

## NOTES FROM THE MIDDLE SCHOOL HANDBOOK COMMITTEE, MARCH, 2010

Just completed our final handbook meeting for the first version for the board to view. A couple items to note:

- This does not contain a table of contents yet. We will do that once the handbook is complete.
- Does not include forms. We focused on the policy and verbiage.
- It is not aesthetically formatted yet. We will do that before completing the table of contents.
- Has notes for overarching policies that need to be inserted: AUP, athletic code, etc.

Let us know if you have any questions.

**Geneseo Middle School**

**2010/2011 Handbook Draft**

**Version 2**

# WELCOME TO GENESEO MIDDLE SCHOOL

**Principal:** Matt DeBaene

**Associate Principal:** Tom Ryerson

**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.

**Attendance Line:** 945-0111

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

**District Website:** [www.geneleoschools.org](http://www.geneleoschools.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 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. The



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

### **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

### **Notification of Absence**

Students who know in advance that they need to be absent must have their parents sign and return a "Notification of Absence" form. This form may be picked up in the principal's office and returned when complete. (See page 40).

### **Tardiness**

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

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

### **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**

**NOTE: GET FINES, FEES AND CHARGES, WAIVER OF STUDENT FEES, AND APPLICATION FOR FEE WAIVER FROM DISTRICT STANDARD.**

#### **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 \$2.00. 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 \$1.15. 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 Information**

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

REMEMBER: Students who ride a bus to school may not leave the property after their bus has dropped them at the middle school. Students are to report to their designated area when they arrive at the middle school. Please read the list of rules and regulations listed below.

## **Bus Safety Rules**

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

## **Bus Misconduct**

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

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

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

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

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

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

### **Bus Safety Concerns**

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

### **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.

**NOTE: HANDBOOK SHOULD CONTAIN REQUEST FOR ADMINISTRATION OF MEDICINE FORM.**

### **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 a 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.

### **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, the building principal 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 or possessing an electronic paging device.
6. 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.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials.
9. 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.
10. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
18. 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. **1**

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:

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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 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.

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**

**NOTE: INSERT DISTRICT AUP**

## **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**

**NOTE: INSERT NEW 6-12 POLICY**

#### **Sports Physicals**

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

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

Any athlete that is failing 2 or more classes will be ineligible. Eligibility will be calculated each Friday affecting participation for the following week. If ineligible to participate, an athlete is not allowed to travel to events with the team.

#### **Attendance Requirements for 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.