

What do we want to do?	PRIMARY CORE VALUE	Board Policies Addressed	<u>How</u> are we doing?
<i>Review and address literacy needs at the Elementary Schools</i>	Establish High Academic Expectations, Communicate Effectively	1:35-1	Initial training for Lexia and Reading Plus software. Mr. Kuffel meeting with Reading Specialists and grade level representatives to discuss successes and concerns for 2009-10. Dr. Swanson has preliminary outline for professional development for 2009-10.
<i>Review and address literacy needs at the Middle School and High School</i>	Establish High Academic Expectations	1:35-1	8 th Grade Spring EXPLORE tests results received and initial analysis has begun. Used for part of the decision-making process for 9 th grade course placement. Board of Education approving 2 additional staff members at 6 th grade to enable renewing separate Language Arts and Reading courses.
<i>Create State-approved Mentoring and Induction Plan</i>	Establish High Academic Expectations, Create a Safe and Caring Environment, Communicate Effectively	5:30	Mr. DeBaene working on final survey of mentors and protégés. Planning for 2009-10 program with Learning Points underway. Possible use of federal dollars for next year's program.
<i>Develop plans for controlling climate in all schools.</i>	Create a Safe and Caring Environment	4:150	Board finalizing financing for HS air conditioning. Faculty meetings have been conducted and logistics in place for summer work.
<i>Develop Balanced Budget Plan</i>	Responsibly Steward the District's Finances	4:10, 4:20	Initial prioritization has been completed. Amendments for FY 09 Budget in place. Working with auditors currently to address accounting manual changes necessary with federal revenues.
<i>Develop and initiate RtI Plan for the District</i>	Establish High Academic Expectations, Create a Safe and Caring Environment, Communicate Effectively	6:30, but needs review for Policy	Lexia Training was held at end of April at Millikin. Jamestown software training in August. Working towards better understanding of stimulus dollars and how this could impact RtI Implementation.
<i>Improve District-wide Communication</i>	Communicate Effectively	8:10	Superintendent work with School Messenger to address swine flu concerns and protocols. Submitted full page advertisement in "Geneseo Magazine".
<i>Update Administrative Procedures to align with Revised Board Policies</i>	Create a Safe and Caring Environment, Communicate Effectively	3:40, 3:50, 3:60	All of Section 7 and 8 that are necessary for presentation viewed at May 09 Board meeting for Information and Action in June. Procedures Calendar scheduled for presentation in August.

INFORMATION ITEMS

May 14, 2009

6:240	Field Trips
7:15	Student and Family Privacy Rights
7:270	Administering Medicines to Students
8:50	Visitors To The Schools
8:70	Accommodating Individuals with Disabilities
8:80	Gifts to the District
8:90	Parent Organizations and Booster Clubs
8:100	Relations with Other Organizations and Agencies

Instruction

Field Trips

The Board recognizes that field trips **may** provide an effective and worthwhile learning experience for students. Field trips are permissible when the experiences are an **integral** part of the school curriculum and/or contribute to the District's educational objectives.

The Board **allows** field trips to be offered at each grade level, (K—5), at the rate of one per year. **Grades 6—8 may take field trips only with the approval of the Building Principal, and should be kept to one per year. High School field trips must be approved by the Building Principal. All field trips must have the Superintendent or designee's prior approval.**

Those activities involving travel shall be via the school transportation system and be authorized by the Superintendent or Superintendent's designee, **per the associated procedures**. Each trip authorization shall be based on the travel's educational value as well as the safety and welfare of the students involved. **The Superintendent must approve any modifications to the procedures.**

Requirements for District field trips are as follows:

1. All field trips shall be adequately supervised by staff members and other adults.
2. On field trips, a fee to be set by the Superintendent may be charged to help defray the cost.
3. Field trips should be planned where there is minimal expense incurred.
4. Parental permission must be obtained in writing when a field trip is planned.

The teacher shall arrange for the supervision and appropriate study for non-participating students.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

Adopted by Board Action 09/03/1985
Amended by Board Action 08/06/1991
Amended by Board Action 12/03/2001
Amended by Board Action 06/11/2009

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

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

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

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

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students’ Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students’ parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: Protection of Pupil Rights, 20 U.S.C. §1232h.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/1 et seq.
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities)

DRAFT

Adopted by Board Action 06/11/2009

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities 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 and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall 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 policy and its implementing procedures.

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

ADMIN. PROC.: 7:270-AP (Dispensing Medication), 7:270-E (School Medication Authorization Form)

Adopted by Board Action 07/08/1991
Amended by Board Action 03/03/1992
Amended by Board Action 01/05/1993
Amended by Board Action 06/01/1999
Amended by Board Action 05/06/2002
Amended by Board Action 06/11/2009

Community Relations

Visitors To The Schools

The District encourages visits by the parents, citizens, and taxpayers to Geneseo Community Unit School District #228 schools. **The District expects that these visits do not interfere with instruction.** Parents of students attending the school have special rights and responsibilities, in addition to those taxpayers generally, to keep themselves informed as to the day-to-day operation of the schools. In receiving visitors, District personnel shall be cognizant of student welfare and safety and continuity of the educational program. All visitors are expected to report to the Principal's office upon entering the building to:

1. Be approved for the visit, and
2. Receive a visitor's badge.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who:

1. Refuses to provide requested identification;
2. Interferes with, disrupts, or threatens to disrupt any school activity or the learning environment; or
3. Engages in an activity in violation of School Board Policy 8:30, Visitors to and Conduct on School Property.

The Principal shall be responsible for ensuring that parents of students are not only aware of this policy, but that they are cordially invited to visit the school and to thereby develop a spirit of mutual cooperation which will insure the benefit of the students involved. District communication to homes, as well as the use of parent organizations and other school meetings to communicate this policy, are encouraged.

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school.

LEGAL REF.: 105 ILCS 5/24-25.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

Adopted by Board Action 09/03/1985
Amended by Board Action 11/04/2002
Amended by Board Action 06/11/2009

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to illegal discrimination. **When appropriate**, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

- 1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.**
- 2. Institute plans to make information regarding Title II's protection available to any interested party.**

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.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the **Superintendent or designated** Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

Adopted by Board Action 11/04/2002

Amended by Board Action 06/11/2009

Community Relations

Gifts to the District

The School Board accepts gifts from any education foundation or other entity or individual, provided the gift can be used in a manner compatible with the Board's educational objectives and policies. While the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board. All gifts received become the School District's property.

The following guidelines should be used in determining the acceptability of public gifts to the District:

1. Individuals or organizations desiring to contribute money, services or equipment to the District shall consult with the Superintendent or his/her designee regarding the acceptability of such contributions in advance of any solicitation of funds or the making of budgetary appropriations for the gift.
2. Gifts that significantly alter the appearance of the building or grounds of the District or significantly affect the District's curricular or extra-curricular programs shall be presented by the Superintendent or his/her designee for Board approval.
3. Gifts of equipment or services that involve major costs for installation, maintenance, or initial or continuing financial commitments from District funds shall be presented by the Superintendent or his/her designee for Board approval.
4. The purchase of equipment or services on a matching fund basis, (i.e. when part of the cost for services or equipment is paid by an individual or organization and part by the Board from public funds), shall be **presented by the Superintendent or his/her designee for Board approval.**
5. Gifts that result in direct personal gain will be discouraged.
6. Gifts directly involving students that constitute commercial and political advertising will be discouraged.

Such gifts and services shall be acknowledged as follows:

1. When the administration and/or the Board has learned that services and/or gifts have been received by the District, a letter of appreciation from the Board, Superintendent, or designee will be sent as soon as possible to the individual or organization involved.
2. If the nature, size, or scope of a contribution to the District should require additional recognition by the District, such recognition will be determined by Board action.

Adopted by Board Action 03/01/1988

Amended by Board Action 06/11/2009

LEGAL REF.: 105 ILCS 5/16-1.

Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

All plans, fundraisers, and endeavors to be undertaken by booster organizations shall be approved by the appropriate staff, administrator and Superintendent. A copy of the organization's budget shall be filed with the District business manager by February 1, if funding exceeds \$1,000.

Parent organizations and booster clubs are recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Adopted by Board Action 10/01/1991

Amended by Board Action 11/04/2002

Amended by Board Action 06/11/2009

CROSS REF.: 8:80 (Gifts to the District)

Community Relations

Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including **but not limited to:**

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Other school districts
- Local taxing districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

DRAFT

Adopted by Board Action 11/04/2002
Amended by Board Action 06/11/2009

GENESEO HIGH SCHOOL

Activity	Fee
Baseball	25.00
Basketball - Boys	25.00
Basketball - Girls	25.00
Cheerleading - BB	25.00
Cheerleading - FB	25.00
Contest Play	25.00
Contest Play Crew	25.00
Cross Country - Boys	25.00
Cross Country - Girls	25.00
Fall Play	25.00
Fall Play Crew	25.00
FFA	25.00
Football - Frosh	25.00
Football - Soph	25.00
Football - Varsity	25.00
Golf - Boys	25.00
Golf - Girls	25.00
Group Interpretation	25.00
Key Club	25.00
Madrigal	25.00
Maplettes	25.00
Musical	25.00
Musical Crew	25.00
Radio Club	25.00
Scholastic Bowl	25.00
Soccer - Boys	25.00
Soccer - Girls	25.00
Softball	25.00
Speech Team	25.00
Student Council	25.00
Tennis - Boys	25.00
Tennis - Girls	25.00
Track - Boys	25.00
Track - Girls	25.00
Volleyball	25.00
Wrestling	25.00
Yearbook	25.00

GENESEO MIDDLE SCHOOL

Activity	Fee
6th Gr Student Senate	25.00
Band	25.00
Basketball - Boys	25.00
Basketball - Girls	25.00
Builders Club	25.00
Choir	25.00
Cross Country - Boys	25.00
Cross Country - Girls	25.00
Football - 8th Grade	25.00
Scholastic Bowl	25.00
Speech Team	25.00
Track - Boys	25.00
Track - Girls	25.00
Volleyball	25.00
Wrestling	25.00
Yearbook	25.00
Student Council	25.00

This chart indicates all the extracurricular and cocurricular activities that require a fee. One fee payment fulfills the obligation for all the activities for the year that a student may be interested in joining.

For example, a HS student in Maplettes, Band, Musical Crew would still only pay \$25.

There is no longer a Family Cap in place.

2009-2010

Geneseo District 228 Elementary
STUDENT HANDBOOK

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

Welcome to Geneseo District 228

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

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

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

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

ELEMENTARY BUILDING INFORMATION

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

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PART 1 GENERAL INFORMATION

ADMISSION OF PUPILS

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

New students to the district must present a certificate of live birth within 14 days of registration.

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

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

SCHOOL DAY PROCEDURE

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

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

STUDENT ABSENCES

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

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

TARDIES

Students that arrive after the official start time for school will be counted as tardy. (Specific start times are available on the website and on the building specific start and end information.) Students who arrive late due to a medical appointment will not be counted as tardy, **IF** they present the office with a signed doctor's note.

CURRICULUM AND INSTRUCTIONAL MATERIALS

Parents and legal guardians have the right to examine the instructional materials used by their child's teacher. Please contact the building principal to arrange the examination or to discuss matters of academic instruction.

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

IN THE HALLS

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

DRESS CODE

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

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

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

TELEPHONE COMMUNICATION - ABSENCES

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

If a child in grades K-8 is absent from school, and there is no record the absence is for a valid cause and there is no notification the absence has been authorized, the school must, within two hours after the first class, make a reasonable effort to telephone and notify the parent, legal guardian, or other person having legal custody of the child of the child's absence from school. School Code Section 5/26-3b. If within those two hours we are unsuccessful in reaching you, the police may be notified to make a home visit to check on your child's welfare.

SCHOOL VISITATIONS

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

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

State Law mandates that ALL visitors must sign in and out of the office when visiting a school. A "VISITOR ID TAG" will be given to you after you check in. This tag must be worn while you are in the building. When you have completed your visit, please check out and return the tag.

HOMELESS STUDENTS

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

CUSTODY PAPERS

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

SCHOOL BREAKFAST AND LUNCH

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

BIRTHDAY TREATS/INVITATIONS

Students may bring birthday treats for their classmates to enjoy. A note to the teacher before the birthday will help in planning. Gum is NOT permitted as a treat. Invitations to a birthday party are not to be handed out at school unless all students in the class are receiving an invitation. Home addresses and phone numbers will not be provided by the school.

SAFETY FIRST - FIRE DRILLS

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

DISASTER DRILLS

- Plan A - Students should walk quietly out into the hallway and sit on the floor facing the wall with hands clasped over their head.
- Plan B - Students remain quiet in the classroom and sit or kneel under the desk with hands clasped over their head. Pupils sitting near the window should move to another area of the room to avoid the possibility of flying glass.

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

LIBRARY MATERIALS

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

LIBRARY RULES FOR CHECKOUT

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

SCHOOL DISTRICT ORGANIZATION - NONDISCRIMINATION

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

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

STUDENT RECORDS

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

STUDENT SERVICES

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

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

The Geneseo District, acting in accordance with 10ILCS 5/14-6.01, will provide a free and appropriate public education to all eligible students with disabilities. Anyone with questions is asked to contact Special Services at (309) 945-0411.

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

MAINTENANCE OF STUDENT RECORDS

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

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

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

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

SECURITY CAMERAS

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

GRIEVANCE PROCEDURE

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

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

PART II ACADEMIC POLICIES

REPORT TO PARENTS

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

CONFERENCES

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

SCHOLASTIC RECORD - GRADING SCALE

Grades K-2

E = Excellent

S = Satisfactory

N = Needs Improvement

A+ = 99-100%

A = 95-98 %

A- = 93-94%

B+ = 91-92%

B = 87-90%

B- = 85-86%

Grades 3-5

C+ = 83-84%

C = 79-82%

C- = 77-78%

D+ = 75-76%

D = 71-74%

D- = 69-70%

F = 65% or lower

INCOMPLETE WORK

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

MAKE-UP WORK

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

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

PART III RULES AND DISCIPLINE POLICIES

GENERAL RULES

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

DISTRICT #228 ELEMENTARY REGULATIONS

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

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

DISCIPLINE POLICIES

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

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

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

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

ILLCIT DRUGS AND ALCOHOL PROCEDURE

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

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

GANG POLICY

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

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

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

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

CONSEQUENCES OF DISCIPLINARY ACTION

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

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

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

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

Sample behavior teachers typically expect in their classroom:

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

BUS INFORMATION

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

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

BUS RULES

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

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

Students who are found to be guilty of misconduct or a disruptive influence are subject to school regulations, which include possible suspension or exclusion from the privilege of riding a bus.

BUS MISCONDUCT

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

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

The discipline policy listed is cumulative for the school year.

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

PART IV MEDICAL

THE SCHOOL HEALTH PROGRAM

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

1. Provide emergency treatment in the event of an accident.
2. Provide care for a child becoming ill while at school. All ill students must report to the nurse's office - she will decide:
 - a. If the student should rest and try to return to classes.
 - b. If the student should go home. The nurse will make the arrangements for the student to leave.
 - c. If the student is able to participate in full school activities.
 - d. If the student is able to go outside.All of the above are handled by the nurse, unless there is a written order from a medical doctor.
3. Check the reasons for student absenteeism.
4. Maintain up to date health records for each student as required by the State of Illinois.
5. Conduct vision and hearing screening for students in grades pre-K through 12. Vision screening is not a substitute for a complete eye and vision evaluation. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and on file at the school.
6. Weigh and measure students in the fall and spring.
7. Be a resource person to teachers and students.
8. Home visitation - (health and attendance problems).
9. Help with health, social, family history, - information gathering for referral cases.

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

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

MEDICAID FEE-FOR-SERVICE

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

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

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

MEDICAL GUIDELINES FOR COMMON CHILDHOOD ILLNESSES

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

Geneseo School District # 228

REQUEST FOR THE ADMINISTRATION OF MEDICINE OR TREATMENT

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

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

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

PLEASE PRINT: The following section MUST be filled out.

Student’s Name _____ Grade _____ School _____

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

Disease/Illness Involved _____ Medicine/Treatment _____

Dosage and directions for administration at school _____

Discontinue Date _____ Possible Side Effects _____

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

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

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

PARENT/GUARDIAN’S REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

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

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

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

❖ **INHALER /EPINEHERINE PEN RELEASE**

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

Parent/guardian Signature **Date**

PARENTS REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

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

Parent's/Guardian Signature _____ Date _____

For parent/guardian of students with asthma:

I authorize the Geneseo Community District #228 and its employees, to allow my child to possess and use his/her asthma medication 1) while in school, 2) while at a school sponsored activity, 3) while under the supervision of school personnel, or 4) before or after normal school activities, such as while in before school or after school care on school operated property.

Parent's/Guardian Signature _____ Date _____

ADMINISTRATION GUIDELINES FOR PRESCRIPTION AND NONPRESCRIPTION MEDICINES

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

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

The school form includes:

Child's Name

Date of Birth

Licensed prescriber's name and signature

Licensed prescriber's phone/emergency number

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

Date of prescription

Date of order

Discontinue date

Diagnosis requiring medication

Intended effect of medicine

Other medication child is receiving

Time interval of Re-evaluation

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

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

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

Parents are to complete the information on the school health form with signed permission for the administration of medicine.

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

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

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

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

GENESEO MIDDLE SCHOOL

2009 – 2010

Student Handbook

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Geneseo Middle School Song

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

PART I

GENERAL INFORMATION

BEFORE SCHOOL PROCEDURES

Students who walk or are driven to school should not be on school property before 7:45 a.m. Students who ride the bus may not leave school grounds after their bus has dropped them at the Middle School. **To help alleviate congestion in the parking lot and to ensure student and driver safety, parents who drive their students to school are asked to drop them off near the office doors.**

7th and 8th Grade Students:

Upon arriving at school in the morning, all 7th and 8th grade students shall report to the **west** parking lot. Students are not to congregate on the east, north, or south sides of the building. 7th and 8th grade students who wish to enter the building must use the **west** doors. ~~7th and 8th grade students who wish to study before school will sit in the cafeteria.~~ 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 ~~problems~~ **concerns**. Permits will be honored ~~only~~ between 7:45 and 8:10 a.m. only.

6th Grade Students:

6th grade students will enter the middle school using the southeast entrance into the 6th grade hall, **at the east end of the 6th grade hall building.** The 6th grade control teacher will be stationed at the ~~southeast~~ entrance and direct the students to their morning station. **Students wishing to work with a teacher must have a pass from that teacher or a note from their parent. Students are encouraged to obtain permits from teachers on the previous day to gain assistance with academic problems. Permits will be honored only between 7:45 and 8:10 a.m.** Students in an unauthorized place will be assigned disciplinary time.

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

Breakfast:

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

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

AFTER SCHOOL PROCEDURES

7th and 8th Grade Students:

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

6th Grade Students:

Students are to leave the building at the end of the school day. Bus riders have 5 minutes to board their buses. All 6th grade students, whether walkers or bus riders, are to exit out the **south/main office** doors. ~~(near the office).~~ Bus riders will follow the sidewalk to the buses. They are to wait on the sidewalk until told to board the buses. **Only students supervised by a teacher or coach are allowed in the building after 3:30 PM.**

BUS INFORMATION

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

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

Please read the list of rules and regulations listed below.

BUS SAFETY RULES

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

7. Students must be absolutely quiet at railroad crossings.
8. Students will board the bus at the first opportunity to do so and will not leave the bus until they arrive home or at the designated unloading point.
9. Students must have a note from parents requesting permission for their child to leave the bus at any point other than at home.
10. Students must ride ONLY the bus assigned.
11. Students will be discharged ONLY at the school they attend in the morning.
12. Each bus will furnish a waste box. Materials are not to be thrown on the floor or out the windows.
13. Insubordination by students to drivers will not be tolerated.
14. Intimidation of a student by another student will not be tolerated.
15. All bus riders must line up for buses and remain in line until aboard. When waiting for the bus, students should not move until the bus is stopped and the driver opens the door for them. When entering or departing the bus, students may not cross the road until receiving the "**thumbs up**" signal from the bus driver.
16. ALL safety rules must be honored. National, State, County, school district and bus driver safety rules are designed for the health and safety of all bus riders and must be obeyed.
17. DO NOT tamper with any safety device on a school bus unless instructed by your driver. (i.e. crossing arms, emergency doors, fire extinguishers, etc.)

BUS MISCONDUCT

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

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

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

The discipline policy listed is cumulative for the school year.

In all cases, the building principal has the discretion to omit progressive disciplinary steps listed

above if the misconduct is deemed to be of a serious nature. Examples of serious misconduct are, but are not limited to fighting, fire or open flame on the bus, injuring another student, tampering with safety devices, and gross insubordination.

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

BUS SAFETY CONCERNS

For bus complaints or problems that are related to safety, please use the Safety Concern form that is found in the Student Handbook (pg. 41) or in the school office. If you have a bus complaint that is not related to safety, please call Pinks Bus Company at 944-6417. If the problem is not explained or resolved at that level, please call the Unit Office at 945-0450.

DRESS CODE

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

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

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

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

CAFETERIA

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

Families wishing to inquire about free or reduced lunch should contact the district office at 209 S. College Avenue.

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

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

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

8 th Grade Lunch	12:04 – 12:34
6 th Grade Lunch	11:47 – 12:17
7 th Grade Lunch	11:10 – 11:40

There are three lines open to students in the cafeteria: two main hot lunch lines and the Snack Bar line. All students may purchase food items from any of these lines.

HOT LUNCH LINE:

The hot lunch choices are posted each day on the menu board in the cafeteria. Students are given a choice of entree and side dishes. Pizza is available on Tuesdays and salads are available Monday, Tuesday, and Thursday. A full lunch consists of one entree, two side dishes, bread and milk.

Any student wanting to purchase a hot lunch or breakfast must bring money in before school and complete the proper envelope. The money will be placed in a family account. A family can turn in one check for all students purchasing meals in the district. **Parents also have the option of paying their lunch account online through Family Access.** A notice will be sent home with the youngest student when the account balance drops below \$10.00. The cost for a hot lunch is \$1.85 and \$1.00 per breakfast. Hot lunch items may also be purchased individually at the ala carte prices. Milk is available for \$.30. Each student will be issued a PIN number to be used at the cashier when purchasing a breakfast or lunch.

SNACK BAR LINE:

The *Snack Bar* is also open to all students. Ice cream, fruit beverages and other nutritious snacks may be purchased on a cash only basis.

BREAKFAST

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

DANCES

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

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

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

Participation at dances is a privilege. Students who have unserved disciplinary time or who have had excessive referrals for tardies and/or class disruption will not be allowed to attend dances. All school rules and policies (including dress code) apply during dances. Gowns and formal wear are strongly discouraged. Please refer to the dress code policy ~~on page 4~~ for more information.

EMERGENCY WARNING AND DRILLS

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

LOCKERS

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

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

LOST AND FOUND

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

MEDICINE

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

PRESCRIPTION MEDICINE

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

1. The medication must be brought to the nurse or principal's office by the parent or guardian.
2. The medication must be in the container labeled by the pharmacy or physician with the student's name, name of the drug, dosage and time interval in which medication is to be taken.
3. Parents/Guardians must submit a Doctor's written order to administer medication (see page 40).
4. Parents/Guardians must sign a written request and consent to administer medication form (see page 40).
5. The remaining medication or the empty container must be picked up by the parent/guardian at the end of the treatment or the end of the school year (whichever comes first). If they are not picked up, the Health Aide in the presence of a witness will discard them.

NON-PRESCRIPTION MEDICINE

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

1. The medication must be brought to the nurse or principal's office by the parent or guardian.
2. The non-prescription medication must be in the manufacturer's original package labeled with the student's name.
3. The choice of the dosage is the responsibility of the parent/guardian.

4. Parents/Guardians must complete the district's "Request for the Administration of Medicine or Treatment" form (see page 40).
5. Parents/Guardians must sign a written request and consent to administer medication (see page 40).
6. Medication or the empty container must be picked up by the parent/guardian at the end of treatment or the end of the school year (which ever comes first). If they are not picked up, the Health Aide in the presence of a witness will discard them.

MEDICAID FEE-FOR-SERVICE

The Geneseo School District intends to claim Medicaid funds available for therapy and diagnostic services provided to eligible children. Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Unless you as a parent object in writing, the Geneseo Unit #228 will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or any time in the future. If you do not object to this release of information related to Medicaid claims for your child, you do not have to do anything.

VISION SCREENING

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

INSURANCE

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

PHYSICAL EDUCATION

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

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

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

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

RADIOS, CD PLAYERS, ETC.

Student possession or use of radios, tape players, CD players, electronic beepers, video games or pens, Gameboys, MP3 players or other electronic devices is prohibited at school are not allowed to be used during school hours. (8:15-3:15) These items need to be turned off and remain in school lockers during school hours. Such objects will be confiscated and held in the school office until the end of the day. If these items are confiscated at school a second time, they will not be returned until a parent or guardian comes to pick them up.

CELLULAR TELEPHONES

In order to alleviate disruption to the educational program, cell phones shall be turned off and put away upon entry into the school and remain in school lockers during the school hours. (8:15-3:15) In the morning, before school, cell phones are not to be used on the school grounds and continue to not be used until 3:15 p.m. At that point, cell phones may be used outside or in the west and south vestibules, NOT IN THE HALLWAYS. Student cell phones shall not be turned on or used during any indoor extra-curricular activities.

Violation of this will result as follows:

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

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

LASER POINTERS

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

BICYCLES

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

ROLLER SKATES/BLADES/SHOES WITH WHEELS

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

SAFETY CONCERNS/RECOMMENDATIONS

Students, parents, or staff members who have concerns related to safety in any area related to the school are asked to report them immediately. For your convenience a Safety Concerns/Recommendations form is in this handbook (pg. 41) or can be picked up in the office.

SKATE BOARDS AND SCOOTERS ARE NOT ALLOWED ON SCHOOL GROUNDS.

SNOW/SNOWBALLS

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

CHEATING/PLAGIARISM

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

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

SPORTS AND STUDENT ACTIVITIES

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

ACTIVITIES AVAILABLE

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

Any student who wishes to participate in a middle school athletic activity will be required to pay a \$25 activity fee per sport. There is a maximum charge of \$100 per family (which combines activity fees paid at both the high school and middle school for students in the same family).

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

SPORTS PHYSICALS

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

ELIGIBILITY REQUIREMENTS FOR INTERSCHOLASTIC ACTIVITIES

Any athlete must be passing a minimum of five classes to be eligible to participate in the activity. that is failing 2 or more classes will be ineligible. Eligibility will be calculated each Friday affecting participation for the following week. If ineligible to participate, an athlete is not allowed to travel to events with the team.

ATTENDANCE REQUIREMENTS FOR CO/EXTRA-CURRICULAR ACTIVITIES

In order to participate or attend any after-school or evening activities, 7th and 8th grade students must attend all of their classes from fourth period through the end of the day. 6th grade students must attend all of their classes from lunch through the end of the day.

PERMISSION TO RIDE WITH PARENTS FROM CO/EXTRA-CURRICULAR ACTIVITY

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

STUDENT COUNCIL AND 6TH GRADE SENATE

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

RE/AL

Read Everyday/Academic Lab

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

Read Everyday

Each student registered for RE/AL Time will bring a book and will read silently for the first 15 minutes of the period. ***Read Everyday*** is an extension of the DEAR or STAR programs in grades K-5.

Academic Lab

Each student registered for RE/AL Time will spend the last 27 minutes of the period in ***Academic Lab***.

Academic Lab will be used by the student to:

1. ***Start homework assignments***

2. Study for tests
3. Do library research

The following rules exist to ensure the best possible use of *Academic Lab*:

1. Students may not talk in *Academic Lab* without permission of the teacher.
2. Students must be in their seats when the bell rings to begin the period.
3. Students cannot leave their seats at the end of the period until dismissed by the supervisor.
4. Students should not sharpen pencils during the period. This must be done between periods.
5. Students may not sleep, eat or chew gum in *Academic Lab*.
6. Students should work as quietly as possible so they do not bother their neighbors.
7. Students should read materials in the *Academic Lab* that are directly related to classroom work.

TEXTBOOKS

One of the greatest aids in learning will be a student's textbook. Use each text on a daily basis. Read and reread your assignments as often as time allows. Take care of your assigned texts. They are expensive, often costing ~~\$40.00-\$60.00 each~~ up to \$80.00 each. Do not write in texts unless your teacher gives permission. Carry papers in a notebook, not in a textbook. Textbooks must be covered if required by the teachers. Students are responsible for the cost for repair and/or replacement of damaged textbooks.

TRANSFERS

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

VISITORS

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

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

PART II

ACADEMIC POLICIES

GRADES AND CREDITS

The school year is divided into four grading periods, two each semester. Grade reports are sent home after each of the four grading periods. The basic factors, which determine grades, are daily work, homework, quizzes, tests, and reports. The grading system is as follows:

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

GRADING SCALE

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

HONOR ROLLS

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

FIRST HONOR ROLL - grade average of 3.50 to 4.00

SECOND HONOR ROLL - grade average of 3.00 to 3.49

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

ACADEMIC RETENTION/PROMOTION POLICY

1. Promotion
Students who successfully complete their academic work for the school year will be promoted to the next grade level.
2. Retention
Students who have failed five or more semesters of their academic subjects during one school year are eligible for retention at the same grade level.

PARENT/TEACHER CONFERENCES

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

REPORT CARDS

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

BAND/CHOIR POLICY

6th GRADE MUSIC EVENTS

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

GRADED 6TH GRADE BAND EVENTS

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

GRADED 6TH GRADE CHOIR EVENTS

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

NON-GRADED 6TH BAND EVENTS

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

NON-GRADED 6TH CHOIR EVENTS

- *Victorian Walk
- *Summer Lessons

7th/8th GRADE MUSIC EVENTS

A fine arts calendar with specifics dates and information about each event will be

distributed to all students at the beginning of the school year.

GRADED 7TH/8TH BAND EVENTS

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

GRADED 7TH/8TH CHOIR EVENTS

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

NON- GRADED 7TH/8TH BAND EVENTS

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

NON- GRADED 7TH/8TH CHOIR EVENTS

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

CO-CURRICULAR ACTIVITIES

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

VALID EXCUSES FOR ABSENCE ARE: Confining illness, death in the family, a conflict with another Geneseo school activity, or a religious holiday. Valid excuses (1) illness and (2) death in the family will require a verifying written notice signed by member and parent or guardian to be submitted upon return of the student.

GRADING:

35% REHEARSAL

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

25% PERFORMANCE

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

NOTE: This is not an attendance grade.

Punctual for every performance without unexcused absences. To receive an excused absence, for any reason, the director must be notified one week prior to the performance. For excused and unexcused absences, make-up opportunity is provided upon request of the student.

40% INDIVIDUAL ASSESSMENTS

- A. Lesson assessment includes: sight-reading, assigned performance music, and the musical elements of tone quality, rhythm, musicianship, intonation, technique, terminology, articulation, etc.
Individual assessment will measure individual improvement and not be scored in a comparative nature.
- B. Written homework, papers, quizzes, tests, practice cards, where applicable.

ELECTRONIC NETWORK OVERVIEW

INSTRUCTION - ACCESS TO ELECTRONIC NETWORKS

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

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

CURRICULUM

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

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

ACCEPTABLE USE

All use of the District's electronic network must be: 1) in support of education and/or

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

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

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

LEGAL REF.: 7:20 ILCS 135/0.01
ADOPTED BY BOARD ACTION 09/01/98

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

Dear Parent(s)/Guardian(s):

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

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

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

THE SIGNED AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS NEEDS TO BE RETURNED TO THE SCHOOL OFFICE NO LATER THAN SEPTEMBER 8, 2006. (See page 42).

The District takes precautions to prevent access to materials that may be defamatory,

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

INSTRUCTION - AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each Student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. Please read this document carefully before signing.

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

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be a) for the purpose of education or research, and be consistent with the educational objectives of the District, or b) for legitimate business use.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s), building principal or his designee, will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his, her, or their decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space and bandwidth.
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individual(s);
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his or her consent;
 - j. Posting anonymous messages;
 - k. Using the electronic network for commercial or private advertising;

- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the electronic network while access privileges are suspended or revoked.
 - n. Students may not create or access an individual e-mail account through such places as Hot Mail.
 - o. Students may not use instant messaging, such as Microsoft Instant Messenger
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who backup and/or operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.
 - e. Do not use the electronic network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the electronic network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, nondeliveries, missed-deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. Security - Electronic Network security is a high priority. If the user can identify a security problem on the Internet, he/she must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the electronic network as a system administrator will result in cancellation of privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for unauthorized charges

or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - d. Student work may only be published if there is written permission from both the parent/guardian and student.

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

PART III

ATTENDANCE POLICY

~~Both students and parents are encouraged to read this section carefully and become familiar with the regulations governing the student body.~~

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.

~~Any absence from school is serious and should be considered carefully. If a student is absent more than fifteen (15) days of the current school year, a conference between the parent, the nurse, and the principal will be held to discuss the situation.~~

~~For the sake of their child's education, parents are asked to make every effort to avoid appointments or vacations on school time. Vacation days will be unexcused. If unexcused days exceed 10% of the past 180 school days, the Henry County Truant Officer will be notified. Homework and tests that are missed during these days must be made up.~~

There are three classifications of absence from school:

1. Excused Absence
2. Unexcused Absence
3. Truancy

Excused Absences are those that are caused by illness, emergencies, family business, medical appointments, religious holidays, etc. **When students are out of school for more than four consecutive days due to a medical condition, a written notice from a doctor may be required. Such notice must indicate the number of days that the student needed to be gone from school. If such notice is not submitted to the attendance office upon the student's return to school the absences will be considered unexcused.**

Unexcused Absences are those with parent knowledge, but which are not caused by illness or a personal or family emergency (e.g.: disciplinary suspension). Vacation days

are unexcused absences. If unexcused days exceed 10% of the past 180 school days, the Henry County Truant Officer will be notified.

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

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

MAKE-UP WORK POLICY

EXCUSED ABSENCES

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

UNEXCUSED ABSENCES

Students receiving an unexcused absence are responsible for contacting their teachers regarding work missed. The student will be allowed two school days to make up the work missed for each day absent. A maximum of five school days will be allowed to make up work regardless of the length of unexcused absence. The individual teacher will determine the make up assignment, with any additional work deemed necessary. The work turned in will be graded by the teacher and will replace the zero grades in the teacher's grade book.

NOTIFICATION OF ABSENCE

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

TARDINESS

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

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

PART IV

DISCIPLINE POLICY

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

DISCIPLINARY ACTION

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

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

DISCIPLINARY DETENTIONS

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

Disciplinary time may be served from 7:45 to 8:15 a.m. or 3:20 to 3:50 p.m. Students wishing to serve morning disciplinary time must enter the detention area through the west doors. A minimum of 10 minutes of morning disciplinary may be served at a time.

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

DISCIPLINARY ISOLATION

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

Disciplinary Isolation will be used when the administration deems necessary.

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

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

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

SUSPENSIONS

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

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

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

GROUPING LEVELS OF DISCIPLINARY INFRACTIONS:

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

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

Public Displays of Affection.

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

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

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

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

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

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

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

Continuation of unmodified Level II Acts of Misconduct
Use of tobacco (2nd or more offense)

Possession, use, or under the influence of alcohol/drugs	
Fighting	Vandalism
Attempted extortion	Trespassing
Stealing (major or habitual)	Gross disrespect
Insubordination	Bullying/intimidation

Tobacco Violation

Students are not to **use or possess** tobacco products or paraphernalia in the school building, on the school grounds or on any school-related field trip or activity. Students who violate this rule will receive the following disciplinary action:

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

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

Fighting

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

Closed Campus Violation

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

Dangerous Misconduct

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

Truancy-Skipping School

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

Threats

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

1st offense - 1 to 3 day suspension

2nd offense - 5 to 10 day suspension
Parent conference required

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

Harassment

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

Bullying

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

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

Sexual Harassment

It is the policy of this school district to provide an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. This definition of sexual harassment includes but is not limited to the following behavior: unwanted sexual behavior such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape and/or rape. **This harassment also includes "sexting", as commonly referred to instances of emails or text messages containing photos or content of a sexual nature.** Students who feel aggrieved because of sexual harassment should contact the principal (School Board Policy 500.20; adopted 3/5/91)

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

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

- Continuation of unmodified Level III Acts of Misconduct
- Furnishing or selling controlled substances (drugs, alcohol, tobacco)
- Possession of, use of, or solicitation to buy or sell weapons
- Making bomb threats
- Threatening others, including teachers
- Setting fires

Setting false fire alarms	Molesting
Destructing or taking personal property of others with or without force or violence	
Possession and/or sale of stolen property	
Battery, physical confrontation	Gross disrespect
Fighting	Gross insubordination
Sexual harassment	Theft
Undesirable conduct at school activities	Failure to report to office
Tampering with school records	
Other acts of misconduct that are seriously disruptive and/or create a safety hazard to students or staff, or to personal property and/or school property	

Possession of a Weapon

The use or possession of any weapon on school property or at school events will not be tolerated. Weapons include, but are not limited to, guns (including pellet and BB guns), knives of any size, explosives of any size, mace, look-alike weapons and any other item, which, while not designed as a weapon, is used as a weapon. **Possession of a weapon will result in a suspension or recommendation for expulsion from school.**

DRUG AND ALCOHOL DISCIPLINE POLICY

The **SALE or DELIVERY** of any controlled substance, alcohol, prescription or non-prescription drugs, "look-alike" drugs, drug paraphernalia, or other controlled substance (regardless of quantity) in or on school property or at any school-related activity will not be tolerated. Any violation of this rule will result in a ten-day (10) suspension from school and a recommendation to the Board of Education for expulsion. The student involved will be turned over to the civil authorities for criminal prosecution.

The **USE, POSSESSION, OR BEING UNDER THE INFLUENCE** of drugs, narcotics, "look-alike" drugs, or alcohol, and/or possession of drug paraphernalia in or on school property at any time or at any school-related activities is strictly prohibited. This includes the misuse/abuse of prescription medications and the possession of prescription or over-the-counter medication without proper documentation. Students violating these rules may have the following consequences:

FIRST OFFENSE

1. Up to a ten (10) day suspension from school.
2. The student involved may be turned over to the civil authorities.
3. A report of the incident will be forwarded to the District Office for evaluation.
4. The student will undergo a chemical dependency assessment, performed at a community agency. The student will comply with the recommendation of the assessment. It is the student's and his/her parents/guardian's responsibility to contact the agency and must be enrolled in the program before the end of the suspension period. Verification of enrollment must be given to school administration. The Geneseo School District will pay \$75 toward the cost of the assessment and follow-up.

5. Following the suspension, a parent conference must be held before the student may be readmitted to school.
6. This step reflects one (1) offense per building enrollment, not one (1) offense each school year.

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

REPEAT OFFENSE

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

GANG POLICY

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

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

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

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues;
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature;
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang or secret society;

6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang or secret society;
7. Engaging in any activity (or omission) intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to represent or act like a member of a gang or secret society; or
8. Any act or activity which violates any law or any policy of Geneseo School District No. 228 when such act or activity is taken to further the interests of a gang or secret society.

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

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

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

PART V

ATHLETIC POLICY

ATHLETIC POLICY

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

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

4th Offense: The student will forfeit the remainder of his/her Middle School Athletic eligibility.

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

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

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

PART VI

SUSPENSION

GENESEO SCHOOL DISTRICT

PROCEDURAL PROTECTIONS

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

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

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

CROSS REF.: 710.13.715.05

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

PART VII

EMERGENCY HEALTH SERVICES

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

CHILD ABUSE – (physical, sexual, or neglect)

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

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

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

DRUG/ALCOHOL ABUSE

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

SUICIDE

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

RUNNING AWAY

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

EMERGENCY SHELTER FOR FAMILIES

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

ADOLESCENT/FAMILY COUNSELING

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

PART VIII

NON-DISCRIMINATION POLICIES AND PROCEDURES

SCHOOL DISTRICT ORGANIZATION

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

Specifically, Geneseo Community Unit School District #228 shall:

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

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

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

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

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

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

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

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

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

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

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

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

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

Illinois Public Act 79-597

Title IX of the 1972 Education Amendments

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

ADOPTED BY BOARD ACTION 11/7/91

AMENDED BY BOARD ACTION 3/3/92

PART IX

STUDENT RECORDS PARENT ACCESS

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

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

The materials that shall be provided are:

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

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

ADOPTED BY BOARD ACTION

REQUEST FOR THE ADMINISTRATION OF MEDICINE OR TREATMENT

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

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

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

Please print: Student's name _____ Grade _____

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

PHYSICIAN'S REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

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

Discontinuation date _____ Possible side effects _____

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

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

Physician's Signature _____ Telephone # _____ Date _____

PARENTS REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

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

Parent's/Guardian Signature _____ Date _____

For parent/guardian of students with asthma:

I authorize the Geneseo Comm. District #228 and its employees, to allow my child to possess and use his/her asthma medication 1) while in school, 2) while at a school sponsored activity, 3) while under the supervision of school personnel, or 4) before or after normal school activities, such as while in before school or after school care on school operated property.

Parent's/Guardian Signature _____ Date _____

PART X

NOTIFICATION OF ABSENCE

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

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

Teacher

Grade to date

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

The reason for this absence is: _____

(signature of parent or guardian)

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

PART XI

REPORT OF SAFETY CONCERN/RECOMMENDATION

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

YOUR NAME _____ DATE _____

Street Address _____

City/State/Zip _____

Phone Number Home _____ Work _____

REPORT INFORMATION

Date problem occurred _____ Personally Observed (Yes No)

Location _____ Time _____

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

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

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

OTHER COMMENTS or RECOMMENDATIONS:

RETURN TO ANY BUILDING PRINCIPAL

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

Signature

ACKNOWLEDGEMENT OF ACCEPTABLE USE POLICY

(Required if the user is a student):

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

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

Date: _____

PARENT/GUARDIAN NAME - Printed

STUDENT NAME - Printed

SIGNATURE: _____
(Parent/Guardian)

SIGNATURE: _____
(Student)

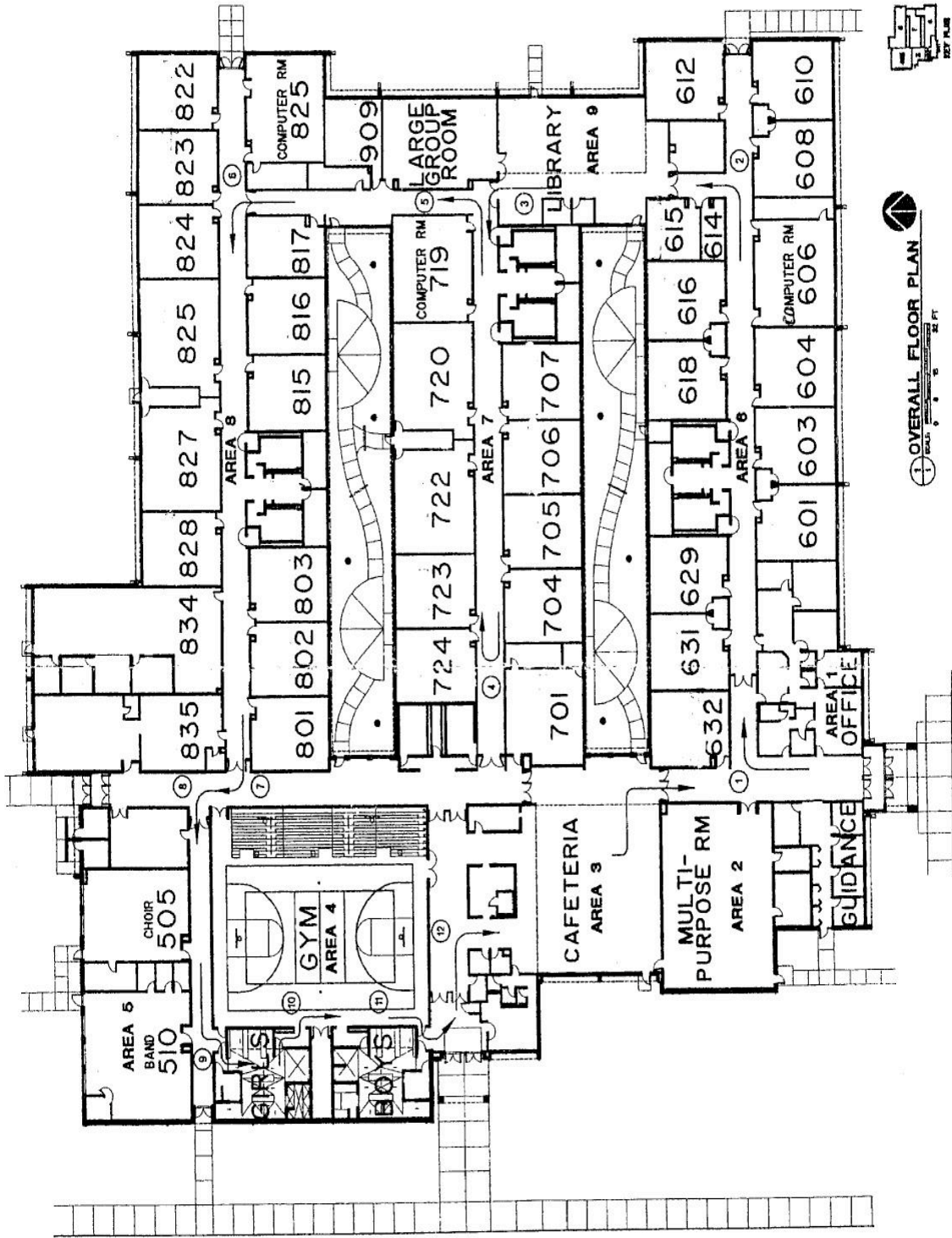
H.S. graduation year

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

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

Thank you,

Matt DeBaene
Principal



MEMORANDUM

To: Board Presidents, Superintendents and
IASB Member Districts

From: Dr. Michael Johnson, Executive Director
Illinois Association of School Boards

Date: April 1, 2009

Plans are well underway for the 2009 Annual IASB/IASA/IASBO Conference. The IASB Delegate Assembly will be held in conjunction with the annual conference, November 20-22, 2009, to conduct the annual business of the Association. One of the most important components of that meeting is the consideration of resolutions submitted by member boards. Enclosed are copies of the Resolution submission form to be used this year. As an Active Member of the Association, your board is invited to submit proposals for:

- *New IASB Resolutions;
- *Amendments to existing Position Statements;
- *Reaffirmation of existing Position Statements; or
- *Belief Statements

The submission deadline is Wednesday, June 24, 2009. However, earlier submission will allow our staff to better serve you in preparing background material for the Resolutions Committee. IASB staff will review each proposal and consult with your board representative and/or superintendent. Should you wish to appear before the Resolutions Committee, meetings will be scheduled to provide that opportunity. While anyone selected by your board is welcome at these meetings, at least one board member must be present to speak to the resolution.

The resolutions process is one of the most important undertaken by your Association. The decision of the Delegate Assembly regarding proposed resolutions determines our future direction. It is important that all participate in this process. If you have questions please contact your Division representative to the Resolutions Committee (list enclosed) or our Governmental Relations Department staff in Springfield. Thanks for your continued interest and support.

PLEASE REPLY TO:

2921 Baker Drive
Springfield, Illinois
62703-5929
217/528-9688
Fax: 217/528-2831

One Imperial Place
1 East 22nd Street
Suite 20
Lombard, Illinois
60148-6120
630/629-3776
Fax: 630/629-3940

OFFICERS

Mark C. Metzger
President

Joseph Alesandrini
Vice President

Carolynne Brooks
Treasurer

Marie Slater
Immediate Past President

Michael D. Johnson, Ed.D.
Executive Director

RESOLUTION

2009 Delegate Assembly

INSTRUCTIONS:

1. Use a separate form for each resolution or amendment.
2. Submit a typed original copy of the completed form to:

IASB RESOLUTIONS COMMITTEE
Ben Schwarm
2921 Baker Drive
Springfield, Illinois 62703-5929

<i>Rec'd</i> _____, 2009
<i>Resolution No. 01</i> _____
<i>Notified</i> _____, 2009

Resolutions must be postmarked by: **Wednesday, June 24, 2009**

3. Include the name, address and day telephone of a board member to be contacted regarding the resolution.
4. Retain a file copy.
5. Submit any additional supportive material as an attachment. Do not use the back of this form. Attach additional pages if necessary.

District Name _____ District Number _____

Board Member Contact _____ Telephone _____

e-mail address _____

Mailing Address _____ City _____ Zip _____

Superintendent _____ Telephone _____

e-mail address _____

District Address _____ City _____ Zip _____

Check one: New Resolution Amendment to a Position Statement Reaffirmation Belief Statement

Statement of Resolution:

Be it resolved that the Illinois Association of School Boards shall:

Statement of Rationale:

Approved by vote of the Board of Education on _____, 2009

Signed (Board President or Secretary) _____



TO: School Board Secretary/Clerk

SUBJECT: Board Member Changes Resulting from Recent Elections

*Excellence and Equity in
Public Education through
School Board Leadership*

Our records indicate that your school district recently held a board election. In order to ensure that your superintendent and all your board members receive *School Board News* and other subscription benefits and services in the National Affiliate Program, please revise the attached roster as necessary. Be sure to include your school district's FAX number.

Please list new board members on a separate sheet of paper or at the bottom of the roster if space permits; and mark one line through the name of any member no longer holding a board seat. Since we need to read the names you are deleting, do not "white-out," "x-out," or put a label over an existing name.

Also, please make sure to designate which individual is your Board President or Chairman.

The designation "****" should appear beside the name of the board member who serves as your representative to the National Affiliate Advocacy Network (NAAN). Your designee serves as a liaison between your board and NSBA's Advocacy Office and receives briefing papers and calls to action on national education issues that impact your district. Please take this opportunity to verify your NAAN representative. If no one is currently designated please use this symbol "****" to indicate your selected representative. Please, also be sure to provide a fax number of the NAAN representative, if possible, so this person can receive urgent fax alerts.

We'd also like to know the name for the professional staff person in your district whose responsibility it is to support the school board's business and activities. That way we can direct our requests directly to the correct person. If we've gotten this name from you before, it will be listed after the superintendent on the roster. If we have not gotten it before, there is a place at the end of the roster for you to add it.

If the list is correct, please fax us back the first page of the rosters marked "ALL CORRECT".

Please fax your completed School District Roster Update to (703) 519-6497 Attention: Jennifer Pocai. If you need to contact me, I can be reached at (703) 838-6154 or jpocai@nsba.org.

Thank you for your assistance.

Sincerely,

Jennifer Pocai
Data Entry Assistant



Recognition of Geneseo District #228 Teacher Retirees

Honoring these individual teachers/administrators for their dedication to
Geneseo Community Unit School District #228

Claris Anderson

Karen Brookens

Tom Domino

Barbara DuBurg

Pam Edwards

Pam Frederich

Sue Garlick

Kim Kvelland

Kris Kroener

Jeff Orton

Mary Orton

Susan Rehn

Becky Rowe

Janis Smith

Geneseo Middle School Cafeteria, Monday, June 8, 2009

7:30 a.m. Light Breakfast, recognition of Retirees immediately following

Sponsored by the Board of Education and G.E.A.