Handbook Changes for the 2021/2022 School Year

Suggested Revision	Explanation of Change	Recommended By:
Cover	**Delete School Year:** "2020 – 2021" **Change School Year to:** "2021 - 2022"	
Index: ***Page 4***	**Change School Year to:** "2021 – 2022"	
Bell Schedules ***Page 10***	**Change School Year to:** "2021 – 2022"	
Transportation & Parking ***Page 17***	**Item #20 change to read:** "Cell phones and electronics should never be used for videos, photos, phone calls, or music without headphones, always following GHS acceptable use guidelines. Any inappropriate use of an electronic device will include disciplinary action enforced by bother Pink's and GHS policies."	
Parking ***Page 18***	**See changes in red in paragraph 1 and 2**	
Student Medication ***Page 20***	**Delete:** "and/or energy drinks"	
Bullying, Cyber-bullying, Intimidation, & Peer Harassment ***Page 29***	**Insert:** "bullying through Social Media"	
Page 30	**Change second paragraph, second sentence to read: "**Students are encouraged to report to a staff member with whom they feel safe speaking to, with the understanding that the staff member is required to inform a school administrator regarding the report.	
Library ***Page 36 & 37***	**Insert:** "There are no overdue fines for late books, but there are replacement fees for lost or damaged books. Students with overdue or lost books may have library privileges temporarily suspended." "Students may access the GHS Library site from the district website under "Library Services", or they may go directly to https://www.geneseoschoollibrary.org. At the GHS Destiny Discover homepage, students can access the catalog, ebooks, subscription databases, and many additional online resources. Remote access codes for these resources can be picked up in the high school library, or students may access a document using the online password with their geneseoschools.org account from the library home page." **Delete:** last paragraph	
GHS Dance Policy ***Page 50 & 51***	**Change bullet point 3 to read:** "The guest form will verify that the guest meets the following qualifications for dances:" "If the guest is a high school graduate, they need to have graduated the previous school calendar year and be a graduate of Geneseo High School." "Home-schooled students must be registered as "Home-schooled" within the Geneseo School District to attend as a guest of a current Geneseo High School student." **Delete:** last bullet point **Delete:** "open only to" **Change item #10 to read:** "Mid-year or early graduates of GHS will not be allowed to attend any high school dance unless they are a guest of a current GHS student and meet the guest qualifications."	

GENESEO HIGH SCHOOL

STUDENT / PARENT HANDBOOK

2021 - 2022
SCHOOL YEAR

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Geneseo High School
700 N. State Street
Geneseo, IL 61254
309-945-0399

www.geneseoschools.org

Handbook Disclaimer

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

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

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Core Values of District #228

- ***Setting high expectations for achievement***
- ***Safe and caring learning environment***
- ***Effective and efficient operations***
- ***Stewards of the District's finances***

Mission Statement of Geneseo High School

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

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GENESEO HIGH SCHOOL SONG

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

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

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

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CHAPTER 1: Introductory Information & General Notices

General School Information

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

648 N. Chicago St.
Geneseo, IL 61254
(309) 945-0450

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Visitors

Between the hours of 8:00 a.m. to 3:00 p.m., all doors to the school will remain locked. All visitors, including parents and siblings, will be required to report to the main door of the school building to be allowed entrance by the electronic lock system and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

REF: Board Policy 8:30, *Visitors to and Conduct on School Property*

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: ***Mr. Travis Mackey, Principal, at 309-945-0301***.

REF: Board Policy 7:10, *Equal Educational Opportunities*
REF: Board Policy 2:260, *Uniform Grievance Procedure*

Emergency School Closings

In cases of bad weather and other local emergencies, closing information will be listed on the District #228 website, announced through the School Messenger system, and posted on Social Media. Parents also have the option to sign up (opt in) for 'text message alerts' via Skyward at www.geneseoschool.org. You may also check local television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as early as possible.

If bad weather or another emergency occurs during the day, we will follow the same procedure as listed above. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

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

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In the case of a 2-hour late start, GHS doors will open at approximately 8:00 am. A "hot" breakfast will not be available on late start days. A "cold" Ale Carte selection will be available at 9:30 am. Early Bird classes and AM Detention will be cancelled on a 2-hour delay day. Please refer to the 2-hour late start schedule on page 10 in this Handbook.

REF: Board Policy 4:170, *Safety*

Emergency Warnings – Fire and Tornado

The **fire alarm** is sounded continuously. Students must leave by the nearest exit. The **tornado alarm** is a "siren" sound. Students are to move to the nearest inside hall, kneel facing the wall, and cover their heads with their hands. Teachers will review the evacuation procedures and post them in their rooms. Fire and tornado-drills will be held at various times during the school year.

Emergency Drill Procedures and Conduct

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

REF: Board Policy 4:170, *Safety*
REF: Board Policy 4:170-AP1, *Comprehensive Safety and Crisis Program*

Video & Audio Monitoring Systems

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

REF: Board Policy 4:110, *Transportation*

School Volunteers

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

Volunteers must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved volunteers must submit a driver's license or other identifying identification and take a tag identifying himself or herself as a guest and place the tag on their outer clothing in a clearly visible location. Guests are required to proceed immediately to their location in a quiet manner. All volunteers must return to the main office, return the visitor tag, and sign out before leaving the premises.

Volunteers are expected to abide by all school rules during their time on school property. Guests who fail to conduct themself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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REF: Board Policy 6:250, *Community Resource Persons and Volunteers*

Accommodating Individuals with Disabilities

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

REF: Board Policy 8:70, *Accommodating Individuals with Disabilities*

Animals on School Property

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

Student/Parent Notices

Parents/students may obtain a copy of required legal notices on the District 228 website link under, "Compliance Documents.

Outside Deliveries

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

Crime Stoppers

You may anonymously report wrongdoing such as:

- Vandalism
- Theft
- Drugs
- Weapons, etc.

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

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Geneseo High School 2021 - 2022 Bell Schedules

Regular Schedule of Class Periods

7:00 a.m. – 7:50 a.m.	Early Bird Class
7:25 a.m. – 7:55 a.m.	A.M. Detention
8:00 a.m. – 8:51 a.m.	1st Period Class
8:56 a.m. – 9:42 a.m.	2nd Period Class
9:47 a.m. – 10:33 a.m.	3rd Period Class
10:38 a.m. – 11:02 a.m.	ASAP (Academic Student Assistance Period)
11:07 a.m. – 12:27 p.m.	4th Period

11:02 a.m. – 11:27 a.m. A Lunch
Class Period: 11:32 a.m. – 12:27 p.m.

11:32 a.m. – 11:57 a.m. B Lunch
Class Period: 11:07 a.m. – 11:32 a.m./12:02 p.m. – 12:27 p.m.

12:02 p.m. – 12:27 p.m. C Lunch
Class Period: 11:07 a.m. – 12:02 p.m.

12:32 p.m. – 1:18 p.m.	5th Period Class
1:23 p.m. – 2:09 p.m.	6th Period Class
2:14 p.m. – 3:00 p.m.	7th Period Class
3:05 p.m. – 3:35 p.m.	P.M. Detention

Two-Hour Late Start

10:00 a.m. – 10:35 a.m.	1st Period Class (3 minutes for announcements)
10:40 a.m. – 11:11 a.m.	2nd Period Class
11:16 a.m. – 11:47 a.m.	3rd Period Class

11:47 a.m. – 12:12 p.m. A Lunch
Class Period: 12:17 p.m. – 1:12 p.m.

12:17 p.m. – 12:42 p.m. B Lunch
Class Period: 11:52 a.m. – 12:17 p.m./12:47 p.m. – 1:12 p.m.

12:47 p.m. – 1:12 p.m. C Lunch
Class Period: 11:52 a.m. – 12:47 p.m.

1:17 p.m. – 1:48 p.m.	5th Period Class
1:53 p.m. – 2:24 p.m.	6th Period Class
2:29 p.m. – 3:00 p.m.	7th Period Class

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One Hour Early Release

7:00 a.m. – 7:50 a.m.	Early Bird Class
7:25 a.m. – 7:55 a.m.	A.M. Detention
8:00 a.m. – 8:46 a.m.	1st Period Class
8:51 a.m. – 9:32 a.m.	2nd Period Class
9:37 a.m. – 10:18 a.m.	3rd Period Class
10:23 a.m. – 11:04 a.m.	4th Period Class
11:04 a.m. – 11:29 a.m.	A Lunch
Class Period: 11:34 a.m. – 12:29 p.m.	
11:34 a.m. – 11:59 a.m.	B Lunch
Class Period: 11:09 a.m. – 11:34 a.m./12:04 p.m. – 12:29 p.m.	
12:04 p.m. – 12:29 p.m.	C Lunch
Class Period: 11:09 a.m. – 12:04 p.m.	
12:34 p.m. – 1:15 p.m.	6th Period Class
1:20 p.m. – 2:00 p.m.	7th Period Class
2:05 p.m. – 2:35 p.m.	P.M. Detention

1/2 Day In-Service

7:00 a.m. – 7:50 a.m.	Early Bird Class
7:25 a.m. – 7:55 a.m.	A.M. Detention
8:00 a.m. – 8:30 a.m.	1st Period class (with 5 minutes for announcement)
8:35 a.m. – 9:00 a.m.	2nd Period class
9:05 a.m. – 9:30 a.m.	3rd Period class
9:35 a.m. – 10:00 a.m.	4th Period class
10:05 a.m. – 10:30 a.m.	5th Period class
10:35 a.m. – 11:00 a.m.	6th Period class
11:05 a.m. – 11:30 a.m.	7th Period class
No P.M. Detention –	11:30 a.m. Dismissal

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CHAPTER 2: Attendance, Promotion, & Graduation

Attendance/Tardies/Absences/Truancies

For further details regarding these policies, refer to the attendance website on the following link:

http://www.geneseoschools.org/hs/attendance.pdf

REF: Board Policy 7:70, *Attendance and Truancy*

Permits and Admits (hall passes)

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

Homework

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

Home and Hospital Instruction

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

REF: Board Policy 6:150, *Home and Hospital Instruction*

Final Examinations

Final examinations will be given at or near the end of each semester upon teacher discretion according to their syllabus. Incomplete grades must be made up within five (5) school days following the end of the grading period unless otherwise pre-arranged with the GHS Principal and classroom teacher. Incomplete work assignments and/or tests not completed within this time frame will be recorded as an "F" on the student's grade book and credit will be awarded at the teacher's discretion.

Grading & Promotion

School progress reports and report cards will be available online at Skyward Family Access. If you wish to request a paper copy, please contact the main office. For questions regarding grades, please contact the classroom teacher.

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

REF: Board Policy 6:280, *Grading & Promotion*

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Early Graduation

Students interested in this option must see their guidance counselor for details. This will be dependent upon counselor recommendation, the availability of required courses, and credits. All efforts should be made to make this request prior to the end of the student's sixth semester. Failure to do so may result in this option not being available.

High School Graduation Requirements

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

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

Graduation Requirements for Students Entering the 9th Grade

- Eight semesters of language arts.
- Six semesters of mathematics.
- Four semesters of science.
- Four semesters of social studies: U.S. history (two semesters), U.S. government (one semester), social studies elective (one semester). Both the U.S. and Illinois Constitution tests must be passed in U.S. government.
- Two semesters of music, art, foreign language, vocational education (one full year or any combination of two semesters will satisfy the requirement).
- One semester of health.
- Seven semesters of physical education.
- One or two semesters of consumer education: business management/entrepreneurship (one semester), economics (one semester), cooperative education (two semesters), interior design (one semester), AP microeconomics (one semester), AP macroeconomics (one semester), family and career relationships (managing lifestyles – one semester).
- A student must earn a total of 42 credits to graduate. PE waiver(s) can fulfill the PE semester requirement but do not count as credits toward graduation.

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

REF: Board Policy 6:300, *Graduation Requirements*

Graduation Recognition

The Cum Laude system is used for graduation recognition. When specifically required by a college for scholarship applications, required reports, and other necessary communications, rank by percentage (top 10%, top 25%, etc.) will be provided for those specific purposes.

A committee made up of; 3 students, a counselor, a teacher, and an administrator choose two graduation speakers. All graduating seniors are eligible to submit a speech for consideration to the committee. Graduation speeches will be submitted 2 weeks before graduation to the committee. Criteria for students who are eligible to submit a speech will be based upon discipline referrals, grades, etc.

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Cum Laude System – Graduation Recognition

- Cum Laude = 3.25 – 3.49 (with honors)
- Magna Cum Laude = 3.5 – 3.74 (with great honors)
- Summa Cum Laude = 3.75 and above (with highest honor)

GHS Grading Scale

Grade	Percentages	Grade Points	Grade Points AS Courses	Grade Points AP Courses
A+	99% - 100%	4.40	4.90	5.40
A	95% - 98%	4.00	4.50	5.00
A-	93% - 94%	3.60	4.10	4.60
B+	91% - 92%	3.40	3.90	4.40
B	87% - 90%	3.00	3.50	4.00
B-	85% - 86%	2.60	3.10	3.60
C+	83% - 84%	2.40	2.90	3.40
C	79% - 82%	2.00	2.50	3.00
C-	77% - 78%	1.60	2.10	2.60
D+	75% - 76%	1.40	1.90	2.40
D	71% - 74%	1.00	1.50	2.00
D-	69% - 70%	0.60	1.10	1.60
F	Below 69%	0.00	0.00	0.00

CHAPTER 3: Student Fees & Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

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

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

Additional consideration where one or more of the following factors are present:

1. An illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal employment

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4. Emergency situations, or
5. When one or more of the parents/guardians is involved in a work stoppage

(Note: Not all fees, charges, or costs will be subject to being waived, some charges will remain in effect regardless of family circumstances.)

REF: Board Policy 4:110, *Transportation*
REF: Board Policy 4:140, *Waiver of Student Fees*
REF: Board Policy 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*
REF: Board Policy 4:140-E1, *Application for Fee Waivers*

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 11:02 a.m. to 12:27 p.m.

In the case of a 2-hour late start, GHS doors will open at approximately 8:00 am. A "hot" breakfast will not be available on late start days. A "cold" Ale Carte selection will be available at 9:30 am. Early Bird classes and AM Detention will be cancelled on a 2-hour delay day. Please refer to the 2-hour late start schedule on page 10 in this Handbook.

A student may purchase breakfast for $***1.70***.
A student may bring a sack lunch from home or may purchase a school full lunch for $***2.85*** and a Maple Leaf Lunch for $***3.30,*** or milk for $***0.40***. Snacks and ala carte items are not included in the free or reduced lunch price. If a student account balance should become zero, they will be able to receive only reimbursable meals until funds can be added
Free or reduced price meals are available for qualifying students. Applications are available online or contact the District office.

REF: Board Policy 4:130, *Free and Reduced-Price Food Services*

Geneseo Food Service Meal Charge Policy

The goal of the Food Service Program is to ensure that students are provided with well-balanced, nutritious meals at the lowest possible cost to students and parents. Sometimes, however, students would like a breakfast or lunch, but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service. The school lunch & breakfast programs are non-profit by design and depend upon revenues derived from meals for its support. For this reason the following policy guidelines have been established for students at all grade levels.

High School
Students will be advised of their account balance getting low by the cashier when going thru the line at the High School. Parents have the option to set their own low balance e-mail alerts thru Skyward family access. When a negative balance is on the account school messenger will send notices via text, phone call, and/or e-mail if on file with the district.

This system is a debit system, **not a credit system.** Immediate payment is expected when the student balance is negative.

Meal assistance in the form of free or reduced price meals is available with both breakfast and lunch programs on the website or by contacting the Food Service Department at 945-0414.

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End of Year Balances

At the end of each school year balances (positive or negative) on student accounts will carry over to the next school year. Graduating seniors with positive balances will be transferred to younger siblings or refunded upon request. Any remaining funds from graduating seniors with no siblings or from students that transfer out of district who have not requested a refund by June 1st will forfeit those funds to the District Food Service Program.

Any updates that occur during the year will show on the website version of this policy.

Extra Fees

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

CHAPTER 4: Transportation & Parking

Bus Transportation

Pinks' Bus Service is the District contractual bus service providing bus transportation to and from school for all students living 1.5 miles or more from school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the contracted bus service. For questions regarding school transportation issues, contact Pinks' Bus Service at (309) 944-6417.

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

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

In the interest of the students' safety and in compliance with State law, students must observe the following rules:

1. Give the bus drivers the same high level of respect and courtesy that is given to teachers. The atmosphere within the bus should be comparable with that of a well-disciplined classroom.
2. Sit on the seats within the compartment.
3. No loud or profane language.
4. Keep head, hands, and feet to yourself and inside the bus.
5. No eating or drinking on the bus.
6. Stay seated in your compartment until the bus stops.
7. Do not lower your windows below the line.
8. Be absolutely quiet at railroad crossings.
9. Board the bus at the first opportunity to do so, and do not leave the bus until you arrive home or at the designated unloading point.

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10. A phone call to Pinks' Bus Service, Inc. is needed from a parent/guardian granting his/her child permission to leave the bus at any point other than their normal bus stop.
11. Ride **ONLY** the bus assigned.
12. Leave the bus **ONLY** at the school they attend in the morning.
13. No littering. Each bus will furnish a waste box, and materials are not to be thrown on the floor or out the windows.
14. Insubordination by students to drivers will not be tolerated.
15. Intimidation of a student by another student will not be tolerated.
16. Line up for buses and remain in line until aboard. While waiting for the bus, students should not move beyond the safety zone until the bus is stopped and the driver opens the door for them. When entering or departing the bus, students may not cross the road until receiving the "**thumbs up**" signal from the driver.
17. Honor all safety rules. National, state, county, school district, and bus driver safety rules are all designed for the health and safety of all bus riders and must be obeyed.
18. **Do not** tamper with any safety device on a school bus unless instructed by your driver (i.e. crossing arms, emergency doors, fire extinguishers, etc.).
19. Vandalism to the bus will result in disciplinary action and possible referral to the police.
20. Cell phones and electronics should never be used for videos, photos, phone calls, or music without headphones, always following GHS acceptable use guidelines. Any inappropriate use of an electronic device will include disciplinary action enforced by both Pink's and GHS policies.

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

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

Pinks' Bus Service will not be responsible for lost, stolen, or missing items from the bus.

Procedures for Bus Drop-Offs in Exceptional Situations

These procedures are in effect for students who miss their assigned bus drop-off or in situations where a parent is not home (Ladders for Learning, Kindergarten).

We ask that you emphasize to your children the importance of paying attention on the ride home to ensure they get off at their correct drop-off location.

1. ~~Pinks' will attempt to make contact with the parent, either from the bus or from the~~ Transportation Office.
2. If convenient and logistically feasible, the bus will try to return to the designated, assigned bus stop.
3. If that fails, the student will be returned to either the home school or to the District Office. If mutually agreeable with Pinks' and the parent—the student may be delivered to an alternate bus stop.

**Parents must contact Pinks' before trying to retrieve a student off of a bus that is returning to either a school or the District Office. This will only be approved as a transfer of a student if the following conditions are met: proper identification and at a location deemed safe by Pinks'.

REF: Board Policy 4:110, *Transportation*
REF: Board Policy 7:220, *Bus Conduct*

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REF: Board Policy 4:170-AP3, *School Bus Safety Rules*
REF: Board Policy 7:220, *Bus Conduct*
REF: Board Policy 7:220-AP, *Electronic Recordings on School Buses*

Parking

Student-assigned parking hours are 6:00 a.m. to 3:00 p.m. during the school year while school is in session. Students parking in the school's parking lots will be required to register their vehicle and complete a Student/Parent Acknowledgement regarding vehicle search at the time of purchase. ~~Eligible senior and junior students will be able to purchase parking tags at the beginning of the school year. Eligible sophomore students may begin purchasing remaining tags after the beginning of quarter 2~~. A fee will be charged for students who ~~purchase a school parking tag to~~ park in the GHS student parking lots. ~~Students will receive a parking tag to be displayed on their mirror or on the front dashboard at all times while parking in designated student parking areas.~~ Students may only park in administratively approved student parking locations on and around school property (State Street parking in front of the school is not permitted on either side of the street for students during school hours). ~~At the end of the student's Senior year, the parking tag may be returned for a $5 deposit refund if it is in useable condition.~~

Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked in designated parking spots or parked without ~~purchasing a student tag,~~ registering their vehicles may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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

Students will be discouraged from loitering in student parking areas before school hours and once they have been dismissed from their daily class schedule.

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

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

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

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

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CHAPTER 5: Health & Safety

High School Nurse

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

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

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

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

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. **Students entering grades 6 through 12, must have updated immunizations as required by the State of Illinois.**

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

Dental Examination

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All incoming 9th grade students (Freshmen status) are required to submit proof of a current dental examination. Public Act 100-0829

Eye Examination

All transfer students who are entering an Illinois school for the first time must present proof of an eye examination performed within one year prior to entry. New students will have a 30-day grace period if proof of a scheduled exam is shown. Failure to comply with this mandate allows the school to hold the student's report card until compliance is met.

Exemptions

A student will be exempted from the above requirements for:

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

REF: Board Policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

Student Medication

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

Taking medication: over-the-counter, energy supplements, energy gems, ~~and/or energy drinks,~~ herbal supplements, vitamins, and other dietary supplements during school hours or during school-related activities is prohibited unless it is necessary for a student's health and wellbeing. When a student's licensed health care provider and/or parent/guardian believe that it is necessary for the student to take any medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a School Medication Authorization Form. Under these guidelines, if a student is believed to have taken any of the above-mentioned medication/supplement without administration knowledge, discipline will be assigned. No school or District employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

REF: Board Policy 7:270, *Administering Medicines to Students*
REF: Board Policy 7:270-AP, *Dispensing Medication*
REF: Board Policy 7:270-E, *School Medication Authorization*

Communicable Diseases

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

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

REF: Board Policy 7:280, *Communicable and Chronic Infectious Disease*
REF: Board Policy 7:280-AP, *Managing Students with Communicable or Infectious Disease*

Head Lice

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

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

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

Medicaid Fee-For-Service

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

Supplemental Insurance

All enrolled students are covered by a supplemental accident insurance plan free of charge. This supplemental insurance covers 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.

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CHAPTER 6: Discipline & Conduct

General Building Conduct

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

- Students shall not run, talk loudly, or yell in the school, nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Use of skateboards, roller blades, and "heelies", hoverboards, and any similar device are not to be used on campus, this includes parking areas and all athletic areas.
- Weapons and replicas thereof are not permitted at school.

School Dress Code/Student Appearance

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

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, hoods, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the regular scheduled school day from 8:00 am through 3:00 pm.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with excessive holes, rips, tears, and clothing that is otherwise poorly fitting, showing excessive skin, or showing undergarments is not acceptable. Clothing that is "see-through", exposing the bare midriff, and "muscle" shirts are not permitted during the school day. All parts of the midriff and back must be fully covered without pulling or tugging.
6. The attire and wear of "leggings" and the length of shorts or skirts must be appropriate for the school environment.
7. For safety purposes, appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, building administration will make the final decision.
9. Above all, students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

REF: Board Policy 7:160, *Student Appearance*

Book Bags/Satchels/Cinch Bags/Purses

Students will be allowed to carry satchels/cinch bags/purses to transport needed materials between classes. These should be able to fit under and kept under the desk during class hours and may not exceed a pre-determined size, approximately the size of 2 spiral notebooks. All other bags, including but not limited to, backpacks and gym bags are prohibited. Book bags/satchels/cinch bags/purses are subject to search by school personnel at any time. Violators will be sent to the office, and discipline will be administered.

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Cellular Phones, Electronic Devices, and Cameras

In order to alleviate disruption to the educational program, personal electronic devices (cell phones, iPads, e-readers, MP3 players, and similar electronic devices) may be used in the hallways and in the cafeteria/commons to; listen to music through headphones or ear buds, check the time, and to send/receive text messages, or to listen to voicemail. Volume must be off or low. These items may not be used in restrooms, dressing rooms, or locker rooms, which are respectively private areas. Making or receiving phone calls and taking pictures and/or videos is not allowed. You must follow individual teachers' classroom rules regarding the use of cell phones and electronic devices and must not become a disruption to the learning environment. Violation of this will result in a referral and confiscation of the cell phone/electronic device.

For the safety and protection of the Geneseo High School community, any student using a laser pointer or camera on campus without specific administration permission prior to use will result in a referral and confiscation of the laser pointer and/or camera.

Student Discipline

Prohibited Student Conduct:

The school administration is authorized to discipline students for misconduct or gross disobedience including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco and/or smoking materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
    a. Any illegal drug, or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

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g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device, using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including but not limited to, using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation; creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phones.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
18. Students are not permitted to open outside doors to permit entry for any persons during the school day.

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

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

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
5. Notifying parents/guardians.
6. Temporary removal from the classroom.
7. In-School detention.
8. Before-school detention, after-school detention, or Saturday detention provided the student's parent/guardian has been notified.
9. Out-of-School suspension
10. Expulsion

11. Student and parent will be responsible for replacement cost of loss or damage to school or private property including, but not limited to: computers, science equipment, uniforms, sports equipment, padlocks, textbooks, library books, etc. (reference also Chapter 3, Extra Fees).

Additional disciplinary measures may be given at the discretion of Geneseo High School administration.

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Corporal Punishment

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon, regardless of its composition, a billy club, or any other object, if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

This policy's prohibitions concerning weapons apply regardless of whether: (a) a student is licensed to carry a concealed firearm, or (b) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Required Notices

A school staff member shall immediately notify the office of the building principal in the event that he or she: (a) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (b) observes, or has reason to suspect, that any person on school grounds is or was involved in a drug-related incident, or (c) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 100 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school detention, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for, or with respect to, a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students are authorized to impose the same disciplinary measures as teachers and may suspend students.

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Gangs & Gang Activity

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

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

REF: Board Policy 7:190, *Student Discipline*
REF: Board Policy 7:190-AP2, *Gang Activity Prohibited*

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

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

Drug and Alcohol Discipline Policy

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

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

If administration has reasonable suspicion that a student is under the influence of a controlled substance, a drug screening may be requested and administered. A mandatory ten-day out-of-school suspension will be issued for refusal of the requested screening.

Any illegal activity or misconduct that occurs will result in school discipline and local law enforcement will be notified which may result in further legal actions by law enforcement.

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Definitions of Discipline Consequences

Morning and After School Detention:

- Daily detention is 30 minutes in length and is held from 7:25 a.m. to 7:55 a.m. and from 3:05 p.m. to 3:35 p.m. each day of the week.
- After school detention may be offered on early dismissal days if the supervisor is available.
- There will be no morning detention if there is a late start due to weather delays and in the case of scheduled Staff meetings.
- All students are expected to serve assigned 30-minute detentions within the calendar week that the discipline has been assigned.
- It is the student's responsibility to sign the detention roster.
- Students are to make arrangements with coaches, employers, parents, etc. to make it possible to serve detention.
- All students who have daily detention to serve must serve at one of the designated times.
- Allowances will not be made for students whose day ends before the scheduled detention time.
- Lunch detention may be available to students who have assigned discipline.
- Alternative forms of discipline may be assigned by administration.

Short and Long Saturday Detention:

- A long Saturday detention is served from 8:00 a.m. to 12:00 p.m.
- A short Saturday detention is served from 8:00 a.m. to 10:00 a.m.
- All school rules apply while in Saturday detention, in addition to specific rules for the detention.
- Students and their parents/guardians will be responsible for getting the student to and from Saturday detention.
- Students will be expected to work on school assignments.
- Students are responsible for having all study materials and textbooks at Saturday detention.
- Student access to books and study materials on Saturday morning cannot be guaranteed. Therefore, they should make sure they take all materials home with them on Friday evening.

In-School Detention (ISD):

- ISD is an educationally sound alternative to Out-of-School suspension, which keeps students in the classroom but makes them accountable for their actions.
- All schoolwork done during ISD receives credit.
- ISD is assigned by GHS administrators for various violations of handbook and student conduct.
- AM ISD is held in a designated classroom from 8:00 am to 10:33 am. PM ISD will be held in a designated classroom location from 12:32 pm to 3:00 pm.
- Sleeping, food, electronic devices, etc. are not allowed in ISD.
- Students are given a strike for violating the rules.
- ISD is considered an unexcused absence.

Out-of-School Suspension (OSS):

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

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- Students will not be allowed to return to school for books or assignments. These may be obtained by parents/guardians, who may phone the office to obtain necessary information.

Expulsion:

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

Social Probation:

- Students who have been issued a Saturday detention, in-school detention, or out-of-school suspension will have a period of social probation assigned.
- Social probation means the student cannot attend extra-curricular activities, unless they are directly involved (listed on the roster) for that activity.
- Extra-curricular activities include all athletic activities, all extra-curricular performing arts activities, and all clubs and non-athletic team events.
- Social Probation may also be used as a disciplinary measure.

Past Unserved Discipline:

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

Lunch Detention

- At the administration's discretion, a student may be placed in lunch detention until all past discipline has been served.

Bullying, Cyber-bullying, Intimidation, & Peer Harassment

Bullying, cyber-bullying, bullying through Social Media, intimidation, and peer/sexual harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, cyber-bullying, bullying through Social Media, intimidation, or peer/sexual harassment, and will take disciplinary action against any student who participates in such conduct. Consequences and appropriate remedial action will be taken for students making false accusations regarding bullying, cyber-bullying, bullying through Social Media, intimidation, and peer harassment regarding other Geneseo High School students.

Cyber-bullying is bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying also includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, and the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting:

1. Places the student(s) in reasonable fear of harm to their person or property
2. Causes a substantially detrimental effect on the student(s) physical or mental health
3. Substantially interferes with the student(s) academic performance, or
4. Substantially interferes with the student(s) ability to participate in or benefit from the services, activities, or privileges provided by GHS.

No person shall harass, intimidate, or bully another based upon race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including

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pregnancy, or other protected group status. The school and District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Students, who believe they are victims of bullying, cyber-bullying, bullying through Social Media, intimidation, or harassment, or have witnessed such activities, are encouraged to discuss the matter with a building administrator. Students ~~may choose~~ are encouraged to report to ~~an adult of the student's same sex.~~ a staff member with whom they feel safe speaking to, with the understanding that the staff member is required to inform a school administrator regarding the report. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

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

Closed Campus, Including Lunch

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

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

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

Lunch & Cafeteria Rules

Lunch Rules

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

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.

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

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

Food/Drink

No food will be allowed which does not meet the Safe Snack Guidelines as established by School Board Policy.

Food and drink may be consumed during the school day at the teacher's discretion for each individual class and/or area.

Field Trips

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

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

REF: Board Policy 6:240, *Field Trips*
REF: Board Policy 6:240-AP, *Field Trip Guidelines*

Student Intervention Policy

Beginning in the 2016/2017 school year, all schools in Illinois were required to follow Senate Bill 100 (SB 100) as a guide for discipline. Possible interventions may include: loss of personal electronic devices during school hours, lunch detentions, loss of parking privileges on school grounds, extended Social Probation periods, loss of school privileges, and Community Service assignment.

Below is not an exhaustive list of possible disciplinary actions. Administrators have the authority to make decisions outside of what is written, including imposing more severe or different penalties, depending upon the facts and circumstances.

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Dress Code / Profanity / Verbal Abuse / Defiance / Disruption

1st Violation	Warning
2nd Violation	One 30 minute Detention
3rd Violation	Two 30 minute Detentions
4th Violation	Four 30 minute Detentions
5th Violation	Short Saturday detention
6th Violation	Short In-School Detention
7th Violation	Long Saturday Detention
8th Violation and additional violations	TBD on an individual basis

Tardy to School

1st /2nd	Warning
3rd/15th Violations	One 30 minute Detention
16th/20th	Short Saturday Detention
21st and additional violations	Long Saturday Detention

Tardy to Class (per semester)

1st /2nd	Warning
3rd/4th Violations	One 30 minute Detention
5th/6th Violations	Two 30 minute Detentions
7th/8th Violations	Three 30 minute Detentions
9th/10th Violations	Short Saturday Detention
11th/12th Violations	Long Saturday Detention
13th/14th Violations	In-School Detention
15th and additional Violations	TBD on an individual basis

Short Truancy (1-3 Periods)

1st/2nd/3rd Violations	Two detentions assigned per period truant
4th/5th/6th Violations	Long Saturday detention
7th and additional Violations	TBD on an individual basis

Long Truancy (4 or more periods)

1st and additional Violations	One long Saturday detention per day truant

Electronic Devices / Phones / Camera

1st Violation	Warning
2nd Violation	One 30 minute Detention
3rd/4th Violations	Two 30 minute Detentions
5th Violation	Short Saturday Detention, parent must pick up device
6th and additional Violations	Long Saturday Detention, administration will enforce check-in/check-out device policy

Public Display of Affection

1st Violation	Warning
2nd Violation	One 30 minute Detention
3rd/4th Violations	Two 30 minute Detentions
5th and additional Violations	Short Saturday Detention

Improper PE Uniform (once submitted as a referral)

1st Violation	Warning
2nd Violation	One 30 minute Detention
3rd/4th Violations	Two 30 minute Detentions
5th and additional Violations	Short Saturday Detention

Cheating/Plagiarism (Offenses accrue over the student's High School career)

Any Violation	TBD on an individual basis

Inappropriate Use of Computer / Internet

Any Violation	TBD on an individual basis

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Arrived / Departed without checking / Left Class without permission / Unauthorized Area

1st Violation	Warning
2nd Violation	One 30 minute Detention
3rd Violation	Two 30 minute Detentions
4th Violation	Three 30 minute Detentions
5th and additional Violations	Short Saturday Detention

Left School without Permission

Any Violation	Apply as Truant according to classes missed

Fake Phone Call / Forged Parent Note

1st Violation	Two 30 minute Detentions
2nd Violation	Short Saturday Detention

Graffiti / Damage to School Property / Student Property

Any Violation — Clean up, Restitution, TBD on an individual basis

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Theft

1st Violation — TBD on an individual basis, loss of hall privileges

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Fighting / Grouping / Initiating / Encouraging Fighting / Insubordination / Threatening

Any Violation — Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Sexual / Gender / Racial / Disability Based / Religious Harassment / Sexting / Indecent Exposure/ Sexual Misconduct

Any Violation — Police Contact, Refer to Counselor
Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Tobacco Products (possess, consume, transport, sell, or deliver actual or look-alike while on campus or school-related activities)

Any Violation — Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Lighter

1st Violation	30 minute Detention
2nd and additional Violations	Short Saturday Detentions

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

Any Violation — Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Bullying/Cyber-bullying/Intimidation/Peer Harassment: The following disciplinary actions will be at administrative discretion including, but not limited to:

Level 1: Taunting, pushing, shoving, teasing, gossiping, rumor spreading

1st Violation	Warning and referral to counselor
2nd and additional Violations	2 detentions, up to a long Saturday Detention, and referral to counselor

Level 2: Physical threats, damaging another's property, tripping/causing a fall, harassment (including texting or social media during the school day)

1st Violation:	Short Saturday detention and referral to counselor
2nd and additional Violations	Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

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Level 3: Extortion, physical cruelty, destroying personal property, arranging public humiliation, assaulting, weapon

Any Violation	Discipline will be assigned at the discretion of GHS administration

*Due to SB100, school administration will evaluate Out-of-School suspension on a case-by-case basis

Social Probation/Out-Of-School Suspension

1 day	7 days – starting after the last day of Out-of-School Suspension
2 to 3 days	14 days – starting after the last day of Out-of-School Suspension
4 to 5 days	21 days – starting after the last day of Out-of-School Suspension
6 or more days	30 days – starting after the last day of Out-of-School Suspension

Social Probation could be given as a disciplinary action and will be assigned at the discretion of GHS administration

Bus Discipline

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

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

All Geneseo High School discipline will be assigned in accordance to Illinois State Bill 100.

CHAPTER 7: Internet, Technology, & Publications

Internet Acceptable Use

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;

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7. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
13. Using the network while access privileges are suspended or revoked.
14. Creating disruptions to the school day.

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

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

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

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

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

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.
When creating digital media productions as part of academic or creative work, students may want to incorporate copyrighted materials, including photographs, music, film, or video clips. They may want

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to use written excerpts, clips, or even the whole work. They may want to use materials produced by media professionals (like the Associated Press, the New York Times, PBS News Hour, or ABC News) as well as media produced by amateurs (like quotes from bloggers, Flickr photos, or YouTube videos).

Under some circumstances, users can use copyrighted works as part of their own creative work. The doctrine of fair use (Section 107 of the Copyright Act of 1976) states that people can use copyrighted works without payment or permission when the social benefit of the use outweighs the harms to the copyright holder. To make a fair use determination, users consider all the factors involved in the context and situation of their use of the copyrighted material. Students can document this process with a fair use evaluation tool.

REF: Board Policy 6:235, *Access to Electronic Networks*

Non-School-Sponsored Publications/Websites

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

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

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

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

REF: Board Policy 7:310, *Restrictions on Publications and Written or Electronic Material*

Library

Library hours are 7:30 a.m. to 3:30 p.m. During school hours, the student is required to present a permit, signed by a teacher, in order to use the library. Permits for library use are not required from 7:30 a.m. to 8:00 a.m. or 3:00 p.m. to 3:30 p.m. Students must sign in and out of the library at the circulation desk. Library materials can be checked out for three weeks and may be renewed once if another student has not requested them. ~~A fine of 10 cents per school day is charged when an item is overdue. Students with overdue library books may lose their library privileges.~~ There are no

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overdue fines for late books, but there are replacement fees for lost or damaged books. Students with overdue or lost books may have library privileges temporarily suspended.

Students are responsible for all costs that may be incurred both in lost book fees and late fees for any items checked out on their accounts. Freshman students will receive an orientation designed to assist them in the use of the library. They will also be informed of more specific library rules. All new students may receive an orientation if they wish.

Geneseo School District is a member of an Illinois library system. Therefore, students may request books through interlibrary loan to supplement our collection. Students may access the GHS library site from the district website under "Library Services", or they may go directly to https://www.geneseoschoollibrary.org. At the GHS Destiny Discover homepage, students can access the catalog, ebooks, subscription databases, and many additional online resources. Remote access codes for these resources can be picked up in the high school library, or students may access a document using the online password with their geneseoschools.org account from the library home page.

~~You may access the library at the high school library web page by clicking on Library Search, or you may go directly to http://www.geneseoschoollibrary.org. At the library web page you will find Destiny online public access catalog, ebooks, subscription databases, and many additional online resources. Remote access codes for these resources can be picked up in the high school library, or students may access a document using the online password with their geneseoschools.org account from the library home page.~~

CHAPTER 8: Search & Seizure

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

School Property and Equipment, as well as Personal Effects

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

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

Students

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

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When feasible, the search should be conducted as follows:

1. Outside the view of others, including students.
2. In the presence of a school administrator and an adult witness, and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

REF: Board Policy 7:140 & 7:140-E, *Search and Seizure*

CHAPTER 9: Athletics & Extra-Curricular Activities

General Information – Philosophy

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

Participation vs. Competition

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

Attendance and Extra-Curricular Participation

On days when school is in session, students involved in extra-curricular activities must be checked in at the Attendance Office by 10:30 am (with Early Bird – period 6 schedule) and 11:30 am (with a 1 – 7 period schedule), unless prior arrangements have been made for medical appointments, funerals, etc., in order to be eligible to practice or perform the same day after school or in the evening.

Interscholastic/Extra-Curricular Academic Eligibility

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

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Students who do not pass five academic classes for the semester will be ineligible to participate in any extra-curricular activities in the following semester.
If a student is ineligible to participate in physical education class due to health issues or injury, they will also be ineligible for participation in extra-curricular athletic activities.

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

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

Student Transportation for Extra-Curricular Events

Students involved in musical events, athletic events, student council, speech and drama, and all other curricular and extra-curricular activities, are expected to accompany their teams and groups to and from school-sponsored events. If extenuating circumstances require otherwise, permission to ride with a parent or legal guardian may be requested, this should be done only for rare exceptions. Students will not be permitted to drive themselves or other GHS students to or from an activity in which they are participating.

Permission to Ride with Parents from Interscholastic Activity
Any student wanting to leave from an away event or activity with a parent must have the coach/sponsors permission and their parent/guardian must sign them out with the coach/sponsor after the event.

Permission to Ride with Other Student's Parents from Interscholastic Activity
A note from the student's parent/guardian and the driving parent/guardian must be presented to the coach/sponsor before a student will be allowed to leave with another parent/guardian. In addition, the driving parent must make contact with the school personnel responsible for the student before the student leaves the activity.

Parental Concerns Protocol

If a parental concern arises, the following is the appropriate protocol:

1. Contact the coach/director/sponsor. If the concern is not resolved,
2. Contact the Athletic Director or Activities Director. If the concern is not resolved,
3. Contact the building Principal. If the concern is not resolved,
4. Contact the Superintendent.

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

How to Contact a Coach/Director/Sponsor

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

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Participation Resolution

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

Geneseo High School Concussion Policy

Any athlete suspected of having a concussion, must be evaluated by a physician for clearance. In order to be in compliance with Illinois High School Association (IHSA) Policies and Procedures and the National Federation of State High School Associations (NFHS), that physician must hold MD or DO credentials and be licensed to practice in all of its branches in the state of Illinois.
The full concussion policy can be found posted on the Geneseo High School athletic website.
http://geneseoathletics.org/

High School Activity Code of Conduct

Purpose/Procedure

Student activities are separate from the regular school program. While the regular curricular program is a right afforded to each student, participation in the student activities program is a **privilege** for students who wish to participate and who comply with the rules and regulations established for the respective activities, and, as such, carries certain expectations beyond those found in the normal school situation.
The important goals of the activities program are to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for rules and regulations. It is important that student activities participants recognize their responsibilities as role models, both at school and in the community. We believe that our activities provide an opportunity for our adult coaches and sponsors to teach many valuable lessons and skills, and this is an opportunity for student growth in many areas. This Activity Code is designed to state expectations and help influence positive behavior of those students representing District 228 schools. Students who participate in activities are ambassadors of the school and the community. Therefore, when they choose to participate in an activity, the expectations of the students will be higher, both while in school and out of school on a year-round basis.

The Geneseo School District does not permit the use of illegal drugs and alcohol. The school district encourages students to not place themselves in a situation where illegal alcohol and drug use is taking place.

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

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

Categories of Activities Subject to the Activity Code

1. All IHSA sponsored athletic competitions and those affiliated with IHSA events.

a) Baseball	f) Football	j) Soccer	n) Track
b) Basketball	g) Golf	k) Softball	o) Volleyball
c) Bowling	h) Gymnastics	l) Swimming	p) Wrestling
d) Cheerleading	i) Maplettes	m) Tennis	q) Other approved athletics/activities
e) Cross Country			

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2. Other student competitions sanctioned by IHSA and IMEA and all other "performance-based" activities
    a. IHSA speech, drama, and individual events
    b. FFA
    c. Scholastic Bowl
    d. Bass Fishing
    e. Other approved activities for which no course credit is given

3. Student activities that are non-competitive, extra-curricular public performances, and all other student activities (* national charters may require more stringent consequences). Here are some examples, but not an all-inclusive list.
    a. Class officers
    b. Key Club
    c. Link Crew
    d. Mathletes
    e. Music activities for which no course credit is given, such as Jazz Band, Jazz Choir, etc.
    f. Music trips and tours
    g. National Honor Society *
    h. National Technical Honor Society *
    i. Student Council
    j. Theater productions
    k. Yearbook
    l. Other approved activities and clubs

Each student and his/her parent(s)/guardian(s) are required to sign an online acknowledgment of the Activity Code of Conduct before the student will be allowed to participate in extra-curricular activities and/or athletics.

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

Substance Abuse Policy

Students who possess, consume, transport, sell, or deliver actual or look-alike alcohol, drugs, drug paraphernalia, tobacco products, smoking materials (rolling papers, etc.), e-cig/vaps and all related products to include any components and materials of these devices either in school or out of school, will face the consequences explained in this Activity Code of Conduct.

FIRST OFFENSE:

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

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SECOND OFFENSE:

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

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

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

For Seniors –

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

Policy for Suspension

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

Violation of Criminal Laws

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

REF: Board Policy 7:240-AP1, *Conduct Code for Students in Extra-Curricular Activities*

CHAPTER 10: Special Education

Education of Children with Disabilities

Geneseo High School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term, "children with disabilities," means children between ages 3 and the day before their 22nd birthday for whom it is determined that Special Education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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Students with disabilities who do not qualify for an Individualized Education Plan (IEP), may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child:

1. Has a physical or mental impairment that substantially limits one or more major life activities
2. Has a record of a physical or mental impairment
3. Is regarded as having a physical or mental impairment

Section 504

It is the intent of the District 228 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

A copy of the publication, "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities," may be obtained from the District office.

Behavioral Intervention Policy and Procedures for Special Education Students

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

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

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

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

REF: Board Policy 6:120, *Education of Children with Disabilities*
REF: Board Policy 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

CHAPTER 11: Student Records & Privacy

Student Privacy Protections

Student Permanent and Temporary 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 no later than the student's graduation or permanent withdrawal, and are not accessible or revealed to

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any person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school (refer to Board Policy 7:340). The District maintains two types of school records for each student, a permanent record and temporary record. These records may be integrated. Permanent records 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 records may include; family background, intelligence and aptitude scores, psychological reports, achievement test results, 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.

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

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

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

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

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

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

REF: Board Policy 7:15, *Student and Family Privacy Rights*
REF: Board Policy 7:15-E, *Notification to Parents of Family Privacy Rights*

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Reciprocal Reporting Agreement

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

Battery/Aggravated battery
Assault
Alcohol
Beeper possession
Bomb threats
Chain of evidence
Child abuse
Disorderly conduct
Domestic violence
Drug paraphernalia
Drugs/drug look-alikes
Forcible felonies
Gangs
Radio-activated communication devices
Restraining orders
Searches
Sexual abuse
Sexual assault
Sexual harassment
Simple assault/intimidation
Simple battery
Stalking
Theft
Weapons/look-alike weapons

CHAPTER 12: Parental Right Notifications

Teacher Qualifications

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

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

Standardized Testing

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

All 9th grade students will create a Khan Academy account for standardized test preparation. All 9th grade students will create a College Board account to link to their Khan Academy account for personalized practice and to receive their PSAT 9, PSAT 10, and SAT Scores. Both of these accounts will be utilized each school year for test preparation and scores. For more information, please visit the counseling website:

https://gcsdstaff.org/hscounseling/?page_id=2147

REF: Board Policy 6:340, *Standardized Testing and Assessment Programs*

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Homeless Child's Right to Education

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

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

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

REF: Board Policy 6:140, *Education of Homeless Children*
REF: Board Policy 6:140-AP, *Education of Homeless Children*

Parental Involvement (Title 1)

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

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

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

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

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

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

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

REF: Board Policy 6:170, *Title I Programs*

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English Language Learners

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

REF: Board Policy 6:160 *English Language Learners*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions, such as parent-teacher conferences, 504 conferences, and IEP meetings. Letters verifying participation in this program are available from the school office upon request.

REF: Board Policy 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
REF: Board Policy 8:95-E2, *Verification of School Visitation*

Pesticide Application Notice

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

The law requires the least aggressive method of pest control when it comes to the use of chemicals. Non-threatening pests are not automatically confronted with pesticides. Monitoring, baiting, and removal of the source of attraction for the pest are the first response actions. Chemical treatment for pests will only occur when other methods have failed, and the pests remain a threat. Chemical treatment will only take place after-hours and only in areas where needed. Typical areas for treatment are: maintenance areas, kitchens, and restrooms, where food and water attract the pests. If required, treatment would be with EPA-approved chemicals. All monitoring, baiting, and treatment is recorded in a log book, which is kept in the office of each building.

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

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

REF: Board Policy 4:160-AP, *Environmental Quality of Buildings and Grounds*

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Mandated Reporters

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

REF: Board Policy 5:90, *Abused and Neglected Child Reporting*

Sexual Harassment

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

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

Sex Offender & Violent Offender Community Notification Laws

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
http://www.isp.state.il.us/sor/.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:
http://www.isp.state.il.us/cmvo/.

REF: Board Policy 4:170-E6, *Informing Parents About Offender Community Notification Laws*

Chapter 13: Miscellaneous Information

Locker and Padlock Policy

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

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

No padlock other than the one issued by the school is to be used on any locker. Any other locking device is subject to destruction without notice. Any lost or stolen padlocks should be reported to the main office. Students may receive discipline for using non-school issued padlocks and/or improperly securing their locker.

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

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

Residence Change

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

Theme Nights, Spirit Weeks, and Posters/Signs

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

Work Permits

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

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

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GHS Dance Policy
Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege. All school rules, including the school's discipline code and dress code, are in effect during the school-sponsored dances.

Only Geneseo High School students will be admitted to school-sponsored dances with a few exceptions following these guidelines:

- Students classified as "5th Year Seniors" will not be allowed to attend GHS school dances even as a guest status.
- If a student wishes to bring a guest to a school-sponsored dance, the student must fill out and submit a "Dance Verification Form," with the proper signatures, to the Assistant Principal Office by the deadline date indicated on the form. No exceptions will be made regarding the deadline indicated.
- The guest form will verify that the guest meets the following qualifications for ~~Homecoming~~ dances:
    - The guest is under the age of 20 on the date of the dance.
    - The guest is a student of "Good Standing" in their high school.
    - If the guest is ~~out of~~ a high school graduate, they ~~will~~ need to have graduated the previous school calendar year and be a graduate of Geneseo High School.
    - Home-schooled students must be registered as "Home-schooled" within the Geneseo School District to attend as a guest of a current Geneseo High School student.
    - A GHS student will be allowed only 1 guest in attendance at the dance.
    - Any student who has been removed from or dropped out of GHS will not be allowed to attend any GHS dance as a guest.
    - Guest tickets must be purchased on pre-sale dates and will not be sold at the dance.
    - Guests must show a Photo ID that corresponds to their Guest Verification information.
- In addition to the above qualifications, the following will be additional guidelines for PROM:
    - The guest is a student of Junior or Senior standing at their enrolled high school.
    - Home-schooled students must provide proof of Junior or Senior standing.

~~• Additional dances will only admit GHS students, no guests will be allowed in attendance except at the discretion of GHS Administration.~~

PROM is a privilege ~~open only to~~ for Geneseo High School students that have junior or senior status. Freshman and/or Sophomore students may not attend PROM. No student will be excused from class or class work for PROM preparation unless there has been administration approval. GHS students with fewer than 25 credits as a Junior and 35 credits as a Senior at the end of 1st semester of the school calendar year are not eligible to attend PROM. Only students who have purchased a ticket in advance will be admitted to PROM.

School Dance Rules

1. Dress code at the dance will follow the GHS Handbook guidelines.
2. There will be no; use, possession, distribution, purchase, bartering, or sale of tobacco, alcoholic beverages, illegal substances, or paraphernalia, or any look-alike substances aforementioned.
3. There will be no; use, possession, distribution purchase, bartering, or sales of any object that is or could be considered a weapon or any item that is a look-alike weapon.
4. There will be no; hazing, vandalizing, theft, or behavior in a manner that is detrimental to the good of the school.
5. There will be no insubordination or disrespectful behavior towards teachers, administrators, chaperones and/or security/police officers.

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6. Students attending the dance must be checked in no later than 1 hour after the start time of the dance. Students arriving after this time will not be allowed to attend the dance unless prior arrangements have been made by their parent/guardian.
7. Students may only leave during the last hour of the dance or at a predetermined time specified by the sponsor(s) and GHS administration.
8. Students and guests who leave the event/building will not be readmitted.
9. GHS students must have all discipline served to be eligible to purchase a ticket and gain admittance into the dance.
10. Mid-year or early graduates of GHS will not be allowed to attend any high school dance unless they are a guest of ~~another~~ a current GHS student and meet the guest qualifications.

Any violation of the school's discipline and/or dance will result in the student(s) removal from the dance immediately. The student's parent/guardian will be contacted. Discipline and legal consequences may be sought depending up on the severity of the offense.

Teach, Learn, Care