

**ELEMENTARY HANDBOOK CHANGES FOR THE 2011 – 2012 SCHOOL YEAR  
FOR BOARD REVIEW**

Revision	Explanation
Front Cover: Elimination of Principal Names	Eliminates change when administrators retire or change positions.
Page 13: Electronic Network Overview	Addition of missing section which includes: "Exhibit – Authorization for Electronic Network Access," and "Authorization for Electronic Network Access Form."
Page 19: Scholastic Record – Grading Scale	Change: E = <i>Excellent</i> to Exceeds Grade Level Standards S = <i>Satisfactory</i> to Meets Grade Level Standards N = <i>Needs Improvement</i> to Below Grade Level Standards
Page 19: Incomplete Work	Elimination of the sentence: "Steps taken for incomplete work will vary from teacher to teacher."
Page 20: General Rules For Behavior	Addition of phrasing on #4: Animals from home are not to be brought <i>on school grounds including inside and the surrounding area.</i>
Page 22: Bullying	Additional section that was not in previous handbook.
Page 23: Search and Seizure	Additional section that was not in previous handbook.
Page 24: Illicit Drugs and Alcohol Procedure	Change in language making it consistent with the Middle School and High School.

Page 26: Bus Rules and Discipline	Change in language making it consistent with the Middle School and High School.
Page 30: Exhibit – School Medication Authorization Form	Updated form

**2011-2012**

Geneseo District 228 Elementary  
***STUDENT HANDBOOK***

Millikin Elementary School  
Northside Elementary School  
Southwest Elementary School

## **Welcome to Geneseo District 228**

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

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

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

**Mr. Scott Kuffel, Superintendent  
Geneseo CUSD 228**

- \* This handbook is only a summary of board policies governing the district; board policies are available to the public at the district office.**
  
- \* This handbook may be amended during the school year without notice.**
  
- \* All persons are expected to comply with the policies within this handbook.**

## 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 I                    GENERAL INFORMATION**

### **ADMISSION OF PUPILS**

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

New students to the district must present a certificate of live birth within 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](http://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.

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

### **SCHOOL DAY PROCEDURE**

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

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

### **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.

**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. The following is a list of excused absences:

- \* Family emergency/death in family
- \* Observance of religious holidays and activities
- \* Subpoenas or other situations where a student is called as a witness in judicial proceedings
  - \* Other circumstances which cause reasonable concern to the parent for the safety or health of the student

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

(Refer to Board Policy 7:70)

## **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. Parents have the right to request the child's classroom teachers' qualifications. (Refer to Board Policy 5:190)

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

## 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-5 is absent from school, and there is no record the absence is for a valid cause and there is no notification the absence has been authorized, the school must, within two hours after the first class, make a reasonable effort to telephone and notify the parent, legal guardian, or other person having legal custody of the child of the child's absence from school. School Code Section 5/26-3b. If within 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.

## **OFFENDER COMMUNITY NOTIFICATION**

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

## **CUSTODY PAPERS**

If a court order 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](http://www.dist228.org). If there should be further

questions please contact your child's school for assistance.

## **WAIVER OF STUDENT FEES**

A student shall be eligible for a fee waiver when:

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

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

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

## **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 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, sexual orientation, sex or handicaps unrelated to the function to be performed. This commitment relates to employment practices, the education of children and relations with the community at large. The District will be in compliance with School Code Section 5/27.1 and Title IX of the 1972 Education Amendments and Title II (A) of the Americans With Disabilities Act. Questions in reference to educational opportunities may be directed to Title IX - 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 SERVICES**

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

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

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

The Geneseo District will provide an alternative learning opportunities program for students at risk of academic failure. Details of this program can be obtained through the Special Services at (309) 945-0411.

## **STUDENT RECORDS**

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

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

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

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

**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.**

## **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

### ***Exhibit - Authorization for Electronic Network Access***

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

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

#### Terms and Conditions

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

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

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

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



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

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

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

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

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

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

#### Internet Safety

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

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

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

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

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

## **Authorization for Electronic Network Access Form**

*Submit to Building Principal.*

Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

Staff members need only sign this *Authorization for Electronic Network Access* once while employed by the School District.

Please check the appropriate box:     Staff member  
   Parent/Guardian of student  
   Student \*

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

\_\_\_\_\_  
User Name (*please print*)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**\* Students are required to have a parent/guardian read and agree to the following:**

I have read this *Authorization for Electronic Network Access*. 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 for supervision 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 Internet.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **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 Act of 1964, and Title IX of the Education Amendments of 1972).
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
9. Curriculum, instructional materials, programs.
10. Provision of service to homeless students.

(Refer to Board Policy 2:260)

## **INTERGRATED PEST MANAGEMENT**

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

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

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

The law also requires notification to parents and staff members, if chemical treatment will take place. Parents may request to be notified if there would be chemical treatment of school buildings or grounds. Forms are available at the office of each

building or on the District's web page: [www.geneseoschool.org](http://www.geneseoschool.org).

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

## **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 = Exceeds Grade Level Standards

S = Meets Grade Level Standards

N = Below Grade Level Standards

#### Grades 3-5

A+ = 99-100%

A = 95-98 %

A- = 93-94%

B+ = 91-92%

B = 87-90%

B- = 85-86%

F = 68% or lower

C+ = 83-84%

C = 79-82%

C- = 77-78%

D+ = 75-76%

D = 71-74%

D- = 69-70%

### **INCOMPLETE WORK**

Each student has a responsibility to complete his/her assignments in the time frame established by the classroom 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 FOR BEHAVIOR**

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 on school grounds including inside and the surrounding area.
5. All handbook and school rules apply to all school sponsored events, even those activities occurring off-campus.
6. No standing on swings, or more than one person in a swing.
7. No bats on the playground, unless the classroom or P.E. teacher is present.
8. No rock or snowball throwing.
9. No clothes tugging or hat stealing.
10. No tackle football.
11. 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.
12. 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.
13. Scooters and skateboards **MAY NOT** be ridden to school. Shoes with wheels attached to the heel may not be worn on school grounds.
14. 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, 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.

15. Cellular phones may be brought to school in book bags. They must remain in the book bags all day and be turned off. Phones are not to be used on school grounds. The District is not responsible for lost, stolen, or damaged cell phones.
16. 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.
17. 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.
18. 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.
19. Students should walk at all times, except when inside the gym for physical education.
20. Students should keep to the right when walking in the hallways.
21. 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.

## **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.
- 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.
- 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.
- Students with disabilities will follow guidelines listed in Board Policy 7:230.

## **BULLYING**

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.



4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Refer to Board Policy 7:180 for additional information.

## **Search and Seizure**

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

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

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

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

### Students

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

### Seizure of Property

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

## ILLCIT DRUGS AND ALCOHOL PROCEDURE

Students who **possess, consume, transport, sell, or deliver actual or look-alike alcohol, drugs, drug paraphernalia, tobacco products, smoking materials (rolling papers, etc.)**, 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 AND DISCIPLINE

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

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

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

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

- Bus Driver contacts parent and/or principal directly
- 1 day suspension of bus privileges
- 3 day suspension of bus privileges
- 5 day suspension of bus privileges
- 10 day suspension of bus privileges
- Suspension from riding the bus for the remainder of the school term.

The discipline policy listed is cumulative for the school year.

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

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

### **MEDICAID FEE-FOR-SERVICE**

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

special education services.

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

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

## MEDICAL EXCLUSIONS FOR COMMON CHILDHOOD ILLNESSES

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

## 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.

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.

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.

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

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.

Notification should be received when a drug is discontinued or a change in dosage or interval occurs. **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.

**Exhibit - School Medication Authorization Form**

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

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

Physician's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances: \_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

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

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
Date

Asthma Inhalers

*Parent(s)/Guardian(s) please attach prescription label here:*



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

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). **If you agree please initial:** \_\_\_\_\_

Parent/Guardian

**For all parents/guardians:**

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

\_\_\_\_\_  
Parent/Guardian printed name

Address (if different from Student's above): \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

## **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

<b>Page Number</b>	<b>Change</b>	<b>Reason for Change</b>
Welcome page	Dean: Alex Kashner	Staff change
Welcome page	Include detention times and rooms	Better communication
5	5th tardy for semester receives 60 minute detention	Correcting error in previous handbook.
4	Removed unexcused statement that work turned in will replace zero grade (redundant). Inserted reference to board policy.	Redundancy and reference
6 & 7	Change of lunch and breakfast prices	Price change
11	Students need to check with teacher before seeing counselor	Know where students are in case of emergency situation
13	Dress code violation determined by building administrator	Previously read building principal, but can also include dean in absence of principal
13	Remove #5 - Pagers	No pager problems in last 3 years. Addressed by former #6.
16	Updated a few words on board policy	Match words directly with board policy on bullying
17	Updated acceptable use policy	Update
21	Page number change begins	New acceptable use policy is longer than previous version, thus changing page numbers.
24	Policy for suspension: Read suspension and not out of school suspension	Includes in-school suspension as well as out of school suspension.
25	Added: Eligibility will not be recorded the first week of each new quarter.	The first week of the new quarter does not have enough grades to determine eligibility.

*Geneseo*



*Middle  
School*

**2011/2012 Student Handbook**

# Welcome to Geneseo Middle School

**Principal:** Matt DeBaene

**Dean:** Alex Kashner

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

**Main Office Phone:** 945-0599

**School Hours:** 8:20 a.m. to 3:15 p.m.

**Office Hours:** 7:45 a.m. to 4:15 p.m.

**Detention:** 7:45-8:15 (Room 817) & 3:20-3:50 (Room 801)

**Attendance Line:** 945-0111

Available 24 hours to report your student absent from school.  
Please call before 10 a.m.

**District Website:** [www.geneseoschools.org](http://www.geneseoschools.org)

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

**Skyward Information:**

*User Name:* \_\_\_\_\_ *Password:* \_\_\_\_\_

**Chapter 1: Introductory Information & General Notices**

**Parent/Guardian Handbook Acknowledgement**

Dear Parent/Guardian,

Please complete the following form and return to the office before the first day of school.

Mr. DeBaene  
Principal

From: The Parent/Guardian of: (1). \_\_\_\_\_  
(2). \_\_\_\_\_  
(3). \_\_\_\_\_

To: Geneseo Middle School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Geneseo Middle School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Student Handbook Acknowledgement**

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## **General School Information**

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

209 S. College  
Geneseo, IL 61254

## **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.*

### 7<sup>th</sup> and 8<sup>th</sup> 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.

### 6<sup>th</sup> Grade Students:

6th grade students will enter the middle school using the southeast entrance into the 6<sup>th</sup> grade hall, at the east end of the building. The 6<sup>th</sup> 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.

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

## **After School Procedures**

### 7<sup>th</sup> and 8<sup>th</sup> Grade Students:

Only students supervised by a teacher or coach are allowed in the building after 3:30 p.m. Bus riders have 5 minutes to board their buses. 7<sup>th</sup> and 8<sup>th</sup> 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.

#### 6<sup>th</sup> Grade Students:

Only students supervised by a teacher or coach are allowed in the building after 3:30 p.m. Bus riders have 5 minutes to board their buses. All 6<sup>th</sup> 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.

#### **Visitors**

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

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

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

Students may not bring friends to school to visit. Parents wishing to meet with a teacher should contact the Counseling Department to schedule an appointment. All visitors must check in at the office and receive a visitors pass.

#### **Equal Opportunity and Sex Equity**

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

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

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

#### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used

as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accommodating Individuals with Disabilities**

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

### **Physical Education**

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

6<sup>th</sup>, 7<sup>th</sup>, 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.

## **Chapter 2: Attendance & Promotion**

### **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.

### **Release Time for Religious Instruction/Observance**

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

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

### **Make-Up Work**

#### 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.

### **Truancy**

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

REF: Board Policy 7:70

### **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 and #4 will receive 30 minutes of disciplinary time per tardy admit. Students receiving tardy #5 will receive 60 minutes of disciplinary time. 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.

### **Grades**

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

GRADE	PERCENTAGES	GRADE POINTS
A+	99% - 100%	4.40
A	95% - 98%	4.00
A-	93% - 94%	3.60
B+	91% - 92%	3.40
B	87% - 90%	3.00
B-	85% - 86%	2.60
C+	83% - 84%	2.40
C	79% - 82%	2.00
C-	77% - 78%	1.60
D+	75% - 76%	1.40
D	71% - 74%	1.00
D-	69% - 70%	0.60
F	Below 69%	0.00

### **Academic Retention/Promotion Policy**

#### Promotion

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

## Retention

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.

## **Chapter 3: Student Fees & Meal Costs**

### **Fines, Fees, and Charges; Waiver of Student Fees**

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

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

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

The building principal will give additional consideration where one or more of the following factors are present: <sup>1</sup>

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

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

### **School Breakfast & Lunch Program**

Students have the option of choosing between two lines that offer the same items. Menu choices are posted daily in the cafeteria. A full lunch consists of one entrée, two different side dishes, bread and milk. The cost for a full lunch is \$2.10. Items may also be purchased at ala carte prices which are posted in the cafeteria. Milk is available for \$0.35.

Each student is issued a PIN number to be used at the cashier when purchasing breakfast or lunch. Students may deposit money during breakfast or at lunchtime. Money received at breakfast will be deposited to the student individual account before lunch. Money given to the cashiers at lunch will be entered after lunch is served that day. Envelopes are available at each serving line for students to put their money in. The students should write their name, pin number and amount on the envelope. Lunch accounts are individual student accounts. Families can send one check but must include the dollar amount to go into each child's account. Parents also have the option of paying 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 lunches may choose a full lunch from either line for their personal consumption. The free and reduced lunch does not apply to ala carte items. If a student charges three meals without payment, they will be offered a peanut butter or cheese sandwich instead of the hot meal. Ala carte items can only be purchased if the student has money available in their account.

Breakfast is available in the cafeteria each morning from 7:45 to 8:10 a.m. for the cost of \$1.25. A full breakfast includes a main entrée, fruit/juice and milk. Breakfast items may also be purchased at ala carte prices which are posted in the cafeteria.

## **Chapter 4: Transportation**

### **Bus Transportation**

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

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

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

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

1. Give the bus drivers the same high level of respect and courtesy that is given to teachers. The atmosphere within the bus should be comparable with that of a well-disciplined classroom.
2. Sit on the seats within the compartment.
3. No loud or profane language.
4. Keep head, hands, and feet to yourself and inside the bus.
5. No eating or drinking on the bus.
6. Stay seated in your compartment until the bus stops.
7. Do not lower your windows below the line.
8. Be absolutely quiet at railroad crossings.
9. Board the bus at the first opportunity to do so, and do not leave the bus until you arrive home or at the designated unloading point.
10. A phone call to Pinks' Bus Service, Inc. is needed from a parent/guardian granting his/her child permission to leave the bus at any point other than at home

11. Ride **ONLY** the bus assigned. Pinks Bus Service must give prior permission for guest riders.
12. Leave the bus **ONLY** at the school they attend in the morning.
13. No littering. Each bus will furnish a waste box, and materials are not to be thrown on the floor or out the windows.
14. Insubordination by students to drivers will not be tolerated.
15. Intimidation of a student by another student will not be tolerated.
16. Line up for buses and remain in line until aboard. While waiting for the bus, students should not move beyond the safety zone until the bus is stopped and the driver opens the door for them. When entering or departing the bus, students may not cross the road until receiving the “**thumbs up**” signal from the driver.
17. Honor all safety rules. National, state, county, school district, and bus driver safety rules are all designed for the health and safety of all bus riders and must be obeyed.
18. **Do not** tamper with any safety device on a school bus unless instructed by your driver (i.e. crossing arms, emergency doors, fire extinguishers, etc.)
19. Vandalism to the bus will result in disciplinary action and possible referral to the police.
20. Cell phone use is not allowed on the bus. Cell phone must be turned off and put away until you reach your stop.

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

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

For questions regarding school transportation issues, contact Pinks Bus Service at (309) 944-6417.

### **BUS MISCONDUCT**

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

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

**The discipline policy listed is cumulative for the year.**

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

### **Bicycles/Skating**

Bicycles must be parked and locked in the assigned bicycle rack. Skates must be able to store in a locker, and be stored there during the school day. Skateboards are not allowed on school grounds. No riding of bicycles or skating on school grounds unless supervised by a staff member and approved by administration.

## **Chapter 5: Health & Safety**

### **School Nurse**

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

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

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

The nurse will also:

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

### **Immunization, Health, Eye and Dental Examinations**

#### **Required Health Examinations and Immunizations**

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an



immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### Eye Examination

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

#### Vision Screening

Vision Screening will be conducted for pre-K through 12th grade students in the Geneseo School District during the school year. Vision screening is not a substitute for a complete eye and vision evaluation. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the report is on file at the school.

#### Dental Examination

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

#### Exemptions

A student will be exempted from the above requirements for:

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

#### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing and following steps 1-6 on the Request for Administration of Medicine form.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed Request for Administration of Medicine form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other

than as provided for in this procedure. The remaining medication or the empty container must be picked up by the parent/guardian at the end of the treatment or the end of the school year (whichever comes first). If they are not picked up, the Health Aide in the presence of a witness will discard them.

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

### **Insurance**

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

### **Guidance & Counseling**

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

### **Safety Drill Procedures and Conduct**

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.

### **Communicable Diseases**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. Students should not return to school until fever free, without anti-fever medications, for 24 hours.

4. A student excluded because of a communicable disease may be asked to present a letter from their doctor stating they are no longer contagious and may return to school.

### **Head Lice**

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

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

## **Chapter 6: Discipline & Conduct**

### **School Dress Code / Student Appearance**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with inappropriate holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, a building administrator will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

## **Student Discipline**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Violation of cell phone usage will result as follows:

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.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, copy and pasting, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription. **2**

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

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

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

### Disciplinary Measures

Disciplinary measures may include:

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

### Corporal Punishment

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

### Objects Used or Attempted to Be Used to Cause Harm

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

- (1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### Gang & Gang Activity

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

### **Bullying, Intimidation & (Sexual) Harassment**

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

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

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

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

Failure to receive appropriate permission from parent/guardian or teacher;  
Failure to complete appropriate coursework;  
Behavioral or safety concerns;  
Denial of permission from administration;  
Other reasons as determined by the school.

## **Chapter 7: Internet, Technology & Publications**

### **ELECTRONIC NETWORK OVERVIEW (Board Policy 6:235)**

#### **Access to Electronic Networks**

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

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

#### Curriculum

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

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

#### Acceptable Use

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

#### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the



Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

#### Authorization for Electronic Network Access

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

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, 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

AMENDED BY BOARD ACTION: 11/14/2007

#### **Exhibit - Authorization for Electronic Network Access**

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

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

#### Terms and Conditions

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

**Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system

administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

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

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

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

- a) Be polite. Do not become abusive in your messages to others.
- b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c) Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in any way that would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

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

- a) For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e) Student work may only be published if there is written permission from both the parent/guardian and student.

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

- a) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

- b) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c) Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e) Use of the School District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

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

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

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

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

**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).**

### **Chapter 8: Search & Seizure**

#### **Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students

have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

### Students

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

### Seizure of Property

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

## **Chapter 9: Athletics & Extra-Curricular Activities**

### **MIDDLE SCHOOL ACTIVITY CODE OF CONDUCT**

#### **PURPOSE / PROCEDURE**

#### **Statement of Purpose**

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

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

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

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

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

Categories of Activities, which are Subject to the Activity Code

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

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

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

## **SUBSTANCE ABUSE POLICY**

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

### **FIRST OFFENSE:**

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

### **SECOND OFFENSE:**

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

### **Policy for Suspension**

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

## **VIOLATION OF CRIMINAL LAWS**

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

### **Sports Physicals**

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

### **Eligibility Requirements for Interscholastic Activities**

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. Eligibility will not be recorded the first week of each new quarter.

### **Attendance Requirements for Interscholastic Activities**

In order to participate or attend any after-school or evening activities, 7th and 8th grade students must attend all of their classes from 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 Interscholastic Activity**

Any student wanting to ride from an away event or activity with a parent must get approval from the Principal. A NOTE FROM THE STUDENT'S PARENT AND THE DRIVING PARENT MUST BE PRESENTED TO THE 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.

### **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. Please refer to the dress code policy for more information.



## **Chapter 10: Parental Right Notifications**

### **Homeless Child's Right to Education**

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

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

### **Integrated Pest Management**

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

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

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

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

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

### **Sex Offender Notification Law**

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

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

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

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

A violation of this law is a Class 4 felony.

## Handbook Changes for the 2011-2012 School Year For Board Review

Section Revised	Explanation of Change	Status
<p><b>Chapter 1: Page 6</b> <u><i>Introductory Information &amp; General Notices</i></u></p>	<p><b>Change</b> Board members to read as follows: Vice President – Jackie Mickley Members – Christy Coleman, John Puentes, Barry Snodgrass, Alan VanDeWoestyne</p> <p><b>Change</b> Assistant Principal will be changed to: <i>Nate O’Dell and</i> <b>Add:</b> <i>Dean of Students, Tim Gronski</i></p>	
<p><b>Chapter 1: Page 8</b> <u><i>Safety Drill Procedures and Conduct</i></u></p>	<p><b>Change to read:</b> <i>Emergency Drill Procedure and Conduct</i></p>	
<p><b>Chapter 1: Page 9</b> <u><i>Student/Parent Notices</i></u></p>	<p><b>Add:</b> word, “legal,” to description <b>Delete:</b> “on related school items” <b>Change to read:</b> <i>Parents/students may obtain a copy of required legal notices in the administrative offices at Geneseo High School.</i></p>	
	<p><b>Add:</b> <i>Geneseo High School does not accept deliveries for students from off campus vendors such as: florists, food vendors, balloon deliveries, etc.</i></p>	
<p><b>Chapter 2: Page 12</b> <u><i>Excused Absences</i></u></p>	<p><b>Change:</b> “College Visitation days” to read <i>A maximum of one pre-arranged college visit will be allowed for Junior status students and a maximum of two days for students of Senior status each school year.</i></p>	
<p><u><i>Tardy to Class</i></u></p>	<p><b>Change:</b> wording at end of first sentence to read <i>(in which case he/she should report to the attendance window for check-in).</i></p>	
	<p><b>Delete:</b> Last two sentences beginning with, “Students who”. The ‘transportation tardy’ will be eliminated and the first three tardies will be considered as warnings.</p>	
<p><b>Page 13:</b> <u><i>Make-Up Work</i></u></p>	<p><b>Add after 1<sup>st</sup> sentence:</b> <i>If a due date is assigned prior to the date of absence, the pre-assigned work will be completed and turned in to class on the student’s return date or on the date originally assigned.</i></p>	
<p><b>Page 14:</b> <u><i>High School Graduation Requirements</i></u></p>	<p><b>Bullet point 3 change to read:</b> <i>“Passing the Constitution test and/or an examination on patriotism.....”</i></p>	
<p><b>Chapter 3: Page 17</b> <u><i>Extra Fees</i></u></p>	<p><b>Delete:</b> the word, “etc.” from the first sentence and add in place of it, “and other school equipment.”</p>	

<p><b>Chapter 6: Page 23</b> <b><u>School Dress Code/Student Appearance</u></b></p>	<p><b>Change #6 to read as follows:</b> <i>The attire and wear of “leggings” and the length of shorts or skirts must be appropriate for the school environment.</i></p>	
<p><b>Page 27:</b> <b><i>Definitions of Discipline Consequences Short &amp; Long Detention:</i></b></p>	<p><b>Delete bullet point #8:</b> <i>Saturday detention rules are presented.....</i></p>	
<p><b>Page 28:</b> <b><i>Social Probation</i></b></p>	<p><b>Change:</b> Social Probation to appear more dominant on the page under “Exclusion” and to be read as follows: <b>Social Probation:</b></p> <ul style="list-style-type: none"> <li>• Students who have been issued a Saturday detention, In-School detention, or Out-of-School suspension will have a Social Probation period assigned.</li> <li>• Social Probation means the student cannot attend extra-curricular activities, which they are not directly listed on the roster, for a designated time period.</li> <li>• Extra-curricular activities include all athletic activities, all extra-curricular performing arts activities and all clubs and non-athletic team events.</li> </ul> <p><b>Past Un-Served Discipline:</b></p> <ul style="list-style-type: none"> <li>• Students who have past un-served discipline cannot practice or participate in any extra-curricular activities until all past un-served discipline has been completed.</li> </ul>	
<p><b>Page 31:</b> <b><u>Fighting/Grouping/Initiating/Encouraging Fighting/Insubordination/Bullying</u></b></p>	<p><b>Add:</b> <i>the word, “Threat,” to this grouping.</i></p>	
<p><b>Page 32:</b> <b><u>Social Probation</u></b></p>	<p><b>Change the wording for each action to read as follows:</b></p> <ul style="list-style-type: none"> <li>• In-School detention: 7 days starting the day of the assigned In-School detention</li> <li>• Saturday detention: 7 days starting the day of the assigned Saturday detention</li> <li>• 1 or 2 days OSS: 7 days starting after the last day of Out-of-School suspension</li> <li>• 3 to 5 days of OSS: 14 days starting after the last day of Out-of-School suspension</li> <li>• 6 or more days of OSS: 30 days starting after the last day of Out-of-School suspension</li> </ul>	

<p>Page 32: <u>Unservd Discipline</u></p>	<p><b>Delete:</b> on page 32, move to page 28 under Social Probation. (see above)</p>	
<p>Page 32: <u>Bus Discipline</u></p>	<p><b>Change:</b> 6<sup>th</sup> Violation to “Off the bus for the remainder of the school year” <b>Delete:</b> 7<sup>th</sup> Violation</p>	
<p>Chapter 7 Page 33: <u>Internet Acceptable Use</u></p>	<p><b>Move:</b> The first paragraph should be moved to the very end of chapter 6. <b>Add</b> as a first paragraph: Each staff member must sign this Authorization as a condition for using the District’s Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.</p>	
<p>Chapter 9 Page 37: <u>No Pass/No Play House Bill 452</u></p>	<p><b>Delete:</b> “<u>No Pass/No Play House Bill 452</u>” so the title reads “<u>Interscholastic/Extra-Curricular Academic Eligibility</u>”</p>	
<p>Chapter 9 Page 37: <u>No Pass/No Play House Bill 452</u></p>	<p><b>Change:</b> 2<sup>nd</sup> paragraph, “<i>five academic classes for the semester</i>” to read, “<i>five credit hours for the semester</i>”</p>	
<p>Page 40: <u>Policy for Suspension</u></p>	<p><b>Delete:</b> All reference to long Saturday detentions.</p>	
<p>Chapter 13 Page 49: <u>Book Bags/Purses</u></p>	<p><b>Change:</b> all references regarding “Purses” to read, “Carry Bags.”</p>	
	<p><b>Change:</b> last two sentences to read as follows <i>Carry bags should be kept under the desk during class hours and may not exceed the size of two spiral notebooks. Book bags and carry bags are subject to search by school personnel at any time. Violators will be sent to the office and discipline will be administered.</i></p>	

# ***GENESEO HIGH SCHOOL***

## **STUDENT / PARENT HANDBOOK**

**2011-2012  
SCHOOL YEAR**

**DRAFT**

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

**[www.dist228.org](http://www.dist228.org)**

## **GENESEO HIGH SCHOOL SONG**

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

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

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

## **GENESEO HIGH ALMA MATER SONG**

### **GENESEO LOYALTY**

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

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

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

## **Core Values of District #228**

**Geneseo School District #228 has four core values in place for our students:**

- *Maximizing student achievement by setting high expectations for achievement,*
- *Creating a safe and caring learning environment,*
- *Establishing effective and efficient operations, and*
- *Ensuring that we are stewards of the District's finances.*

## **Mission Statement of Geneseo High School**

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

## **Handbook Disclaimer**

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

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



## CHAPTER 1: Introductory Information & General Notices

- General School Information
- Visitors
- Equal Opportunity and Sex Equity
- Emergency/Safety Procedures and Conduct
- Video and Audio Monitoring Systems
- School Volunteers
- Accommodating Individuals with Disabilities
- Animals on School Property
- School/Parent Notice
- Crime Stoppers
- GHS 2010-2011 Bell Schedules

## CHAPTER 2: Attendance, Promotion & Graduation

- Attendance/Absences/Tardies/Truancy
- Permits and Admits
- Homework/Make-Up Work
- Credit for Alternative Courses and Programs and Course Substitutions
- Home and Hospital Instruction
- Final Examinations
- Grading and Promotion
- Early Graduation/Graduation Requirements
- Class Rank/District Grading Scale

## CHAPTER 3: Student Fees & Meal Costs

- Fines, Fees and Charges: Waiver of Student Fees
- School Breakfast and Lunch Program
- Extra Fees

## CHAPTER 4: Transportation & Parking

- Bus Transportation
- Parking

## CHAPTER 5: Health & Safety

- High School Nurse
- Required Health Examinations and Immunizations
- Student Medication
- Communicable Diseases
- Head Lice
- Medicaid Fee-For-Service
- Insurance

## CHAPTER 6: Discipline & Conduct

- General Building Conduct
- School Dress Code/Student Appearance
- Student Discipline/Disciplinary Measures
- Corporal Punishment
- Firearms, Knives, Brass Knuckles and Other Objects
- Gangs and Gang Activity
- Smoking and the Use of Tobacco Products
- Drug and Alcohol Discipline Policy
- Definitions of Discipline Consequences
- Bullying, Intimidation and Harassment
- Closed Campus, Including Lunch
- Lunch and Cafeteria Rules/Vending Machines
- Field Trips
- Student Intervention Policy

## CHAPTER 7: Internet, Technology & Publications

- Internet Acceptable Use
- Non-School-Sponsored Publications/Websites
- Library

## CHAPTER 8: Search & Seizure

## CHAPTER 9: Athletics & Extra-Curricular Activities

- General Information
- Attendance and Extra-Curricular Participation
- No Pass/No Play House Bill 452 – Interscholastic/Extra-Curricular Academic Eligibility
- Permission to Ride With a Parent or Legal Guardian To or From an Activity
- Parental Concerns Protocol
- Contacting a Coach, Director or Sponsor
- Participation Resolution
- No Contact Dates
- High School Activity Code of Conduct
- Attendance at School-Sponsored Dances
- Dance and Junior/Senior Prom Policy

## CHAPTER 10: Special Education

- Behavioral Intervention Policy and Procedures for Special Education Students
- Request to Access Classroom or Personnel for Special Education Evaluation or Observation

## CHAPTER 11: Student Records & Privacy

- Student Privacy Protections
- Reciprocal Reporting Agreement

## CHAPTER 12: Parental Right Notifications

- Teacher Qualifications
- Standardized Testing
- Homeless Child's Right to Education
- Parental Involvement (Title I)
- English Language Learners
- School Visitation Rights
- Pesticide Application Notice
- Mandated Reporters
- Sexual Harassment
- Sex Offender Notification Law
- Sex Offender and Violent Offender Community Notification Laws

## CHAPTER 13: Other

- Book Bags/Purses
- Cellular Phones, Telephones, Electronic Devices and Cameras
- Locker and Padlock Policy
- Residence Change
- Student of the Quarter
- Theme Nights, Spirit Weeks and Posters/Signs
- Work Permits

## General School Information

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

209 S College  
Geneseo, IL 61254  
(309) 945-0450

The School Board governs the school district and is elected by the community. Current School Board members are:

President

***Doug Ford***

Vice President

***Jackie Mickley***

Secretary

***Curtis Frerichs***

Members

***Christy Coleman, John Puentes, Barry Snodgrass, Alan VanDeWoestyne***

The School Board has hired the following administrative staff to operate the school:

Superintendent

***Scott Kuffel***

Assistant Superintendent for Curriculum and Instruction

***Joni Swanson***

Director of Operations

***Jack Schlindwein***

Principal

***Mike Hauge***

Assistant-Principal

***Nathan O'Dell***

Dean of Students

***Tim Gronski***

Guidance Counselors

***Cheryl Ewert***, 945-0307 (G-O)

***Patrice Johannsen***, 945-0306 (P-Z)

***Linda Van Der Leest***, 945-0308 (A-F)

Career/Technical Education Director

***Julie Fiers***

Athletic Director

***Travis Mackey***

School Psychologist

***Jeff Belvel***

Special Education Case Manager

***Teri Minnaert***

Social Worker

***Melanie Rice***

School Security Office

***Brian Harper***

The school is located and may be contacted at:

**700 North State Street, Geneseo, IL 61254**

**309-945-0399**

## Visitors

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

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

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

Cross-reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

## Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

**Mr. Michael Haugse, Principal at 309-945-0301.**

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

## Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as early as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. When pertinent, Mr. Scott Kuffel, Superintendent, will utilize the School Messenger system.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

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

Cross-Reference:

PRESS 4:170, *Safety*

## **Emergency Warnings – Fires, Tornadoes and Earthquakes**

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

### **Emergency Drill Procedures and Conduct**

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

#### References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

### **Video & Audio Monitoring Systems**

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

#### Cross-Reference:

PRESS 4:110, *Transportation*

### **School Volunteers**

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

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

#### Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

## **Accommodating Individuals with Disabilities**

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

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

## **Animals on School Property**

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

## **Student/Parent Notices**

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

## **Outside Deliveries**

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

## **Crime Stoppers**

You may anonymously report wrongdoing such as:

- Vandalism
- Theft
- Drugs
- Weapons, etc.

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

### Geneseo High School 2010-2011 Bell Schedules

#### Regular Schedule of Class Periods

7:00 am – 7:50 am	Early Bird Class
7:25 am – 7:55 am	A.M. Detention
8:00 am – 8:53 am	1 <sup>st</sup> Period Class
8:58 am – 9:47 am	2 <sup>nd</sup> Period Class
9:52 am – 10:41 am	3 <sup>rd</sup> Period Class
10:46 am – 11:35 am	4 <sup>th</sup> Period Class
11: 35 am – 12:00 pm	A Lunch
12:05 pm – 1:00 pm	5 <sup>th</sup> Period Class (A)
11:40 am – 12:05 pm	5 <sup>th</sup> Period Class (B)
12:05 pm – 12:30 pm	B Lunch
12:35 pm – 1:00 pm	5 <sup>th</sup> Period Class (B)
11:40 am – 12:35 pm	5 <sup>th</sup> Period Class (C)
12:35 pm – 1:00 pm	C Lunch
1:05 pm – 1:54 pm	6 <sup>th</sup> Period Class
1:59 pm – 2:48 pm	7 <sup>th</sup> Period Class
2:48 pm – 3:00 pm	SSR
3:05 pm – 3:35 pm	P.M. Detention

#### 1/2 Day In-Service

7:00 am – 7:50 am	Early Bird Class
7:25 am – 7:55 am	A.M. Detention
8:00 am – 8:25 am	1 <sup>st</sup> Period
8:30 am – 8:55 am	2 <sup>nd</sup> Period
9:00 am – 9:25 am	3 <sup>rd</sup> Period
9:30 am – 9:55 am	4 <sup>th</sup> Period
10:00 am – 10:25 am	5 <sup>th</sup> Period
10:30 am – 10:55 am	6 <sup>th</sup> Period
11:00 am – 11:30 am	7 <sup>th</sup> Period
No P.M. Detention – 11:30 Dismissal	

One Hour Early Release

7:00 am – 7:50 am	Early Bird Class
7:25 am – 7:55 am	A.M. Detention
8:00 am – 8:42 am	1 <sup>st</sup> Period Class
8:47 am – 9:29 am	2 <sup>nd</sup> Period Class
9:34 am – 10:16 am	3 <sup>rd</sup> Period Class
10:21 am – 11:03 am	4 <sup>th</sup> Period Class
11:03 am – 11:28 am	A Lunch
11:33 am – 12:28 pm	5 <sup>th</sup> Period Class (A)
11:08 am – 11:33 am	5 <sup>th</sup> Period Class (B)
11:33 am – 11:58 am	B Lunch
12:03 pm – 12:28 pm	5 <sup>th</sup> Period Class (B)
11:08 pm – 12:03 pm	5 <sup>th</sup> Period Class (C)
12:03 pm – 12:28 pm	C Lunch
12:33 pm – 1:15 pm	6 <sup>th</sup> Period Class
1:20 pm – 2:00 pm	7 <sup>th</sup> Period Class
2:05 pm – 2:35 pm	P.M. Detention

Link Crew Advisory Days

7:00 am – 7:50 am	Early Bird Class
7:25 am – 7:55 am	A.M. Detention
8:00 am – 8:49 am	1 <sup>st</sup> Period
8:54 am – 9:39 am	2 <sup>nd</sup> Period
9:44 am – 10:29 am	3 <sup>rd</sup> Period
10:34 am – 11:19 am	4 <sup>th</sup> Period
11:19 am – 11:44 am	A Lunch
11:49 am – 12:47 pm	5 <sup>th</sup> Period Class (A)
11:24 am – 11:49 am	5 <sup>th</sup> Period Class (B)
11:49 am – 12:14 pm	B Lunch
12:19 pm – 12:47 pm	5 <sup>th</sup> Period Class (B)
11:24 am – 12:22 pm	5 <sup>th</sup> Period Class (C)
12:22 pm – 12:47 pm	C Lunch
12:52 pm – 1:37 pm	6 <sup>th</sup> Period
1:42 pm – 2:27 pm	7 <sup>th</sup> Period
2:32 pm – 3:00 pm	SSR
3:05 pm – 3:35 pm	P.M. Detention



## CHAPTER 2: Attendance, Promotion & Graduation

### Attendance

Illinois law requires that whoever has custody or control of any child between seven and 17 years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

For all other information on attendance, see the district website.

Cross-reference: PRESS 7:70, <i>Attendance and Truancy</i>
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### 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 a 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 for Junior status students and a maximum of two days for students of Senior status each school year.
- 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 unexcused or truant. Even if the reason for absence is unexcused, the parent/guardian must confirm the absence with a phone call or note.

### 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 for check-in).

## **Truancy**

Students who are out of school without permission of their parent/guardian and/or school officials are truant: short truancy (1-3 periods), long truancy (4 or more periods)

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor.

Cross-references:  
PRESS 7:70, *Attendance and Truancy*

## **Permits and Admits (hall passes)**

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

## **Homework**

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

## **Make-Up Work**

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

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

## **Credit for Alternative Courses and Programs, and Course Substitutions**

*Please refer to the Geneseo High School Counseling Website.*

## **Home and Hospital Instruction**

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

Cross Reference:  
PRESS 6:150, *Home and Hospital Instruction*

## **Final Examinations**

Final examinations will be given at or near the end of each semester and must be taken by all students. 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. Students may be granted exemptions if they have met certain criteria.

## **Grading & Promotion**

School progress reports and report cards are issued to students on a quarterly basis. Report cards are distributed to students 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. For questions regarding grades, please contact the classroom teacher.

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

Cross Reference: PRESS 6:280, <i>Grading &amp; Promotion</i>
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## **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 6<sup>th</sup> semester.

## **High School Graduation Requirements**

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

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

## **Students Entering the 9<sup>th</sup> Grade**

- Four years of language arts.
- Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
- Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- Two years of science
- Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government.
- One year chosen from: (a) music, (b) art, (c) foreign language (which shall be deemed to include American Sign Language), or (d) vocational education.

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

Cross Reference: PRESS 6:300, <i>Graduation Requirements</i>
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### **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.

### **GHS District Grading Scale**

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

## CHAPTER 3: Student Fees & Meal Costs

### Fines, Fees, and Charges; Waiver of Student Fees

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

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

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

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

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

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

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

### School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 11:35 a.m. to 1:00 p.m., except when there is an earlier dismissal.

A student may purchase breakfast for \$ **1.25**.

A student may bring a sack lunch from home or may purchase a school full lunch for \$ **2.10** and a Maple Leaf Special for \$ **2.90** or milk for \$ **0.35**. Snacks and ala carte items are not included in the free or reduced lunch price.

Free or reduced price meals are available for qualifying students. For an application, contact the District office.

Cross Reference:

PRESS 4:130, *Free and Reduced-Price Food Services*

### **Extra Fees**

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

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## CHAPTER 4: Transportation & Parking

### Bus Transportation

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

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

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

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

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

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

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

For questions regarding school transportation issues, contact Pinks Bus Service at (309) 944-6417.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

### **Parking**

Student assigned parking hours are 6:00 a.m. to 4:00 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 prior to the start of school or in the assistant principals' office during the school year for **\$35.00**. You will obtain a parking tag to be displayed on your mirror at all times while parking in the rented spot. At the end of the school year, you may turn in your parking tag for a deposit refund.

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 principals' office to rectify the situation.

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

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

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

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

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

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



## **CHAPTER 5: Health & Safety**

### **High School Nurse**

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

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

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

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

### **Required Health Examinations and Immunizations**

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

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

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

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

### **Eye Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

Cross Reference:

PRESS 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

### **Student Medication**

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

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

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

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization*

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

## **Communicable Diseases**

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

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

Cross-references:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Disease*

## **Head Lice**

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

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

Cross-references:

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

## **Medicaid Fee-For-Service**

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

## **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.

## CHAPTER 6: Discipline & Conduct

### General Building Conduct

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

- Students shall not run, talk loudly or yell in the school, nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Use of skateboards, roller blades and “heelies” is not permitted at school.
- Weapons and replicas thereof are not permitted at school.

### School Dress Code / Student Appearance

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

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The attire and wear of “leggings” and the length of shorts or skirts must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Cross Reference: PRESS 7:160, <i>Student Appearance</i>
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### Student Discipline

#### Prohibited Student Conduct:

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- 5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
- 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 11. Being absent without a recognized excuse.
- 12. Being involved with any public school fraternity, sorority, or secret society.
- 13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
- 17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.<sup>1</sup>

<sup>1</sup>For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention.
11. After-school detention or Saturday detention provided the student’s parent/guardian has been notified.
12. Student and parent will be responsible for replacement cost of lost or damaged items/property, including, but not limited to, computers, science equipment, uniforms, sports equipment, padlocks, textbooks, library books, etc. (Reference also Chapter 3, Extra Fees.)

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. However, corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above. The superintendent may modify the expulsion requirement, and the board on a case-by-case basis may modify the superintendent's determination.

### **Gangs & Gang Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
2. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
3. Request any person to pay protection or otherwise intimidate, harass or threaten any person;
4. Commit any other illegal act or other violation of district policies, or
5. Incite other students to act with physical violence upon any other person.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

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

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

## **Drug and Alcohol Discipline Policy**

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

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

### **Definitions of Discipline Consequences**

#### **Morning and After School Detention:**

- 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.
- There is no detention on early dismissal days.
- There will be no morning detention if there is a late start due to weather delays.
- All students are expected to serve assigned 30 minute detention within two school days of the day it is assigned or accumulated.
- Multiple detentions must be served on consecutive days.
- It is the student's responsibility to sign the detention roster.
- Students are to make arrangements with coaches, employers, parents, etc. to make it possible to serve detention.
- Morning and after school detention will be rescheduled only in the event of a student's excused absence from school on the day of detention.
- All students who have daily detention to serve must serve at one of the designated times.
- Allowances will not be made for students whose day ends before the scheduled detention time.
- An entire 30 minutes must be served at one time.

#### **Short and Long Saturday Detention:**

- Saturday detention is an educationally sound alternative to out-of-school suspension, because it keeps students in the classroom but makes them accountable for their actions.
- If a parent chooses for his/her son or daughter to serve an out-of-school detention in lieu of a Saturday detention, that choice must be made prior to the date of the assigned Saturday, 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 a.m. to 10:00 a.m.
- Students may reschedule one Saturday detention per semester.
- If a student neglects to attend Saturday detention, further discipline will be assigned.
- All school rules apply while in Saturday detention, in addition to specific rules for the detention.
- Students and their parents/guardians will be responsible for getting the student to and from Saturday detention.
- Students will be expected to work on school assignments.
- Students are responsible for having all study materials and textbooks at Saturday detention.
- Student access to books and study materials on Saturday morning cannot be guaranteed. Therefore, they should make sure they take all materials home with them on Friday evening.



**In School Detention (ISD):**

- ISD is not a deprivation of educational opportunity.
- All schoolwork done during ISD receives credit.
- ISD is assigned by GHS administrators for various violations of handbook and student conduct.
- ISD is held in the GHS facility classroom from 8:00 a.m. – 3:00 p.m.
- Students in ISD receive one morning break, a lunch break and an afternoon break.
- Sleeping, food, electronic devices, etc. are not allowed in ISD.
- Students are given a strike for violating the rules.
- A third strike results in being suspended.
- If a student is ejected from ISD, disciplinary action will increase.
- The first ejection results in a one-day suspension.
- The second ejection results in a two-day suspension.
- Discipline increases with additional ejections.
- ISD is considered an unexcused absence.
- Students may reschedule discipline one time each semester into an ISD.

**Out-of-School Suspension (OSS):**

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

**Expulsion:**

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

**Social Probation:**

- Students who have been issued a Saturday detention, In-School detention, or Out-of-School suspension will have a period of Social Probation assigned.
- Social Probation means the student cannot attend extra-curricular activities, which they are not directly listed on the roster, for a designated time period.
- Extra-curricular activities include all athletic activities, all extra-curricular performing arts activities and all clubs and non-athletic team events.

**Past Un-Served Discipline:**

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

## **Bullying, Intimidation & Harassment**

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

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

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

### **Cross-References:**

PRESS 7:20, *Harassment of Students Prohibited*  
PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*  
PRESS 7:190, *Student Discipline*  
PRESS 2:260, *Uniform Grievance Procedure*

## **Closed Campus, Including Lunch**

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

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

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

## **Lunch & Cafeteria Rules**

### **Lunch Rules**

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

### **Cafeteria Rules**

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

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

### **Vending Machines**

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

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for a variety of reasons.

Cross-references:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

## **Student Intervention Policy**

### **Dress Code / Profanity / Verbal Abuse / Defiance / Disruption**

1 <sup>st</sup> Violation	Warning
2 <sup>nd</sup> Violation	30 min Detention
3 <sup>rd</sup> Violation	Two 30 min Detentions
4 <sup>th</sup> Violation	Four 30 min Detentions
5 <sup>th</sup> Violation	Short In-School Detention
6 <sup>th</sup> Violation	Long In-School Detention
7 <sup>th</sup> Violation	Short Saturday Detention
8 <sup>th</sup> Violation	Long Saturday Detention
9 <sup>th</sup> and additional Violations	Out of School Suspension

### **Tardies**

1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Violations	Warning
4 <sup>th</sup> Violation	One 30 min Detention
5 <sup>th</sup> Violation	Two 30 min Detentions
6 <sup>th</sup> Violation	Four 30 min Detentions
7 <sup>th</sup> /8 <sup>th</sup> Violations	Short In-School Detention
9 <sup>th</sup> /10 <sup>th</sup> Violations	Long In-School Detention
11 <sup>th</sup> /12 <sup>th</sup> Violations	Short Saturday Detention
13 <sup>th</sup> /14 <sup>th</sup> Violations	Long Saturday Detention
15 <sup>th</sup> and additional Violations	Out of School Suspension

### **Short Truancy (1-3 Periods)**

1 <sup>st</sup> Violation	Two detentions assigned per period truant
2 <sup>nd</sup> Violation	Three detentions assigned per period truant
3 <sup>rd</sup> Violation	Short Saturday Detention
4 <sup>th</sup> and additional Violations	Long Saturday Detention

### **Long Truancy (4 or more periods)**

1 <sup>st</sup> and additional Violations	One long Saturday detention per day truant
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### **Electronic Devices / Phones / Camera**

1 <sup>st</sup> Violation	Warning
2 <sup>nd</sup> Violation	Two 30 min Detentions, parent must pick up device
3 <sup>rd</sup> Violation	Short Saturday Detention, parent must pick up device
4 <sup>th</sup> and additional Violations	Long Saturday Detention, parent must pick up device

### **Graffiti / Damage to School Property**

Any Violation	Clean up, Restitution, Possible Suspension, Possible Expulsion
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### **Fighting / Grouping / Initiating / Encouraging Fighting / Insubordination / Bullying / Threatening**

Any Violation	Suspension, Possible Expulsion, Refer to Counselor
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### **Sexual / Racial Harassment / Sexting**

Any Violation	Suspension, Police Contact, Possible Expulsion, Refer to Counselor
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### **Tobacco Products (possess, consume, transport, sell, or deliver actual or look alike while on campus or school related activities)**

1 <sup>st</sup> Violation	2 days Out of School Suspension, citation will be issued to students 17 and under
2 <sup>nd</sup> and additional Violations	4 days Out of School Suspension, citation will be issued to student 17 and under

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

1 <sup>st</sup> & 2 <sup>nd</sup> Violations	10 Days Out of School Suspension, Police Contact, Possible Expulsion
3 <sup>rd</sup> Violation	10 Days Out of School Suspension, Police Contact, Expulsion

**Social Probation**

In-School Detention	7 days - starting the day of the assigned In-School Detention
Saturday Detention	7 days - starting the day of the assigned Saturday Detention
1 or 2 Days of OSS	7 days – starting after the last day of Out of School Suspension
3 to 5 Days of OSS	14 days – starting after the day of Out of School Suspension
6 or more Days of OSS	30 days – starting after the day of Out of School Suspension

**No show to Saturday Detention**

1 <sup>st</sup> Violation	Corresponding In-School Detention and Reissued Saturday Detention
2 <sup>nd</sup> Violation	Two Corresponding In-School Detentions and Reissued Saturday Detention
3 <sup>rd</sup> Violation	One Day Out of School Suspension and Reissued Saturday Detention
4 <sup>th</sup> and additional Violations	Two Days Out of School Suspension and Reissued Saturday Detention

**Bus Discipline**

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

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

**VIOLATIONS FOR ALL AREAS OF MISCONDUCT THAT ARE MORE SERIOUS OR MULTIPLE VIOLATIONS MAY RECEIVE MORE SEVERE CONSEQUENCES WHICH COULD INCLUDE EXPULSION.**

## CHAPTER 7: Internet, Technology & Publications

### Internet Acceptable Use

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

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

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

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

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service they are providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information

obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Cross Reference: PRESS 6:235, <i>Access to Electronic Networks</i>
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### **Non-School-Sponsored Publications/Websites**

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

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

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

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

Cross Reference:  
PRESS 7:310, *Restrictions on Publications and Written or Electronic Material*

### Library

Library hours are 7:30 a.m. to 3:30 p.m. During school hours, the student is required to present a permit, signed by a teacher, in order to use the library. Permits for library use are not required from 7:30 to 8:00 a.m. or 3:00 to 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 book fees and late fees. Freshman students will receive an orientation designed to assist them in the use of the library. They will also be informed of more specific library rules. All new students may receive an orientation if they wish.

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

You may access the library 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:

FirstSearch - User Name: 100109825 Password: basxs9sat

SIRS - User Name: IL0729H Password: 15404

World Book Access from home -

[www.worldbook.com](http://www.worldbook.com) User Name: gmswb Password: leafs

If these do not work, please contact the librarian. Passwords are case sensitive and must be typed exactly as shown. Also, they could periodically change.



## CHAPTER 8: Search & Seizure

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

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

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

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

### Students

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

### Seizure of Property

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

Cross-reference: PRESS 7:140, <i>Search and Seizure</i>
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## CHAPTER 9: Athletics & Extra-Curricular Activities

### General Information - Philosophy

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

### Participation vs. Competition

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

### Attendance and Extra-Curricular Participation

On days when school is in session, students involved in extra-curricular activities must attend the last 50% of the student's scheduled day, unless prior arrangements have been made for appointments, funerals, etc., in order to be eligible to practice or perform the same day after school or in the evening.

### Interscholastic/Extra-Curricular Academic Eligibility

In order to be eligible to participate in any school-sponsored or school-supported extra-curricular activity, a student must be passing twenty-five (25) credit hours per week (five academic classes that count toward graduation; Drivers' Education does not count).

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

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

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

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

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

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

### How to Contact a Coach/Director/Sponsor

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

### Participation Resolution

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

### No Contact Dates

There will be no athletic games/practices or fine arts (extra-curricular or co-curricular) activities taking place on the following weeks district wide:

Athletic No Contact: July 4 – July 11  
August 1 – August 8

Fine Arts No Contact: July 19 – July 30

## **High School Activity Code of Conduct**

### **Purpose/Procedure**

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

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

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

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

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

#### Categories of Activities Subject to the Activity Code

1. All IHSA sponsored athletic competitions and those affiliated with IHSA events.
  - a) Baseball
  - b) Basketball
  - c) Cross Country
  - d) Football
  - e) Golf
  - f) Gymnastics
  - g) Softball
  - h) Soccer
  - i) Swimming
  - j) Tennis
  - k) Track
  - l) Volleyball
  - m) Wrestling
  - n) Cheerleading (all)
  - o) Maplettes (pom poms)
  - p) Other approved athletic activities
2. Other student competitions sanctioned by IHSA and IMEA and all other “performance-based” activities
  - a. IHSA speech, drama and individual events
  - b. FFA
  - c. Scholastic Bowl
  - d. Other approved activities for which no course credit is given
3. Student activities which are non-competitive, extra-curricular public performances, and all other student activities (\* national charters may require more stringent consequences). Here are some examples, but not an all-inclusive list.
  - a. Class officers
  - b. Key Club
  - c. Link Crew
  - d. Mathletes
  - e. Music activities for which no course credit is given, such as Jazz Band, Jazz Choir, etc.
  - f. Music trips and tours
  - g. National Honor Society \*
  - h. National Technical Honor Society \*
  - i. Theater productions
  - j. Yearbook
  - k. Student Council
  - l. Other approved activities and clubs

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

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

#### **Substance Abuse Policy**

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

**FIRST OFFENSE:**

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

**SECOND OFFENSE:**

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

**THIRD OFFENSE AND EACH AND ANY SUBSEQUENT OFFENSES:****For Freshmen, Sophomores and Juniors -**

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

**For Seniors -**

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

**Policy for Suspension**

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

**Violation of Criminal Laws**

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

## Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia.
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal.
6. Haze other students.
7. Behave in a manner that is detrimental to the good of the school, or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately, and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

<p>Cross-References:</p>
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<p>PRESS 6:190, <i>Extracurricular and Co-Curricular Activities</i></p>
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<p>PRESS 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i></p>
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Only Geneseo High School students and their pre-verified guests may attend school-sponsored dances.

1. All guests at school-sponsored dances must be at least a freshman in high school and not over 20 years of age.
  - a. Any guest who is not a current Geneseo High School student must have completed a Dance Guest Verification form and be granted attendance by a GHS administrator.
  - b. The guest must follow the instructions stated on the form regarding entering the dance and should be prepared to show a photo ID.
  - c. Guests are governed by the same rules as Geneseo High School students.
  - d. Tickets for guests must be obtained prior to the dance.
2. Students attending the dance must be checked in no later than one hour after 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.
3. Students may only leave during the last hour of the event, unless a parent/guardian has made prior arrangements.
4. Students who leave the building or event will not be readmitted.
5. GHS students must have all discipline served and all fines and fees paid prior to purchasing dance/Prom tickets.
6. 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. Additional 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 (25) or seniors (35) may attend (including those from another high school)
4. Only students who have purchased tickets in advance will be admitted to Prom.

## CHAPTER 10: Special Education

### **Behavioral Intervention Policy and Procedures for Special Education Students**

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

1. The discipline policy exists for all students in this district as outlined in this handbook.
2. An individualized behavioral intervention plan is a written plan of one or more behavioral interventions, individualized to the need(s) of a student who requires behavioral intervention, which:
  - a. Addresses only unacceptable behavior caused by the student's disability
  - b. Supplements and/or is in lieu of part or all of the general behavior intervention plan which the District has for the student, and
3. Is required to be a part of said student's individualized education program or Section 504 plan.

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

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

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

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

## CHAPTER 11: Student Records & Privacy

### Student Privacy Protections

#### Surveys by Third Parties

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

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

#### Surveys Requesting Personal Information

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

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

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

#### Instructional Material

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

#### Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*



## Reciprocal Reporting Agreement

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

Aggravated battery/battery  
Assault  
Alcohol  
Beeper possession  
Bomb threats  
Chain of evidence

Child abuse  
Disorderly conduct  
Domestic violence  
Drug paraphernalia  
Drugs/drug look-alikes  
Forcible felonies

Gangs  
Radio-activated  
communication devices  
Restraining orders  
Searches  
Sexual abuse

Sexual assault  
Sexual harassment  
Simple assault/intimidation  
Simple battery  
Stalking  
Theft  
Weapons/look-alike weapons

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## CHAPTER 12: Parental Right Notifications

### Teacher Qualifications

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

Cross-references:

PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

### Standardized Testing

Students and parents/guardians should be aware that students in grades 9 – 11 will take standardized tests on predetermined dates. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Reference:

PRESS 6:340, *Standardized Testing and Assessment Programs*

### Homeless Child's Right to Education

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

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

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

References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

### Parental Involvement (Title 1)

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

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

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly

scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

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

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

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

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

Cross-reference:  
*PRESS 6:170, Title I Programs*

### **English Language Learners**

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

Cross Reference:  
*6:160, English Language Learners*

### **School Visitation Rights**

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

Cross-references:  
*PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights*  
*PRESS 8:95-E2, Verification of School Visitation*

## **Pesticide Application Notice**

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

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

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

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

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

### References:

PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

## **Mandated Reporters**

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

### Cross Reference:

PRESS 5:90, *Abused and Neglected Child Reporting*

## **Sexual Harassment**

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

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

### **Sex Offender Notification Law**

Information regarding sex offenders is available to the public. Sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

### **Sex Offender & Violent Offender Community Notification Laws**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

Cross Reference:

PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws

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## Chapter 13: Miscellaneous Information

### Book Bags/Carry Bags

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. Carry Bags should be kept under the desk during class hours and may not exceed the size of two spiral notebooks. Book bags and carry bags are subject to search by school personnel at any time. Violators will be sent to the office and discipline will be administered.

### Cellular Phones, Telephones, Electronic Devices, and Cameras

In order to alleviate disruption to the educational program, cell phones, MP3 players, laser lights, cameras or similar electronic devices may be transported into the school but must remain off and out of sight during school hours between 7:00 a.m. and 3:00 p.m., while on school property or in connection with any school transportation or affiliated school activity. Violation of this will result in a referral and confiscation of the phone, MP3 player, laser light, camera or similar electronic device. Administration may approve of use in, or in connection with, a class or school-related activity. However, a recommendation must first come from the teacher or coach if the device is to be used in connection with a class or school-related activity.

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 the use of pay phones.

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.

### Locker and Padlock Policy

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

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

No padlock other than the one issued by the school is to be used on any locker. Any other locking device is subject to destruction without notice. Any lost or stolen padlocks should be reported to the main office.

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

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

### **Residence Change**

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

### **Student of the Quarter**

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

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

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.

### **Theme Nights, Spirit Weeks and Posters/Signs**

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

### **Work Permits**

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

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