must purchase the student accident policy (at the cost of \$110.00), **OR** show written proof of other insurance with the parent or guardian waiving the policy provided by the school.

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 to 8:00 a.m. or 3:00-3:30 p.m. A librarian or library aide will be available during scheduled times to assist with problems and research. Students must sign in and out of the library at the circulation desk. Books and magazines are 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 who check out books for others are responsible for all costs that may be incurred both in lost fees and late fees. Freshmen students will receive an orientation designed to assist them in 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.

Access the library from the high school web page. The catalog may be searched from home and online resources may be used from home using the following login information.

| | |
|-----------------|----------------------|
| Ebsco: | FirstSearch: |
| User Name: ghs | User Name: 100109825 |
| Password: leafs | Password: basxs9sat |

| | |
|--------------------|--|
| SIRS: | NetLibrary (create account at school/Access from home) |
| User Name: IL0729H | World Book Access from home: |
| Password: 15404 | www.worldbook.com |
| | User Name: gmswb |
| | Password: leafs |

(If these do not work, please contact Mrs. Griffith in the Library; passwords are case sensitive and must be typed exactly as shown; also, they could change periodically).

Locker & Padlock Policy

Students are randomly assigned lockers each year. **Padlocks are issued at registration for freshman and new students. The student is responsible for their padlock the duration of their enrollment at GENESEO. Padlock fees are \$10.00. Padlocks are to be removed from students' locker at the end of the school 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 locker at the end of the school year will be considered lost and 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.

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, and skeletons, hate messages, sexual innuendo, tobacco ads, death, suicide, or violent messages.

Violation of this policy may result in loss of the property in question, detention, suspension, expulsion, or other school-imposed penalty. Furthermore, the school will turn over to the police any evidence of criminal activity.

No material or item, such as contact paper, is to be semi-permanently or permanently adhered to the locker. The use of contact paper in students' lockers has caused mechanical difficulty with the latches, and it also requires a lot of custodial time at the end of the year in removing the contact paper for the annual cleaning, maintenance, and painting of the locker

It is considered vandalism to school property to write on the inside or outside of a locker. If the writing is harassing, profane, threatening, etc., and directed at the occupant of the locker, please report the incident to the assistant principal's office. Persons found guilty of writing on or in lockers will be responsible for the consequences of vandalism.

PARKING

Student assigned parking hours are 7:00 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 register their vehicles at the time of school registration. Parking spaces will be made available at registration or in the assistant principal's office during the school year for \$35. You will obtain a parking tag to be displayed on your mirror at all times while parking in the rented spot. In the event a vehicle other than the purchaser's occupies a student parking space, it is the responsibility of the purchaser to inform the assistant principal's office to rectify the situation. Do not park in someone else's space; come immediately to the assistant principal's office. Vehicles that are parked illegally; blocking other vehicles or driveways to personal entrances to property, blocking entrances or exits, in handicapped parking, without yellow lines on both sides of the vehicle, in faculty or visitor parking, a no parking zone (indicated with a yellow "NP" or yellow diagonal lines), or sophomores who park on school grounds without permission, etc. **will be TOWED** from school property. The owner of the vehicle will be responsible for any fees incurred by the towing company. If a student is unsure of his/her parking location, he/she should check with an administrator before leaving the car in that location. Faculty parking includes the area inside the gate behind the building and the circle drive at the front of the building. Any automobile, which enters or is parked in the school's parking lots, is subject to search with cause by school officials or police officers. The search may include the passenger compartment, engine compartment, the trunk, and all containers, locked or unlocked, in or upon the automobile. No student will be allowed to go to his or her car during the school day without permission from any administrator. At the end of the school year, you may turn back in your parking tag for a deposit refund.

WORK PERMITS

Students 16 years old or younger may apply for a work permit through the 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. The student must have a job before applying for a work permit.
2. A copy of the student's birth certificate.
3. A copy of the most recent health record or a note from a physician stating the minor is in good health to work.
4. An application letter of intention by the parent/guardian to allow the student to work.

The above listed documents must be kept on file at the High School Office. A new Employment Certificate must be issued each year. A certificate from the previous year cannot be used even if the

student is going to work at the same place doing the same job.

PART IX

Geneseo High School

Extra Curricular/Co-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 those who participate that cooperation, as well as competition, are an important part of the society in which they live.

Purpose

The intention of this handbook is a guide for all students and staff involved in extra/co-curricular activities.

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 attend the last four class periods (unless prior arrangements have been made for appointments, funerals, etc) of the student's scheduled day in order to be eligible to practice or perform the same day after school or in the evening.

No Pass/No Play House Bill 452 - Interscholastic/Extra-Curricular Academic Eligibility

In order to be eligible to participate in any school-sponsored or school-supported extracurricular activity, a student must be passing twenty-five (25) credit hours per week (five academic classes that count toward graduation; Driver's 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.

Students with past, un-served discipline will not be allowed to participate or practice in any extracurricular activity.

Extracurricular 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 1 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 extracurricular 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 cannot drive themselves or their friends to or from an activity if either the driver or the rider(s) are participating in the activity.

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 the 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 coaches discretion, the student will be involved in the meeting at step one.

How do I contact a coach/director/sponsor?

Call the school number (945-0399). The office assistant will direct the caller 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/performance.

Participation Resolution

When a scheduling/participation conflict arises between more than one activity (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.

No Contact Dates

There will be no Athletic games/practices, Fine Arts (Extra-curricular or Co-Curricular) activities taking place on the following week district wide:

- July 25 through August 2, 2009

ACTIVITY CODE OF CONDUCT

PURPOSE / PROCEDURE

Statement of Purpose

The Geneseo Community Unit School Districts 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. If students find themselves in this situation they need to promptly remove themselves.

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. It is to these ends that an Activity Code of Conduct is established.

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

1. Police report,
2. Staff member, eye witness account.

Categories of Activities, which are Subject to the Activity Code

1. All IHSA sponsored athletic competitions.
 - a) Baseball
 - b) Basketball
 - c) Cross Country
 - d) Football
 - e) Golf
 - f) Gymnastics
 - g) Softball
 - h) Soccer
 - i) Sphinx--Yearbook
 - j) Swimming
 - k) Tennis
 - l) Track
 - m) Volleyball
 - n) Wrestling
 - o) Other approved activities & clubs
2. Other student competitions sanctioned by IHSA and IMEA and all other interscholastic competitions
 - 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, which are noncompetitive, extra-curricular public performances, and all other student activities (*national charters may require more stringent consequences)
 - a) Cheerleading (all)
 - b) Class Officers
 - c) Key Club
 - d) Link Crew
 - e) Maplettes (Pom Poms)
 - f) Mathletes
 - g) Music – 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 Vocational-Technical Society*
 - k) Operation Prom
 - l) Theater Productions
 - m) Sphinx--Yearbook
 - n) Student Council
 - o) Other approved activities & 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. Freshmen and transfer students and one of their parents or guardians are also required to attend a mandatory meeting explaining the policy; all other students, parents, and guardians are invited to attend.

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. School Code Section 10-20.14 authorizes schools and law enforcement agencies to establish reciprocal reporting agreements. Through which schools and law enforcement agencies may share confidential information regarding juveniles.

- (i) unlawful use of weapons under Section 24-1 of the Criminal Code of 1961 [720 ILCS 5/24-1];
- (ii) a violation of the Illinois Controlled Substances Act [720 ILCS 570/100 et seq.];
- (iii) a violation of the Cannabis Control Act [720 ILCS 550/1 et seq.]; or
- (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961 See 705 ILCS 405/1-7. Failure to comply with the rules and regulations of this Activity Code will result in appropriate sanctions as listed. Because these activities are regarded as **privileges and not property interests** of the students, the students and their parents are not entitled to a due process hearing, but an appeals process is available to those parents and students who seek a review of their individual circumstances regarding their violation of the Activity Code of Conduct.

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.),** either in school or out of school, will face the consequences explained in this Activity Code of Conduct. Students who are in the presence of the illegal activities listed in this paragraph will also be in violation of the Activity Code of Conduct. **Students who have committed to the Activity Code should not show support or approval of the use of illegal substances by their presence at these gatherings.**

SELF-REFERRAL (VOLUNTARY ADMISSION) — If a student seeks out a coach, sponsor, or administrator to admit a substance abuse problem prior to his/her involvement with law officials or knowledge of violation of the Activity Code of Conduct by school faculty/staff, the student will not be suspended from athletics and will be supported by school personnel, referred for a substance abuse evaluation, and required to participate in a substance abuse education program and if necessary, financed by the student and/or the student's parents/ guardians. Confidentiality is maintained unless the situation is viewed as life threatening or potentially harmful to others. (A form confirming the self-referral will be required.)

The student and his/her parents/guardians agree to participate in an evaluation by a Substance Abuse Program. The Substance Abuse Program will include a chemical dependency assessment. Students violating the tobacco provision of the Activity Code are required to complete the substance abuse evaluation by a medical professional. The chemical dependency assessment may be performed at any community agency, which has entered into a linkage agreement with the school. It is the student's and his/her parents/guardian's responsibility to make an appointment with the agency. The Geneseo School District will reimburse up to \$75 toward the cost of the assessment and follow-up.

If the student elects not to participate in an evaluation by a Substance Abuse Program as outlined above, the student will be suspended from all extracurricular activities for the remainder of his/her high school career.

FIRST OFFENSE:

Option A:

1. If the student refuses to follow the recommendations of the substance abuse counselor, the student is suspended from all extracurricular activities for one calendar year from the time of notification to the student and/or parent of the violation of the Activity Code
2. Completion and results of the evaluation made by the substance abuse counselor are to be sent to the assistant principal of the high school before the conclusion of the student's suspension from activities.
3. Cannot practice or travel with the team/organization.

Option B:

1. The substance abuse evaluation must be completed before the student may return to competition.
2. Results of the evaluation and the recommendations made by the substance abuse counselor are to be sent to the assistant principal of the high school.
3. Recommendations of the substance abuse counselor must be followed by the student and his/her parents/guardians or there will be an automatic default to Option A. If the recommendations cannot be completed before the conclusion of the student's suspension from activities, written confirmation of the student's enrollment in or continuing participation in the recommended program is to be sent to the assistant principal. If the student does not successfully and satisfactorily complete the recommendations, there will be an automatic default to Option A. The students and parents/guardians will be financially responsible for all costs incurred with completing the recommendations.
4. Reduction in suspension as listed in Option A from extracurricular competitions and public performance:
 - a. Fifty (50) percent of the total interscholastic contest season of the student's current activities in Categories 1 and 2 of this Activity Code of Conduct. If the student is not participating in an activity at the time of the violation of the Activity Code, the suspension will apply to the next activity in these categories in which the student is involved. If there are not enough remaining competitions of the current extracurricular activity to fulfill the 50 percent, the unfulfilled suspension percentage will be carried to the next activity season or the next school year. If the season is not completed in good standing, the entire suspension will be carried forward.
 - b. Eight (8) weeks of each of the applicable activities involved in Category 3 of this Activity Code of Conduct. If the student is not currently involved in any of these applicable activities, this eight (8) week suspension will be carried over to the next applicable activity in which he/she participates.
5. 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.
6. If said student does not satisfy both sides of the violation for the extracurricular activity portion of the Activity Code of Conduct, the un-satisfied portion will be carried forward for one year from the anniversary date of the incident to the next activity 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:

The student and his/her parents/guardians agree to participate in an evaluation by a Substance Abuse Program. The Substance Abuse Program will include a chemical dependency assessment. (Students violating the tobacco provision of the Activity Code are not required to complete the substance abuse evaluation.) The chemical dependency assessment may be performed at any community agency, which has entered into a linkage agreement with the school. It is the student's and his/her parents/guardian's responsibility to make an appointment with the agency. The student and his/her parents will be financially responsible for all costs.

If the student elects not to participate in an evaluation by a Substance Abuse Program as outlined above, the student will be suspended from all extracurricular activities for the remainder of his/her high school career.

Option A:

1. If the student refuses to follow the recommendations of the substance abuse counselor, the student is suspended from all extracurricular activities for one calendar year from the time of notification to the student and/or parent of the violation of the Activity Code.
2. Cannot practice or travel with the team/organization during the time of the suspension

Option B:

1. The substance abuse evaluation must be completed prior to the student returning to competition.
2. Results of the evaluation and the recommendations made by the substance abuse counselor are to be sent to the assistant principal of the high school.
3. Completion of the recommendations made by the substance abuse counselor. If the student does not successfully and satisfactorily complete the recommendations, there will be an automatic default to Option A.
4. Random urinalysis (at discretion but no more than 12 times during term of penalty) for drugs, alcohol, and nicotine for 12 months.
5. Negative urinalysis for the entire first six months will allow the student to return to participation in competitions and/or performances at the end of the first six months.
 - a. If cannabis is the cause of the violation, allowance will be made for the possibility of a positive drug urinalysis for cannabis (THC) within 45 days of the original violation of the Activity Code.

- (This means arrest, sighting, etc.-- not the signing of the Activity Code Contract by the student and his or her parents.)
- b. If nicotine or alcohol is the cause of the violation, allowance will be made for the possibility of a positive chemical identification of nicotine or alcohol within 10 days of the original violation of the Activity Code. (This means arrest, sighting, etc.-- not the signing of the Activity Code Contract by the student and his/her parents.)
 - c. It is the school's expectation that the student will IMMEDIATELY cease any use of a substance, which violates the Activity Code. The above provisions allow for the residue to leave the student's body.
6. Refusal, failure, or not appearing in a timely manner for a urinalysis will default to a third offense.
 7. Reduction from Option A in suspension from extracurricular competitions and public performance:
 - a. Return to full participation in extracurricular activities after six months of random drug testing provided there have been six consecutive months of negative drug testing results. (Any positive test during this time would result in automatic default to a third offense.)
 - b. During the first six months when the random drug testing is taking place, the student may practice and travel with the team or other extracurricular activity at the discretion of the coach/sponsor. However, the student cannot dress for competitions.
- If the student does not successfully complete the requirements of Option B or if the student fails to return the Second Violation Contract in the allotted time requirement as outlined in the letter forwarding the Contract, the student will default to Option A, which will result in a one year suspension of all extracurricular activities.**

THIRD OFFENSE:

For **FRESHMEN, SOPHOMORES, AND JUNIORS**

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

For **SENIORS**

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

FOURTH OFFENSE:

Loss of privilege to participate in extracurricular activities for the remainder of the student's high school career.

POLICY FOR SUSPENSION

A student who receives an out-of school suspension or long Saturday detention for disciplinary rules violation will not be allowed to compete in any extracurricular activities or participate in any practices during the time of the out-of-school suspension or on the day of a long Saturday detention. If the out-of-school 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.

