2010-11 Student Handbook Review Process

1. List names of any persons who were involved in the process.

NAME	RELATIONSHIP TO SCHOOL (TEACHER, ADMINISTRATOR, PARENT, BOARD MEMBER, STUDENT, ETC.)
SEE ATTACHED LIST	

2. List significant changes to your building student handbook.

Policy Exhibit 7:190-E2 was used as a guide to verify that "Mandatory Notices" were included in the Elementary Handbook. These "notices" were cross-referenced with the existing 2009-2010 Elementary Handbook. Any additions and/or changes being recommended for the 2010-2011 Elementary Handbook are shaded in yellow.

2010-11 Elementary Student Handbook Review Process

NAME	RELATIONSHIP TO SCHOOL
Bill Menendez	Southwest Principal
Nancy Wiese	Millikin Principal
Joni Swanson	Northside Principal
Jack Schlindwein	Northside Principal
Scott Kuffel	District Superintendent
Tracy Yeager	PTA Representative
Tracia VanKlavern	PTA Representative
Abbey Roodhouse	PTA Representative
Misit Manuel	PTA Representative
Lorrie Snodgrass	PTA Representative
Doug Ford	Board Member
Jackie Mickley	Board Member
Curt Frerichs	Board Member
John Puentes	Board Member
Al VanDeWoestyne	Board Member
Christy Coleman	Board Member
Barry Snodgrass	Board Member

2010-2011

Geneseo District 228 Elementary
STUDENT HANDBOOK

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

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 1 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,* 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.

PLEASE REFER TO THE GRADING POLICY FOR MAKE-UP WORK FROM ABSENCES.

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.

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.

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.

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

SCHOOL BREAKFAST AND LUNCH

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

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.
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. Books may be returned before the two week check-out period.
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 bookmarker 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 that 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.

SECURITY CAMERAS

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

GRIEVANCE PROCEDURE

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

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

(Refer to Board Policy 2:260)

INTEGRATED PEST MANAGEMENT

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

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

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

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

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.

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		Grades 3-5	
E = Excellent	A+ = 99-100%	C+ = 83-84%	
	A = 95-98 %	C = 79-82%	
S = Satisfactory	A- = 93-94%	C- = 77-78%	
	B+ = 91-92%	D+ = 75-76%	
N = Needs Improvement	B = 87-90%	D = 71-74%	
	B- = 85-86%	D- = 69-70%	
		F = 65% or lower	

INCOMPLETE WORK

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

MAKE-UP WORK

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

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

PART III RULES AND DISCIPLINE POLICIES

GENERAL RULES 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 to school.
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.

ILLICIT DRUGS AND ALCOHOL PROCEDURE

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

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

GANG POLICY

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

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

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

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

CONSEQUENCES OF DISCIPLINARY ACTION

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

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

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

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

Sample behavior teachers typically expect in their classroom:

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

BUS INFORMATION

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

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

BUS RULES AND DISCIPLINE

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

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

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

Geneseo School District # 228

REQUEST FOR THE ADMINISTRATION OF MEDICINE OR TREATMENT

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

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

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

PLEASE PRINT: The following section MUST be filled out.

Student's Name_____Grade_____School_____

Parent's/Guardian's Name_____Emergency Phone#_____

Disease/Illness Involved_____Medicine/Treatment_____

Dosage and directions for administration at school_____

Discontinue Date_____Possible Side Effects_____

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

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

_____ _____ _____

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

PARENT/GUARDIAN'S REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

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

Physician's Name (*if prescribed medication*)

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

➤_____ _____

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

❖ INHALER /EPINEHERINE PEN RELEASE

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

_____ _____

Parent/guardian Signature Dat

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.