

**GENOA-KINGSTON HIGH SCHOOL OFFICE HOURS**  
**7:30 A.M. TO 3:30 P.M.**  
**HIGH SCHOOL OFFICE PHONE NUMBER: 815/784-5111**  
**ATTENDANCE OFFICE PHONE NUMBER: 815/784-5113**  
**DISTRICT OFFICE PHONE NUMBER: 815/784-6222**

**BELL SCHEDULES**  
**Regular Schedule**

Hour	Start	End
1 A or B	7:50	9:08
Cogs Connection	9:13	9:43
2 A or B	9:48	11:06
3 A or B	11:11	1:05
	Lunch 1 11:11 - 11:41	
	Lunch 2 11:53 - 12:23	
	Lunch 3 12:35 - 1:05	
4 A or B	1:10	2:28
Academic Enhancement	2:33	3:00

**1:45 Dismissal**

Hour	Start	End
1 A or B	7:50	9:07
2 A or B	9:12	10:29
3 A or B	10:34	12:23
	Lunch 1 10:36 - 11:06 (11:11)	
	Lunch 2 11:15 - 11:45 (11:50)	
	Lunch 3 11:53 - 12:23	
4 A or B	12:28	1:45

**11:29 Dismissal**

Hour	Start	End
1 A or B	7:50	8:41
2 A or B	8:46	9:37
3 A or B	9:42	10:33
4 A or B	10:38	11:29

# Contents

WELCOME .....	7
TO PARENTS/TO STUDENTS .....	7
MISSION STATEMENT.....	8
CONFERENCE AFFILIATION.....	8
DISASTER PLAN .....	8
EMERGENCY SCHOOL CLOSING.....	9
SCHOOL MESSENGER SYSTEM .....	9
FIRE & SEVERE WEATHER DRILLS .....	9
VISITOR CONTROL POLICY .....	10
STUDENT AGENDA/HANDBOOK.....	10

## ACADEMIC INFORMATION

(pg. 11—17)

HOMEWORK.....	11
ASSIGNMENT MAKE-UP.....	11
CLASS PARTICIPATION.....	11
ACADEMIC INTEGRITY.....	11
ABILITY GROUPING & RECOMMENDATIONS.....	12
TESTING PROGRAM.....	12
ACADEMIC ACHIEVEMENT (Credit for College Level Classes).....	12
BOOK USAGE.....	12
CONFERENCES.....	12
FINAL EXAMINATIONS.....	13
GRADING SYSTEM.....	13
HONOR ROLL.....	14
EXTRA CURRICULAR ELIGIBILITY.....	14
GRADUATION REQUIREMENTS.....	14
ACADEMIC CREDITS.....	15
RE-ENROLLMENT.....	15
HOMEBOUND INSTRUCTION.....	15
HOMEBOUND PROCEDURES.....	15
PROGRESS REPORTS.....	15
REPORT CARD SCHEDULE.....	15
TRANSFER CREDITS.....	16
WITHDRAWALS.....	16
PUPIL TRANSFER RECORD FORM.....	16
DRIVER EDUCATION INFORMATION.....	16
ACADEMIC ENHANCEMENT PERIOD (AE).....	16
PHYSICAL EDUCATION INFORMATION.....	17

# Contents

## ACADEMIC INFORMATION

(page 11-17)

STUDENT REGISTRATION.....	17
GKHS/KEC CTE COURSE REGISTRATION .....	17
CLASSES OR COURSES ON SEX EDUCATION, ETC.....	17

## STUDENT SERVICES

(pg. 19—24)

LOCKERS.....	19
LOCKER SECURITY.....	19
GUIDANCE & COUNSELING SERVICES.....	19
PROGRAM CHANGES .....	19
ADDITIONAL HELP.....	20
EDUCATION BEYOND THE HIGH SCHOOL .....	20
COLLEGE PLANNING.....	20
WORK PERMITS.....	21
TITLE IX.....	21
ASSEMBLY PROGRAMS.....	21
PROM.....	21
SPECIAL EDUCATION .....	22
NIGHT SCHOOL.....	22
COMPUTER TECHNOLOGY UTILIZATION RULES.....	23
INTERNET UTILIZATION GENERAL GUIDELINES/RULES..	24

## HEALTH

(pg. 26-30)

HEALTH REQUIREMENTS FOR HIGH SCHOOL ENTRY.....	26
HEALTH RECORDS & SERVICES.....	28
SENIORS.....	28
EXCLUSION POLICY.....	28
STUDENT PERMANENT RECORDS.....	28
HOME & HOSPITAL INSTRUCTION.....	29
DENTAL.....	29
MEDICATION IN SCHOOLS.....	29
STUDENT ATHLETE CONCUSSIONS & HEAD INJURIES.....	30
ILLNESS & ACCIDENTS.....	30
SCHOOL INSURANCE.....	30
MEDICAID.....	30

# Contents

## ATTENDANCE

(pg. 31—33)

ATTENDANCE GUIDELINES.....	31
ATTENDANCE OFFICE PHONE # .....	31
ABSENCE TERMINOLOGY .....	31
EARLY DISMISSALS.....	31
EXCLUSION.....	32
EXCUSED ABSENCE(S).....	32
ANTICIPATED ABSENCE(S).....	32
MEDICAL EXCUSE.....	32
UNEXCUSED ABSENCE(S).....	33
TRUANT.....	33
CHRONIC TRUANT.....	33
POTENTIAL DROPOUT.....	33
SUSPENSION.....	33
TARDY.....	33
ABSENCE VIOLATIONS & DISCIPLINARY ACTION.....	34
UNEXCUSED ABSENCES/SKIPPING INCLUDING INCLUDING KEC CLASSES.....	34
TRUANCY.....	34

## BEHAVIORAL MANAGEMENT PLAN (SCHOOL DISCIPLINE)

(pg. 35-45 )

STUDENTS RIGHTS.....	35
STUDENT OBLIGATIONS.....	35
ELASTIC CLAUSE.....	35
CORPORAL PUNISHMENT.....	35
FIREARMS, KNIVES, BRASS KNUCKLES & OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM.....	36
LEVEL I—MINOR OFFENSES.....	36
LEVEL II—MAJOR OFFENSES.....	37
LEVEL III-SERIOUS OFFENSES.....	38
LEVEL IV-VERY SERIOUS OFFENSES.....	39
ADMINISTRATOR’S DISCRETION REGARDING STUDENT CONTROL.....	41
INTERVENTIONS & DISCIPLINARY OPTIONS.....	41
DETENTION.....	41
EXTENDED DETENTION.....	41
SATURDAY DETENTION.....	41
IN-SCHOOL SEPARATION (ISS).....	42

# Contents

## BEHAVIORAL MANAGEMENT PLAN (pg. 35-53)

OUT-OF-SCHOOL SUSPENSION.....	42
STUDENT DUE PROCESS.....	42
EXPULSION.....	42
RE-ENGAGEMENT OF RETURNING STUDENTS.....	43
ALTERNATIVE TO DRUG/ALCOHOL SUSPENSION(ADAS)...	44
SEARCH & SEIZURE.....	45
STUDENT.....	45
SEIZURE OF PROPERTY.....	45
CLOSED CAMPUS.....	45
CAMPUS VIOLATION.....	45
LUNCH POLICY.....	46
CAFETERIA.....	46
MEALTIME.....	46
FREE & REDUCED APPLICATIONS.....	46
DRESS & GROOMING.....	47
GENOA-KINGSTON GANG POLICY.....	48
CHEATING POLICY.....	49
PREVENTION OF & RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT.....	50
SEXUAL HARASSMENT/TEEN DATING VIOLENCE POLICY—STUDENTS.....	52
CELL PHONES/ELECTRONIC (ENTERTAINMENT) DEVICES.....	52
STUDENT COMPLAINT PROCESS.....	53

# Contents

## CAMPUS (pg. 54-57)

VIDEO & AUDIO MONITORING SYSTEMS.....	54
ANIMALS ON SCHOOL PROPERTY.....	54
ASBESTOS INSPECTIONS.....	54
STUDENT PARKING RULES.....	54
LEARNING CENTER.....	55
AUTHORIZED AREA.....	55
BUS INFORMATION.....	56
COMMUNITY RELATIONS & PUBLICATIONS.....	56

COGS CODE.....	57
----------------	----

## 2017-2018 SCHOOL CALENDAR

## STUDENT DAILY ASSIGNMENT SECTION

## WELCOME

Genoa-Kingston High School welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. The upcoming year will be what ever you make of it. Always have the spirit to do things which will make it outstanding. Participate in school activities and you will be an integral part of Genoa-Kingston High School.

## TO PARENTS

You know that you cannot confidently launch your children into today's world unless they are of strong character and well-educated in the use of language, science, and mathematics. They must possess a deep respect for intelligence, achievement, and learning, as well as for the skills needed to set goals and for disciplined work. That respect must be accompanied by an intolerance for the shoddy and second-rate masquerading as "good enough."

You have the right to demand for your children the best our schools and colleges can provide. Your vigilance and your refusal to be satisfied with less than the best are the imperative first step. But your right to proper education for your children carries a double responsibility.

As surely as you are your child's first and most influential teacher, your child's ideas about education and its significance begin with you. You must be a living example of what you expect your children to honor and to emulate. Moreover, you bear a responsibility to participate actively in your child's education. You should encourage more diligent study and discourage satisfaction with mediocrity and the attitude that says "let it slide"; monitor your child's study; encourage good study habits; encourage your child to take more demanding rather than less demanding courses; nurture your child's curiosity, creativity, and confidence; and be an active participant in the work of the schools. Above all, exhibit a commitment to continued learning in your own life. Finally, help your children understand that excellence in education cannot be achieved without intellectual and moral integrity coupled with hard work and commitment. Children will look at their parents and teachers as models of such virtues.

## TO STUDENTS

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum of effort, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

**In partnership with students, parents, community and staff, the mission of Genoa-Kingston High School is to:**

- Provide a quality learning experience for an ever changing global society.
- Promote critical thinking, problem solving and decision making.

## **MISSION STATEMENT**

**In partnership with students, parents, community and staff, the mission of Genoa-Kingston High School is:**

Preparing students to excel and contribute to their communities

## **CONFERENCE AFFILIATION**

Big Northern Conference which includes: Byron, Dixon, Mendota, North Boone, Oregon, Rockfalls, Rockford Christian, Rockford Lutheran, Stillman Valley, and Winnebago.

## **STATE AFFILIATION**

Member of the Illinois High School Association

## **NICKNAME**

Cogs

## **SCHOOL COLORS**

Orange and Blue

## **SCHOOL SONG**

G-K Fight Song (Composed by Roy Hubbell Copyright 1974)

## **DISASTER PLAN**

In cooperation with our local civil defense and city authorities, a comprehensive disaster plan has been developed. The Genoa Civil Defense alerts us immediately in case of severe weather or a tornado watch or warning. Please take note of the following:

If at dismissal time the sky is threatening and tornadoes or severe weather seem to be evident, the school administration may make the decision to hold the students until this period has passed. Radio stations WLBK (1360)AM, WSQR (1560)AM, WDEK (92.5) FM, WDKB (95)FM, and WZOK (97.5)FM will report this information. Parents should not expect their son/daughter home or a call from their son/daughter until the condition has passed. A Blackboard Connect phone call will be made to parents explaining the situation.

In the event of early dismissal due to an emergency, students will be instructed to go directly home. Buses will be assembled and loaded as at the end of the school day. You will need to advise your son/daughter what procedure to follow in the event you are not at home. As noted above, the radio stations will report this information.



### EMERGENCY SCHOOL CLOSING

Information relative to busses not operating, no school, and early closing of school *will be provided to you through the School Messenger System along with being* aired on the following radio stations:

**WDEK FM 92.5    WLBK AM 1360    WGN AM 720**  
**WDKB FM 95    WSQR AM 1560**  
**WZOK FM 97.5    WZOK FM 97.5**

### SCHOOL MESSENGER SYSTEM:

**(1) Please make sure phone numbers are accurate for your student. (2) Your primary phone number will be used for community calls (notice of registration dates, district events, etc.) (3) The primary number, as well as up to 6 numbers, will be used for emergency calls (snow days, weather conditions, lockdowns, etc.)**

### FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills will be held periodically. At the beginning of the year, the teachers will give the procedures to follow in case of a drill. This is important as it may become necessary to give directions during the drill. The bell is the "all clear" signal during fire drills. Drill regulations are posted in each room.

All pupils will be required to follow these general directions during a fire alarm.

1. Pupils will not run but move rapidly in a quiet and orderly fashion in a column of two to the proper exit.
2. The pupils as well as the teacher will see that all room windows and doors are closed and lights turned off.
3. Absolute discipline is mandatory. There will be no talking during exiting or re-entering of the building. Students will obey all directions of staff members without question.
4. The first pupils to reach the outside doors of the building will open them and remain in charge of them until everyone in the building has made his/her exit.
5. Upon leaving the building each class will move to the area designated by their teacher away from the buildings and remain there until the return signal is given. Students should not congregate on the roadways.

During severe weather drills, the students will be required to follow these general regulations:

1. All students and teachers are to move immediately to their designated shelter when a disaster warning is announced.
2. All persons are to assume a seated position on the floor with head down and hands locked over head during the disaster period and remain there until directed.

**Parents Note: If a severe weather condition occurs near dismissal time, students will be kept at school until the weather improves.**

### **VISITOR CONTROL POLICY**

Genoa-Kingston High School welcomes the parents of our students as guests. Graduates of Genoa-Kingston are also welcome. Students currently attending Genoa-Kingston are strongly discouraged from bringing visitors to school. In the event it is absolutely necessary for a visitor to accompany a student, there must be written permission secured from the building principal at least 24 hours in advance.

### **STUDENT AGENDA/HANDBOOK**

Students can access the High School Student Agenda/Handbook by using the GKHS website located under the Guidance tab or purchase an Agenda/Handbook for the cost of \$7.00.

## ACADEMIC INFORMATION

### HOMEWORK

Homework that is well planned and understood by the student will add to his/her education. The quantity and nature of the homework should be determined by the teacher according to the child's needs with respect to the student's ability and grade level.

Whenever homework is assigned, its purpose is to:

1. Reinforce classroom learning by providing necessary practice and application.
2. Enrich the child's experience through related home activities.
3. Stimulate the child's initiative, independence, self-direction and responsibility.

Student Suggestions:

1. Write your assignments in the assignment section of this handbook.
2. Complete assignments the day they are issued.
3. Use appropriate class and study time to begin your work.
4. If you do not understand the assignment, see your teacher.
5. Check your notebook before going home so that you have all the necessary materials with you.
6. Set up a standard, daily study time routine.
7. Set aside a quiet place, removed from activities, for studying

### ASSIGNMENT MAKE-UP

**If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.**

**It is the student's responsibility to check with the teachers about work, quizzes and/or tests missed because of an absence. In regards to excused absences, students will be expected and allowed to make-up missed work, tests and/or quizzes. A student will be given one day of make up time for each day of excused absence. For example; If a student is issued an excused absence from school on an A day and returns to school on the following B day, the student must see their A day teachers and make up their assignments to be prepared for the next A day.**

### CLASS PARTICIPATION

A percentage of the academic grade for any class may be awarded for class participation. Students may earn class participation points by attending class regularly and being punctual. The actual number of points awarded for participation will vary due to the type of course or class.

### ACADEMIC INTEGRITY

Genoa-Kingston High School has become a fine school through active cooperation of the students. It is our goal to help students develop self-discipline and a strong sense of responsibility. Academic cheating will not be tolerated at Genoa-Kingston High School. Teachers will not accept papers, or assignments that are not the student's own work and will result in a failure without make-up privileges for such misconduct. Based on the situation and degree of student involvement, students may face further disciplinary action contingent upon the nature of the "cheating." (see page 45)

### **ABILITY GROUPING AND RECOMMENDATIONS**

In order to provide the individual differences, the high school recommends that students select courses according to their ability and achievement. This has been particularly true in the fields of language arts, science, and mathematics. Several criteria are used as a basis for student placement, which mainly include the following: test scores, past performance in the subject field, and teacher recommendations.

### **TESTING PROGRAM**

The testing administered by the school will be required for 9th, 10th and 11th grade students only. The Prairie State Achievement Exam and ACT test will be administered to 11th grade students. The Plan test will be issued to 10th grade students and 9th grade students will receive the Explore Test. Results are used to aid school personnel with placement of students, advisement and future planning for individual needs. Parents are welcome and encouraged to view test scores at any time. Home School Students are not eligible to participate in Explore, Plan or the PSAE.

### **ACADEMIC ACHIEVEMENT: Credit For College Level Classes**

A student who successfully completes college courses may receive high school credit provided the following criteria are met:

1. A student in good academic standing.
2. The course is approved in advance by the high school guidance counselor and the high school principal.
3. It is the student's responsibility to submit an official college transcript to the high school guidance office by 12:00 pm one day prior to the high school commencement exercise in order to be computed for GPA and class rank purposes.
4. College courses will not be weighted, unless the course being taken is weighted at Genoa-Kingston High School, and its equivalent has/will not be taken at the high school. Courses approved for dual credit are: English Composition I, English Composition II, Speech, Geometry, Calculus I, Calculus II, Calculus III, Biology, Physics I, Physics II, Psychology and Engineering- Statics.

### **BOOK USAGE**

Students will be assigned textbooks for the year. If a student loses a book during the year, he/she will be required to pay for the book at current value. At the end of the year, the books which were rented will be examined. If they show more than normal "wear and tear" the students will be required to pay an additional amount to cover the expected life of the book.

### **CONFERENCES**

Genoa-Kingston Community High School encourages parental conferences. Conferences will be held once a staff member or parent makes a request. The following dates have been established by the district for conferences, **November 1 & 2, February 8 & 9.**

### FINAL EXAMINATIONS

The Board of Education of District 424 requires final examinations at the end of each semester for all classes. Seniors meeting standards on their PSAE exams during their Junior year, maybe exempt.

Grades will be awarded on a semester basis in a class after the teacher considers the scores on the two quarter grades and the semester exam. Each quarter grade will count as 40% of the semester grade and the final exam will count as 20%.

**It is GKHS policy that students may not take finals early for any reason. THERE WILL BE NO EXCEPTIONS.**

### GRADING SYSTEM

A student's grade point average (GPA) is based upon a four point system with "A" being four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. As a general guide to the grading practices used in our school, the following descriptions are given:

- A. An excellent grade indicating the student has attained a degree of perfection which is reached by only a few students (90-100%).
- B. A very commendable grade, a description of the work of superior students (80-89%)
- C. A satisfactory grade, a description of the work done by the majority of students (70-79%)
- D. A passing grade indicating the student has met the minimum requirements of the course (60-69%).
- F. A failing grade indicating that for one or more reasons the student has not met requirements of the course, (failure - no credit).
- I. Work incomplete. No grade will be given until work is complete. Teachers will give an exact due-date for work. If the due-date is not met, the student will fail.

Transfer grades that are deemed acceptable from other certified high schools and **pre-authorized** courses taken at colleges or universities are also included in determining a student's GPA. Certain courses that are considered to be of unusual difficulty and that are college preparatory are assigned weighted grades are included in determining the student's GPA. This weighted GPA procedure will be used to determine honor roll, National Honor Society, and for any other purposes where GPA is needed. Weighted courses receive 1 extra point toward the GPA with the exception of an F. (A=5, B=4, C=3, D=2, F=0). Weighted courses are:

Algebra II	English 100H	AP Biology	French 350/450
Calculus (Pre/AP)	English 200H	Physics	Spanish 350/450
Trig/Pre-Calc.	AP Language	Chemistry	AP Environmental
AP Literature	AP US History	Chemistry II	

The following classes receive more than 1/2 credit each semester:

OJT (work portion of COOP) receives 1 credit each semester for a passing grade.  
KEC courses receive 1 credit each semester for a passing grade.

The KEC exceptions are:

Aviation 1 & 2 only receive 1/2 a credit for each semester for a passing grade.  
KEC Cosmetology 1 & 2 receive 1 1/2 credits each semester for a passing grade.

Physical Education is 1 credit per year and will be used to figure grade point average and honor roll.

### **HONOR ROLL**

The Honor Roll is computed on the basis of Grade Point Average. Grades in all classes will be considered with the exception of college courses.

A High Honors 3.80 to 4.00 GPA (with no more than 2 B's)  
B Honors 3.00 to 3.79 GPA (with no more than 2 C's)

A student with a failing grade or a D in any subject will not be considered for the Honor Roll. Honor rolls will be published at the end of each semester. Only semester grades will be used to compute honor roll. Students with GPA's of 3.0 - 3.79 will be placed on the honor roll. Students with GPA's of 3.8 or higher will be placed on the high honor roll. A "C" in a weighted class is still a C for honor roll purposes. However, the weighted score will affect the GPA. A student must be taking 7 classes or credits, plus required physical education to be considered for the honor roll.

### **EXTRA CURRICULAR ELIGIBILITY**

Participation in extra curricular activities is a privilege afforded to all students. To maintain a positive relationship between academics and activities, minimum standards for eligibility have been set by the Board of Education and the IHSA. Students should strive to exceed these minimum standards in order to ensure their continued participation in athletic or other extra curricular activities.

Academic eligibility is based on a four point system; D's are equal to one point and F's receive two points. When a student receives four or more points in any combination of grades he or she is then ineligible to participate in extra curricular activities for the following week, Monday through Saturday. Students who are ineligible for 3 weeks may be subjected to dismissal for the remainder of the extra curricular activity. Academic eligibility is determined weekly.

### **GRADUATION REQUIREMENTS**

The Board of Education has specified certain requirements which must be met in order to graduate from Genoa-Kingston High School. These requirements must be successfully completed before a diploma is awarded.

**25 ACADEMIC CREDITS Plus 3.5 P.E. CREDITS  
REQUIRED COURSES**

English	4 credits
Mathematics:	3 credits
Algebra I & Geometry content	
Science	2 credits
Science (Class 2018+)	3 credits
U.S. History	1 credit
Health	1/2 credit
Computer Applications	1/2 credit
Geography 1 (class of 2015 to 2017):	
World Cultures or Global Affair (class of 2018+)	1/2 credit
Consumer Economics	1/2 credit
American Government	1/2 credit
Driver Ed classroom	1/4 credit

**RE-ENROLLMENT**

Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

**HOMEBOUND INSTRUCTION**

Pupils unable to attend school and who anticipate a long absence because of illness or injury for a period of ten (10) school days or more may discuss application for homebound instruction through the building principal.

**HOMEBOUND PROCEDURES**

When a student is placed on homebound status for an extended period of time, lab courses will be dropped without penalty. The other courses will be continued with the services of a homebound teacher. The regular classroom teacher will provide weekly assignments and lesson guides for the homebound teacher. If a student has been hospitalized, the parent should notify the guidance counselor and may request homework through the guidance office. Every effort will be made to help the student continue his/her education with a minimum of lost credit.

**PROGRESS REPORTS**

Student progress reports will be sent at the midpoint between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Parents are urged to make contact with teachers to discuss these reports.

**REPORT CARD SCHEDULE**

Report cards will be mailed approximately one (1) week after the end of each quarter.

The end of quarters for the 2017 - 2018 school year are as follows:

October 12.....	First Quarter
December 22.....	Second Quarter, First Semester
April 9 .....	Third Quarter
May 25.....	Fourth Quarter, Second Semester

**TRANSFER CREDITS**

It shall be the policy of District 424 Board of Education to accept credits from an accredited correspondence school for students wishing to make up credits or receive academic credit toward graduation if prior approval has been received from the director of guidance and counseling. The student shall request the approval in writing and the director of guidance and counseling shall reply in writing with a copy to be placed in the student's temporary cumulative folder. Students will only be allowed to take a maximum of 3 correspondence credits.

**WITHDRAWALS**

During the year, a number of students leave District #424. If your son or daughter is leaving school, the student must sign a Student Withdrawal Transfer Form signed by each teacher. The student picks up the form in the Guidance Office and returns it to the office when completed at his/her final check-out. The form permits teachers to indicate a final grade average and to check that textbooks have been returned.

**PUPIL TRANSFER RECORD FORM**

Parents should also come into the High School to sign a Pupil Transfer Record Form. This authorizes the High School to release student records to the new school the student will be attending.

**DRIVER EDUCATION INFORMATION**

Effective January 1, 1994, a new law went into effect. The law states "students who desire to take driver education courses in public or non-public high schools must receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in driver education."

Driver Education, (classroom & behind the wheel) is 1 credit. Driver Education will be offered to all (academic) sophomores who are sixteen or will be sixteen and have not already taken a Drivers Education course. Once all sophomores are scheduled, the remaining openings can be filled with freshmen in chronological order who are sixteen or will turn sixteen before September 1st of the following school year.

The driving portion of Driver's Education will be completed in cooperation with Drive Right Driving School.

**ACADEMIC ENHANCEMENT PERIOD**

Each student during this period must have something with which to occupy himself/herself for study purposes. Students desiring to see a teacher other than their assigned (AE) teacher must have previously obtained a pass from that teacher. That student must remain with that teacher for the remainder of the period.



### PHYSICAL EDUCATION INFORMATION

P.E. students **must** wear regulation uniform.

#### Uniform

1. Regulation uniform consists of:
  - A. Genoa-Kingston T-Shirt and Shorts
  - B. Soft sole gym shoes (not hiking boots)
  - C. American gym lock (first one is provided, lost lock \$6.00)
  - D. Warm clothing for outdoor activities (non-restrictive)

#### Medical Excuses

1. Students may be excused from Physical Education for one class period with a note from their parents or the school nurse.
2. Students on an extended medical (more than one) must have a doctors excuse with the proper dates documented.
3. Students who miss more than four weeks of Physical Education due to a medical excuse will receive a "M" for that quarter.

#### STUDENT REGISTRATION FEES

Student registration fees will be credited prior to athletic/extra-curricular fees being credited. Students need to pay both registration fees and athletic/extra-curricular fees (or make payment arrangements, in writing, with the Administration) in order to participate in the extra-curricular activity.

#### GENOA-KINGSTON HIGH SCHOOL/KEC CTE COURSE REGISTRATION 2017-2018 SCHOOL YEAR CONTRACT. Signatures will be required by both Student/Parent

1. No student may drop their KEC Course after **May 17, 2017**. All students signed up for KEC classes are obligated to take the course for the entire 2017-2018 school year.
2. Genoa-Kingston High School does **NOT** provide transportation for the following KEC courses. The student/family will be fully responsible to get to the KEC course on time every day it meets: Aviation 1; Aviation 2; Cosmetology 1; Cosmetology 2; Health Occupations 2 **on clinical days only**; Auto Mechanics 2; Collision Repair 2; Health Occupation 1: night session only; and Mass Communications: night session only; Criminal Justice 1 & 2: night sessions only
3. All other students are required to ride the bus to KEC. **STUDENTS MAY NOT DRIVE** themselves without obtaining prior administrative written permission. **Permission will only be given in extreme circumstances; violators of this rule will be suspended for 2 days.**
4. Students who have more than 10 unexcused absences from KEC may be dropped from the course and billed for the tuition (\$1700).
5. The tuition for these courses is covered by the district; parents will pay a \$30 KEC fee only (as well as a "kit" fee for some courses)

#### CLASSES OR COURSES ON SEX EDUCATION, FAMILY LIFE INSTRUCTION, INSTRUCTION ON DISEASES, RECOGNIZING AND AVOIDING SEXUAL ABUSE, OR DONOR PROGRAMS FOR ORGAN/TISSUE, BLOOD DONOR AND TRANSPLANTATION

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases.

Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effect method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDs.

**To receive a copy of the instructional material, contact the high school office at 815/784-5111.**

## STUDENT SERVICES

### LOCKERS

At the beginning of each school year, each pupil shall be assigned a locker in which to keep books, lunch and outdoor clothing.

Pupils shall be assigned another locker in the locker room for physical education. Pupils will be supplied their own locks in these areas.

The administration and teachers are not responsible for the loss of money or property. Large sums of money should never be brought to school.

Pupils are required to keep lockers clean and neat at all times. Students shall be assessed for locker damage or for excessive cleaning expense. Decals, stickers or other markings on the locker are prohibited along with all drug, alcohol or obscene literature or photographs.

**Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal or unsafe within. By applying the concept of reasonable suspicion, the search of the backpacks or other personal items may also be searched.**

### LOCKER SECURITY

In order to protect the contents of your locker, students should follow a few helpful suggestions:

1. Do not give your combination to anyone.
2. Spin the dial after you shut the door.
3. Store only coats, books, etc. in your locker. Do not store valuables.
4. Always lock your gym lock.
5. Genoa-Kingston High School is **NOT RESPONSIBLE FOR STOLEN PROPERTY.**

### GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available for every student in the school. These services include assistance with educational or occupational planning, interpretation of test scores, career information, counseling help with home, school, and/or social concerns, financial aid, or any questions the student may feel he/she would like to discuss with the counselor or social worker. The Guidance Office is responsible for the maintenance of student records, both temporary and permanent and the transfer of such records by request of parents or students. The Guidance Office is responsible for class scheduling and the recording of grades and credits. It is the responsibility of students and parents to make sure that the student has fulfilled all graduation requirements. Students or parents wishing to see or talk to the Counselor should contact the Guidance Office for an appointment.

### PROGRAM CHANGES

Requests for program changes after the registration deadline and before classes start will be considered on an individual and course availability basis. If a student receives permission to drop a course before the completion of one quarter, it will be reported as: WP-withdrew passing; or WF-withdrew failing. Any withdrawal after one quarter of class work will be reported as a failing grade.

Request to change class schedule(s) will be limited to one calendar week once student attendance starts for 1st semester. Schedule changes for 2nd semester must be made **BEFORE** winter break begins. If it becomes necessary to change a schedule after this date, the student must get administrative approval.

#### **ADDITIONAL HELP**

Teachers are here to assist students as much as possible. Students not understanding something in class should ask for a clarification **immediately**. If considerable help might be needed, the student should approach the teacher after class and arrange for assistance after school.

The responsibility for getting help belongs to the student, as the student is the first to know when extra help is needed. Extra help does not mean a repeat of the classroom lesson but additional aid in understanding the lesson. The teacher may also ask a student to come for extra help, and the student is required to meet such obligations.

#### **EDUCATION BEYOND THE HIGH SCHOOL**

Students should be aware that educational and training requirements are becoming more rigorous. In order to advance in most occupations, further education or training beyond the high school diploma is necessary. Information pertaining to the various educational and vocational opportunities is available in the guidance office. Students are urged to give early consideration to their post high school plans.

#### **COLLEGE PLANNING**

Students who are considering attending college should plan their high school courses early, keeping college requirements in mind. Required subjects vary for each college. There is no single program of high school preparation that will guarantee college admission. Until specific college requirements are known, it is strongly recommended that the following high school programs be taken:

- \* 4 years of English Language and Literature
- \* 3 or more years of Mathematics (4 strongly suggested)
- \* 2 years of Foreign Language or Art or Music
- \* 3 years of Social Studies
- \* 3 years in Laboratory Sciences

Students who are planning to attend college will find the following suggestions and information of value.

1. The three most important considerations for judging college applicants are subjects studied, grades earned, and college entrance examination results. Therefore, it is important that college-bound students select a strong academic program and earn the best possible grades beginning in the freshman year.
2. Students are encouraged to confer with college representatives when they visit the high school. Announcements of these visits are made in advance.

3. Scholarships and other forms of financial aid are based on achievement, ability, and financial need. Information regarding scholarships and financial aid is available in the guidance office. See the Counselor for assistance.
4. Most colleges require entrance examinations. The dates of these examinations are posted, and applications are available in the guidance office.
5. Students should know that once they are accepted at a specific college, upon request that school will provide information on financial aid.
6. If parents have any questions or desire an appointment regarding their son's or daughter's educational plans, they should call 815/784-5111 and ask for a guidance counselor.
7. **College visits: Prior approval must be obtained by Principal/Assistant Principal for a college visit. Proof of said college visit may be requested.**

#### **WORK PERMITS**

Students desiring a work permit must provide the high school office with all pertinent data and complete the proper form. The student must also present his/her birth certificate and copy of a physical.

**The National Defense Authorization Act** passed by Congress requires all high schools to release names, addresses and phone numbers of all juniors and seniors. If you do not want your child's information released to the military when they request it, you must turn in a written request each year to the Guidance Office.

#### **TITLE IX**

"No person in the Genoa-Kingston High School District 424 shall on the basis of sex, color, or natural origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal assistance..." If there are any questions concerning Title IX, the principal should be contacted.

#### **ASSEMBLY PROGRAMS**

All faculty and students are required to attend assembly programs. Behavior should reflect common courtesy. Students causing disturbances will be dealt with accordingly.

#### **PROM**

All school rules apply at prom. **No freshman students are allowed to attend prom. In order for a Genoa-Kingston student to attend prom, he/she MUST be in attendance before 11 am that Thursday, unless excused by the high school administration.**

## **SPECIAL EDUCATION**

**Programs & Services:** Genoa-Kingston School District #424 offers special education services and supports for eligible children. Services are offered for students who have disabilities including, but not limited to, speech and language, learning disabilities, mental impairment, vision impairment, behavior disorders, autism, hearing impairments, and physical handicaps. Most students remain in the regular education program and receive supports in that environment. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation for staff and parents, health services, psychological services, social work services, adapted material, vision services; hearing services, occupational and/or physical therapy and speech and language services.

**Identification of Eligible Students:** Each school has the services of a Student Assistant Team. This team may suggest intervention strategies to assist the student in the classroom or may make referrals for services. Any student for whom there continues to be a concern can be referred for a case study evaluation to determine eligibility for special education and related services. A student can be referred for a case study by staff, parents, or an outside agency. The case study team will determine if a case study is appropriate. The student's parents must give written permission before any evaluation can take place. For further information, please contact the building principal.

### **Discipline of Students with Disabilities**

The school and District will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **NIGHT SCHOOL**

Students enrolled in Genoa-Kingston night school classes are expected to adhere to the Genoa-Kingston Student Handbook. Night school has the same expectations for behavior, attendance, class participation, dress code, electronic devices, and rules as during the regular school day. Unacceptable behavior could result in being suspended or dropped from the program.

Students who attend GKHS during their 4th year of high school who have 8 credits or less toward diploma may be considered for night school. Students not attending GKHS during their 4th year of high school will be given guidance for educational options.

Students who attended GKHS during their 4th year of high school and who have more than 8 credits to earn diploma will be given guidance for earning high school equivalency and/or a meeting will be held in order to discuss their particular situation.

Students who were enrolled in night school during year 2 and who were not able to earn a diploma will be given guidance for earning high school equivalency or may continue to work on APEX or purchase American School on their own for movement towards high school diploma. The district reserves the right to make individual decisions based on specific student circumstances.

## COMPUTER TECHNOLOGY UTILIZATION RULES

1. I will treat computer hardware properly.
2. I will not:
  - a. Dismantle or alter any hardware or software component without permission.
  - b. Pound on the keys or keyboards.
  - c. Remove or alter keys, mice (or mice balls) or other peripherals.
  - d. Damage or vandalize any other computer related items in the computer labs, classroom or Learning Center.
3. I understand that hardware damage of any type will not be tolerated.
4. I WILL NOT EAT, DRINK OR CHEW GUM in the computer labs or near any of the school's computers.
5. I will:
  - a. Respect all copyrights and other intellectual property rights.
  - b. Use only the printers authorized by the teacher.
  - c. Make use of the Internet for only educationally appropriate endeavors.
  - d. Clean up my work area before I leave.
  - e. Treat texts, manuals and other forms of documentation properly.
  - f. Treat all media equipment properly.
6. I will treat software and data properly.
7. I will not:
  - a. Steal or destroy other people's data (includes copying of data, programs and files).
  - b. Download or copy unauthorized files, programs, etc. from the network or work station.
  - c. Upload or install any files, data or software to the network or work station without permission.
  - d. Destroy any files without permission.
  - e. Alter any computer workstations, and or network configuration, batch and/or system files.

*This includes, but is not limited to:*

    - (1) screen savers, color schemes, wall paper, mouse setting, etc.
    - (2) any other basic Windows setup attribute.
    - (3) registry files, autoexec.bat and config.sys or other batch and system files.
  - f. Access any unauthorized directories *or log in as another user.*
  - g. Alter mine, or other's, access rights to files or directories.
  - h. Continue to use media that I know to be infected with a virus.
8. *I UNDERSTAND THAT HACKING OF ANY SORT IS FORBIDDEN.*
9. I understand that failure to follow these rules will result in disciplinary action.
10. I also understand that alteration, destruction, theft or unauthorized modification to data, software and hardware, as described above or below, may result in:
  - a. Removal from class and the loss of computer use privileges for the remainder of the school year. A failing grade will be recorded if the student is removed from class.

11. By-passing or attempting to by-pass the school district's internet filter:
  - a. 1st offense: May result in a 2 day out-of-school suspension
  - b. 2nd offense: May result in a 4 day out-of-school suspension
  - c. 3rd offense: May result in all loss of computer privileges for remainder of school year; including disabling their login password (In a class that computers/technology is a requirement, the student will be dropped from class(es) with zero credit)

**INTERNET UTILIZATION GENERAL GUIDELINES AND RULES**

1. Generally, materials and practices that have been deemed educationally unacceptable in other media such as print, TV, movie, telephone, radio, etc., are also unacceptable in using the Internet.
2. Internet access is to be used only in direct support of Genoa-Kingston Community Unit School District #424 academic programs, assignments and projects as directed by the faculty and consistent with the District's educational mission.
3. Only educationally suitable materials shall be accessed. Material content that is not normally allowed in a school setting is expressly forbidden. Users are only allowed access to information and data on the Internet which is consistent with the school's pedagogical message and educational mission. Users are not authorized access to information which is inaccurate, illegal, indecent, obscene, pornographic, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or to enter or transmit such information.
4. Students will never divulge their full name, addresses or telephone number to anyone or any site on the Internet.
5. Copyrights and other intellectual property rights will be respected and observed by all students. This applies to uploading and downloading of materials.
6. All data, Internet use/practice, access, e-mail and other data transmission and uses are not privileged and are subject to faculty and administrative inspection, limitation and appropriation. As a condition of being allowed access to the Internet and the District's electronic mail communication through use of District computers and District means of access, students shall consent to monitoring and inspection by school staff and administration of all use of District computers and District means of access including any and all electronic mail communications made or attempted to be made or received by Students and all materials accessed, downloaded or uploaded by students.
7. Students will not download or upload data without faculty approval. Students shall not load onto the network or Internet District 424 work product without prior approval from the Principal or his/her designee. Examples of materials constituting District 424 work product include, but are not limited to: District 424 curriculum, District 424 test or examination materials, Department Guidelines and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District 424 publications and brochures, school newspaper, school yearbook, District 424 policies and administrative regulations/procedures.
8. Students shall not load onto the network or Internet any student work, student images or any personally identifiable information about students without proper approval from the Principal or his/her designee and prior written parental consent (when required by applicable State or federal law). Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained.
9. Students shall not gain unauthorized access to networks and data on the Internet or any of its connected networks.



10. Students shall respect other people's privacy by not using their passwords or accessing their data.
11. Students shall not post anonymous messages.
12. Students shall not enter into any contractual arrangement (i.e., buying something) over or in regard to the school's Internet accounts and use.
13. Students shall not use the Internet access for private or commercial financial gain.
14. Students shall not wastefully use resources, file space and/or bookmarks.
15. Any ILLEGAL use of the Internet is expressly forbidden.
16. Students will observe proper netiquette (network etiquette). This shall include:
  - a. Being polite.
  - b. Use of appropriate language.
  - c. Not revealing the names, addresses, telephone numbers (or other personal data) of their own or others.
  - d. Recognize that e-mail and other data transmissions can be intercepted by others and that they are not private.
  - e. Do not use the Internet access to disrupt its use by others.
17. **HACKING OF ANY SORT IS NOT PERMISSIBLE.**
18. Students will not access or use (upload or download data) the school's File Transfer Protocol (FTP) server without faculty permission.
19. Students will not access or use (upload or download data) the school's Hypertext Transfer Protocol (HTTP) server without faculty permission.
20. Students will not access or use (upload or download data) the school's Gopher server without faculty permission.
21. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
22. The user (and parents) agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of any breach of this authorization.
23. Violation of any of these rules could lead to immediate removal of Internet privileges for the remainder of the school year.
24. Students must provide a copy of their passwords to the system administrator.

**HEALTH REQUIREMENTS FOR HIGH SCHOOL ENTRY: MUST BE ON FILE BEFORE THE FIRST DAY OF SCHOOL**

Illinois State Law requires both a physical examination and immunizations for all students entering High School. These requirements must be completed anytime between now and the first day of school. Genoa-Kingston became a first day exclusion district in 1997, which means that students who are not in compliance with Illinois Department of Public Health requirements will not be allowed to attend school until this requirement is met.

**PHYSICAL EXAMINATION**

Must be completed and recorded on the approved Certificate of Child Health Examination form. These may be performed by advance practice nurse's (APN's) physician assistants (PA's) or physicians. Be sure your child's form is signed and dated by the health care provider. Parents must also complete and sign the medical history portion, which is located on the upper portion on the back side of the form.

**IMMUNIZATIONS: DPT, POLIO (IPV / OPV), HEPATITIS B, MMR, VARICELLA/MENINGOCOCCAL**

**DPT:** A series of 4 or more doses are required with at least 4 weeks (28 days) between the first 3 doses. The interval between the third and fourth doses must be at least 6 months. The last dose must be given on or after the fourth birthday. One dose of TDAP.

**POLIO:** 3 or more doses either IPV/OPV are required. Any child who received any combination of IPV and OPV **must** show proof of having received 4 doses. The last dose in either case must be administered on or after the fourth birthday. Doses in the series must be no less than 4 weeks (28 days) apart.

**MMR:** Measles, Mumps and Rubella. 2 doses are required. The first must be given at 12 months of age or older. The second dose can be given 4 weeks (28 days) after the first dose, but must be given on or after the fourth birthday.

**VARICELLA:** 2 doses of varicella vaccine are required. The first dose must be given on or after the first birthday and the second dose no less than 4 weeks (28 days) later; on or after the fourth birthday.

**MENINGOCOCCAL:** One dose is required (should have been administered prior to sixth grade entry).

**HEPATITIS B:** Three doses are required (should have been administered prior to sixth grade entry).

#### **RELIGIOUS AND MEDICAL EXEMPTIONS FROM IMMUNIZATIONS**

**RELIGIOUS:** Parents or guardians who object on religious grounds to immunizations for their children must complete a Certificate of Religious Exemption, which must also be signed by the physician, advance practice nurse or physician assistant responsible for performing the student examination. The signature on the form attests to informing the parent of the benefits of each immunization and the health risks of not vaccinating their child. They must immunization and the health risks of not vaccinating their child. They must also inform parents that their child may be excluded from school in the event of a vaccine preventable outbreak or exposure.

**MEDICAL:** Must be provided by the physician, advance practice nurse or physician assistant with a written and signed statement indicating the medical contraindication(s) for each vaccination.

**ATHLETES:** It is not necessary to have **both** a freshman physical and a sports physical; your freshman physical is sufficient.

***However, please note that a sports physical does not replace the freshman physical***

## HEALTH

### HEALTH RECORDS AND SERVICES

Illinois state Law requires physical examinations and up-to-date immunizations for all students immediately prior to or upon entrance into kindergarten, fifth, and ninth grades. Special education students must have a physical examination at ages 5, 10, and 14. Only physical exams on the approved State of Illinois form called "Certificate of Child Health Examinations" will be accepted. These forms may be obtained at any school office.

### SENIORS

Beginning with the school year 2015-2016, any child entering the 12th grade shall show proof of having received two doses of meningococcal conjugate vaccine prior to entering the 12th grade. The first dose shall have been received on or after the 11th birthday and the second dose shall have been received on or after the 16th birthday, at least eight weeks after the first dose. If the first dose is administered when the child is 16 years of age or older, only one dose is required.

If your child has not received one dose of the meningitis vaccine (Brand name: Menactra or Manveo) after their 16th birthday prior to the first day of senior year, they will be excluded from school. Letters were sent out to all juniors needing vaccination with third quarter report cards.

### EXCLUSION POLICY

Examination forms and complete records of immunizations must be turned in at the time of registration or on the first day of school. Students who do not have the required physical or immunizations on file will be excluded from school in accordance with the School Code. Absences due to exclusion will be considered unexcused.

### STUDENT PERMANENT RECORDS

Parents have the right to inspect and/or copy the records the school has on their children and may challenge the contents of said records. Student records will be forwarded to other school districts upon their request when the child moves from District #424. Parents of children moving from District #424 are then, hereby, notified of their right to inspect, copy and/or challenge the contents of their child's records prior to release of said records. All requests are to be directed to the school principal. High School transcripts cannot be sent to employers, colleges, or technical schools unless a "release" form is completed by the parents or the child if he is under 18 years old or older.

### Transfer Students

1. Transfer students are allowed 30 days for their health records to be received by this district and, if moving from out-of-state, must provide a certificate of health examination (Illinois) In-state student transfers will not be allowed to attend school (if previous school indicates they were not in good standing due to health requirements) until health requirements are met.
2. If the health records are not received within 30 days, then the parents will be notified. The parents will then be required to obtain a physical exam and the necessary immunizations for their child. They will be granted an additional 30 days to do this. At the end of this second 30 day period, a physical exam must be completed and on file, and the immunizations started or the child will be excluded from school.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Guidance Office at 815/784-5111.

### **DENTAL**

Although a dental exam is not required by state law, it is highly recommended that an examination be on record. Forms are available in each school office.

### **MEDICATION IN SCHOOLS**

Ideally, all medication should be given at home. The School Code allows for medication to be given at school only when there is no other way that the child can receive proper treatment for medical needs. The following steps must be adhered to for any medication being given at school:

1. The medication must be prescribed by a licensed physician.
2. A medication permission form available at the school office must be signed by the parent and physician.
3. The medication must be in a labeled container with the child's name, the medication name, the dosage, time, and duration medication is to be taken.
4. **Students may carry their own inhalers and Epipen while at school or attending school activities. Medical authorization must be renewed annually and signed waiver must be on file.**

Non-prescription medication, e.g., aspirin, ointments, cold tablets, should not be given at school. Should a child need these on a routine basis for a given medical problem, the same procedure must be followed as with prescription medications. No prescription or non-prescription medication shall be offered from one student to another.

Under no circumstances is a student to bring to school any prescription or non-prescription pills or liquid medication for self-administration. If this occurs, the medication will be kept in the office and the parents will be called.

We will call for permission to administer Tylenol during the school day, upon your child's request. By calling each time your child requests Tylenol, you will be aware of both the frequency and a pattern of need. If a student requests Tylenol more than five times per semester, no more will be administered until a signed medication consent from the physician and parent is on file in the health room.

The school district retains the discretion to reject requests for administration of medication.

**Annual renewal of authorization is mandatory, and all medication changes must be in writing and signed by a healthcare prescriber.**

#### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

#### **ILLNESS AND ACCIDENTS**

Should a student feel ill at any time during the school day he/she should notify his/her respective teacher. The student will be given a pass and sent to the office. Emergency first aid will be given should it be needed.

Should a student be injured in any way, the teacher must be notified immediately so that help can be given and an accident report filed. The parents will be informed if an accident or illness occurring at school may need care or observation at school. Students will not be sent home unless a parent has been informed and arrangements have been made to pick the student up. An up-to-date emergency phone number must be on file in the office in case of need.

#### **SCHOOL INSURANCE**

All students are covered by the District insurance policy for accidents that occur at school during the school day or at school-sponsored events. This coverage is secondary to insurance that the students' family has in place. Additional 24 hour optional coverage is available at a nominal cost. When a student insured under this plan is injured, he/she will be given a claim form from the office. This form must be completed by the school, by the parents, and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or subsequent negotiation with the company.

#### **MEDICAID**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable.

## **HIGH SCHOOL ATTENDANCE**

There is a positive relationship between regular attendance and academic success. Therefore, it is of the utmost importance that students be in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parents and guardians have the responsibility for their children's regular school attendance. Tardiness creates problems for instruction; consequently, continued tardiness will be considered as an incidence of truancy. A notification system exists to inform the students and their parents/guardians of these incidents of truancy or tardiness. This notification system will accommodate due process procedural rights.

Illinois law requires that whoever has custody or control of any child between six (6) (by September 1st) and seventeen (17) years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

### **ATTENDANCE GUIDELINES:**

#### **Expectation**

District 424 assumes that students will always be in attendance at school except for cases of illness, serious family crises, or situations that have been prearranged.

#### **Student Responsibilities**

Regular attendance is essential for academic success. A "class participation grade" may be part of a student's weekly grade. Therefore, regular attendance is expected in all classes.

#### **Parent Responsibilities**

When a student is absent from school, the Attendance Office must be notified by phone on the date of the absence no later than 11:00 am. If necessary, parents may call **815/784-5113** before school hours and leave a message on the answering machine.

When parents are out of town, they are expected to designate a responsible adult to telephone the school and provide a telephone number where they (the parents) may be contacted.

### **Attendance Office: 815/784-5113**

#### **ABSENCE TERMINOLOGY:**

##### **Early Dismissals**

All students who have notes from parents requesting early dismissal are to report to the Attendance Office. The note must give a clear description of the reason for the early dismissal.

Students must have a Permit to Leave the Building prior to their departure. If they have not secured this permit to leave they are considered truant. Upon their return they must check into the Attendance Office.

**Exclusion**

This type of absence is imposed by the school due to incomplete medical records and/or failure to comply with State physical exam and immunization mandates, and allows for the following make-up privilege: no daily make-up unless a test was given which covered material taught while the student was present in class.

**EXCUSED ABSENCE(S)**

The school laws of the State of Illinois require regular school attendance. Each student is expected to be in attendance on time, every day except when there is a valid excuse. Student involvement in daily classroom activities is essential. Absences from school may result in failing grades, withdrawal from classes and/or disciplinary action. It is imperative that parents plan family trips/vacations to coincide with scheduled school vacations and plan professional visits to doctors, dentists, etc. during non-school hours. Attendance is a vital part of a successful educational experience. It is the parent's responsibility to substantiate an excused absence. School administration will determine if an absence is excused or unexcused. All absences count towards the 10 day limit. Once a student has accumulated 10 days of absences, medical excuses will be required for each absence beyond the 10th, or those absences will be considered unexcused.

**Valid excuse for an excused absence would include:**

- illness
- observance of a religious holiday
- death in the immediate family
- family emergency (must be approved by the school administrator)
- circumstances that cause reasonable concern to the parent for the safety or health of the student as determined by the school administrator

**Each absence in excess of ten days and not excused for the above-referenced reasons, shall be considered unexcused resulting in the following restrictions and penalties:**

- **No daily make-up privilege.**
- Lunch detention(s)
- Detention(s)
- Saturday detention
- In school suspension
- Out of school suspension
- Parent conference

**ANTICIPATED ABSENCE(S):**

Anticipated absences must be submitted at least 5 school days prior to the date of the absence and then approved by school administration. Homework may be requested ahead of time. It is at the teacher's discretion whether or not to provide it. Students will turn in all missing work in a timely manner, having one day for each day they are absent. All absences count towards the 10 day limit. Once a student has accumulated 10 days of absences, medical excuses will be required for each absence beyond the 10th, or those absences will be considered unexcused.

**MEDICAL EXCUSE**

Medical excuses will only be accepted from a practitioner who examined the student in his/her office. The excuse must state specific days that a student was excused from school.



**UNEXCUSED ABSENCE(S)**

All absences count towards the 10 day limit. Once a student has accumulated 10 days of absences, medical excuses will be required for each absence beyond the 10th, or those absences will be considered unexcused. Although no credit will be issued for missing work during an unexcused absence, all students are encouraged to complete any missed work from an unexcused absence to maximize proficiency in class.

**Students who are unexcused from school will not be allowed to make up missed work.**

The DeKalb County Truancy Intervention Program, through the Regional Office of Education, requests districts to refer truant students once 5 unexcused absences are accumulated. However, earlier intervention may be appropriate on a case by case basis by contacting the DeKalb County Truancy Outreach Worker for your school.

**TRUANT**

A student subject to compulsory school attendance and who is absent without valid excuse from a regular attendance day or any portion thereof. (105 ILCS 5/26-2a).

**CHRONIC TRUANT**

A student subject to compulsory school attendance and who is absent without valid excuse for 5% or more (9 or more unexcused absences) of the previous 180 regular attendance days. Chronic truants may be petitioned to court by the Regional Office of Education through the DeKalb County State's Attorney's Office for Truancy or Educational Neglect. (105 ILCS 5/26-2a)

**POTENTIAL DROPOUT**

A student subject to compulsory school attendance and whose absences or pattern of school attendance impedes the student's learning or contributes to the student's failure to meet the Illinois Learning Standards and/or district learning standards. (23 Ill. Adm. Code 205.20(b)(4)). This state definition and the following guidelines are used as protocol in admitting DeKalb County students to the credit recovery program through the Truancy Intervention Program.

**SUSPENSION**

This type of absence is imposed by the school and allows for the following make-up privilege: for every day missed, the student will have an equal number of days to complete the work. The effort must be initiated by the student on the first day of the return to class.

**TARDY**

Students are expected to be on time throughout the day. As a general guideline, students should be in their assigned seats or at their assigned stations when the bell rings. Students who do not meet this guideline or an individual teacher's tardy rule will be considered tardy. First period tardiness has some special considerations. There can be situations where inclement weather, bus delays, or other unforeseen occurrences (oversleeping is not an acceptable excuse) that could legitimize a tardiness or absence.

**Students with excessive tardies or absences may be referred to the Truancy Intervention/prevention Program for assistance.**

**TARDIES WILL START OVER EACH SEMESTER**

## ABSENCE VIOLATIONS & DISCIPLINARY ACTION

### TARDINESS

**1st hour tardy:** Any time before 8:30 will be a tardy; after 8:30 will be unexcused.

**Late start students:** Any time from 9:20 to 9:30 will be a tardy; after will be unexcused.

**1st Tardy:** Verbal warning and teacher records tardy.

**2nd Tardy:** Teacher records tardy and written referral warning.

**3rd—6th Tardy:** Teacher records the tardy and initiates a student referral. One detention will be assigned and parent notified.

**7th—9th Tardy:** Teacher records the tardy and initiates a student referral. Student will be assigned a Saturday Detention and the parent will be notified.

**10th Tardy:** **May result in removal from the class with zero credit or other disciplinary actions.**

NOTE: Parental contact by the teacher via telephone can be defined as leaving messages on an answering machine. If the teacher is unable to personally talk with a parent after several attempts, the teacher should notify the administration.

### UNEXCUSED ABSENCES/SKIPPING INCLUDING KEC CLASSES

**1st Unexcused Absences:** Attendance referral issued which results in zero credit for that absence and a Saturday Detention for time missed. Administration will notify parents.

**2nd Unexcused Absences:** Attendance referral issued which results in zero credit for that absence and a Saturday Detention issued for time missed. Administration will notify parents.

**3rd Unexcused Absences:** Attendance referral issued which results in zero credit for that absence and a Saturday Detention issued. Administration will notify parents.

**4th Unexcused Absences:** Attendance referral issued which will result in zero credit for that absence and a Saturday Detention issued. Administration will notify parents.

**5th Unexcused Absences:** Saturday Detention issued and **may result in being dropped from the class or classes with zero credit.**

### TRUANCY

**1st truancy:** Zero credit will be given and a possible referral to DeKalb County Truancy Officer. Parents will be notified of the truancy by the administration and a Saturday detention or ISS assigned.

**2nd truancy:** Zero credit will be given and a possible referral to DeKalb County Truancy Officer. Parents will be notified of the truancy by the administration and a Saturday detention or ISS assigned.

**3rd truancy:** Zero credit will be given and a possible referral to DeKalb County Truancy Office. Parents will be notified of the truancy by the administration and a Saturday detention or ISS assigned.

**4th truancy:** Zero credit will be given and a possible referral to DeKalb County Truancy Office. Parents will be notified of the truancy by the administration and a Saturday detention or ISS assigned.

**5th truancy:** Zero credit will be given and a possible referral to DeKalb County Truancy Office. Parents will be notified of the truancy by the administration and a Saturday detention or ISS assigned.

## **BEHAVIORAL MANAGEMENT PLAN**

The policies and regulations contained in this handbook are in effect for all school areas, buses, bus stops and all school related activities, either at home or away. Examples of school related activities include, but are not limited to: dances, field trips, concerts or athletic events, and transportation to and from school sponsored activities or events. (Whether or not transportation is provided by the district). All disciplines will be administered age appropriate, (i.e. K - 3 students will be granted more lenience.)

The Behavioral Management Plan of the Genoa-Kingston School District is designed to define and clarify the behavioral expectations for which our students are ultimately responsible for: not to inhibit or affect academic performance. It is not the intent of this Behavioral Management Plan to address academic performance. The plan outlines the structure and procedures to be followed by the staff and administration in cases where these expectations are not met. The school administrators will do everything possible to keep a child in a learning environment during the disciplinary process. With mutual cooperation between students, staff and administration, this plan can assist in making the Genoa-Kingston School District an environment where each student has the opportunity to earn a quality education.

This is the Discipline Plan utilized by District #424. Students who exhibit chronic misbehavior may be required to have a meeting with their parent(s), counselor and administration.

**The Genoa-Kingston school district maintains an open agreement with local law enforcement agencies to conduct searches on district property. Searches may include the use of canine units.**

### **STUDENTS RIGHTS**

Each student has the right to attend school in an environment that is safe, free of disruptive influence, conducive to learning and which provides ample opportunity to acquire knowledge and skills commensurate with his/her maturity, interests and abilities. School personnel, parents and students have the responsibility to develop and maintain an atmosphere that is compatible with this right.

### **STUDENT OBLIGATIONS**

Students will be assessed for obligations which include money owed for damaged or lost books, for equipment and materials that have not been returned, and for the willful destruction of the school property.

### **ELASTIC CLAUSE**

In order to promote the effective functioning of the school, the Board of Education gives the authority to create additional or amend the rules and obligations stated in this handbook to the building principal or their designee.

## **CORPORAL PUNISHMENT**

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

## **FIREARMS, KNIVES, BRASS KNUCKLES & OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM**

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

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

## **LEVEL I - MINOR OFFENSES may include, but are not limited to:**

Level I acts of misconduct impede the orderly operation of the classroom, halls, lunch room, bus, bus stops and other general areas of the school, school sponsored events and during transportation to and from school sponsored events (whether or not transportation is provided by the district). **Such misbehaviors should be handled by a staff member at the time of the occurrence.**

Level I misbehaviors include (but are not limited to) the following:

- a. inappropriate behavior
- b. dishonesty and cheating
- c. failure to carry out directions
- d. tardiness
- e. littering
- f. inappropriate dress (determined by the administration-see dress in the student handbook).
- g. public display of affection
- h. in hallways without permission
- i. failure to return any paper requiring parental/guardian signature
- j. class disruption
- k. inappropriate use of language
- L. bus misconduct (see bus policy)
- m. dangerous acts

**Disciplinary Response:** There is immediate intervention by the staff member who is supervising the student or who observes misbehavior.

**Possible Intervention & Disciplinary Options:** Level I disciplinary options may include one or more of the following (in no specific order):

- conference with student
- withdrawal of privileges
- counseling/social work including short term groups that focus on (interventions regarding specific & immediate occurrence as related to discipline)
- communication with parent(s) (letter, phone or in person)
- after school detention
- Saturday detention
- In-school separation

**LEVEL II - MAJOR OFFENSES may include, but are not limited to:**

Level II acts of misconduct are misbehaviors whose frequency or seriousness disrupt the orderly operation of any school activity. Those infractions which are a continuation of Level I misbehavior require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Included in this level are misbehaviors which may not represent a direct threat to the health, safety or welfare of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Level II misbehaviors include the following:

- a. continuation of Level I acts of misconduct (see Level I offenses)
- b. Possession or use of tobacco products on school property including electronic cigarettes (E-Cigarettes)  
(1st offense = possible suspension / separation)
- c.\* truancy (any unexcused absence)
- d. forgery (the use of forged notes or falsified phone calls)
- e.\* \* gross disrespect/insubordination/misconduct
- f. misrepresentation (i.e. lying, extortion, cheating, etc.)
- g. loitering
- h. gambling
- i. bus misconduct (see bus policy)
- j. verbal abuse
- k. swearing at a teacher or staff personnel
- l. cutting class(es)
- m. stealing (minor acts)
- n.\* \* \* fighting (intimidation)
- o. unauthorized or reckless driving
- p. student's removal from class by staff personnel due to student's misbehavior
- q. refusal to identify oneself
- r. gang involvement (see Gang Policy)
- s. leaving class or school property without permission
- t. verbal, written, and/or physical harassment, including on the basis of race, sex, disability, national origin, ethnicity or immigration status
- u.\*\*\*\* unauthorized / inappropriate use of beepers, cellular phones or other electronic communication devices.
- v. dangerous acts
- w. intimidation, harassment or threatening others (bullying)
- x. computer tampering/use of unauthorized disks, programs, or sites
- y. physical aggression

- \* Possibly referred to Truancy Officer
- \*\* Making derogatory comments about the person, ignoring or resisting directions, refusing to identify oneself when requested to do so, etc.
- \*\*\* When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight will be disciplined equally.
- \*\*\*\* Student possession of a cellular phone is absolutely prohibited in classrooms, restrooms & locker rooms while school is in session. Students are not to use cellular phones during the school day unless given permission by the administration. Cell phones are to be turned off and kept in the student's locker during school hours.

**Disciplinary Response:** The student is referred to the administration for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible. The administrator meets with the student and/or teacher and affects the most appropriate response. A proper and accurate record of the offense and disciplinary action is maintained by the administrator. **Police may be called and ticket issued.**

**Possible Interventions & Disciplinary Options:** Level II disciplinary options may include one or more of the following (in no specific order).

- conference with student
- withdrawal of privileges
- completion of a behavior plan/contract
- parent conference (by phone or in person)
- referral to an outside agency or school district support services
- suspension of bus privileges
- extended detention
- in-school separation room
- out of school suspension (not to exceed ten school days)
- possible law enforcement intervention
- Restorative Justice (financial restitution)/Community Service

**LEVEL III - SERIOUS OFFENSES may include, but are not limited to:**

Level III involves acts directed against persons or property, but whose consequences may not seriously endanger the health, safety or welfare of others in the school. Level III acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school district uses will be determined by the extent of the resources available for remediating the situation in the best interest of maintaining the educational environment.

These acts include the following:

- a. continuation of Level I or Level II acts of misconduct (see Level I & Level II offenses)
- b.\* possession or use of tobacco products or E-Cigarettes on school property.
- c.\*\* possession of or under the influence of alcohol, cannabis, including medical marijuana or a controlled substance on school property
- d.\*\* possession of lookalike drugs, drug paraphernalia, cannabis, including medical marijuana or a controlled substance
- e. vandalism
- f. extortion (to obtain by force or improper pressure)
- g. trespassing in unauthorized areas
- h. computer tampering/use of unauthorized disks, programs, or sites
- i. gross misconduct/insubordination/disrespect

- j. fighting
- k.\* intimidation, harassment or threatening others (bullying) or (cyber bullying)
- l. students may be disciplined for off campus activities when such conduct is detrimental to the orderly function of the school.
- m. dangerous acts
- n. Use/possession or incendiary materials or devices
- o gang involvement (see gang policy)
- p verbal, written and/or physical harassment, including on the basis of race, religion, gender/orientation, disability, national origin or ethnicity.
- q. **Leaving class or school property without permission**
- r. physical aggression

- Second offense = suspension/separation. Third offense = suspension/separation.
- \*\* First offense for violations of c and/or d above will be subject suspension/separation and referral to law enforcement authorities. Student may be recommended for expulsion.

\*\*\* When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight will be disciplined equally.

\*\*\*\* **Access to Student Social Networking Passwords & Websites:** School authorities may conduct investigations or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of any investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**Disciplinary Response:** The student is referred to the administrator for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible. The administrator initiates disciplinary action by investigating the infraction and conferring with the staff, the student, and the student's parent (s) about the misconduct and subsequent disciplinary actions to be taken. A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

**Possible Interventions & Disciplinary Options:** Level III disciplinary options may include one or more of the following (in no specific order).

- in-school separation room
  - Saturday detention
  - out of school suspension
  - expulsion
  - suspension of bus privileges
  - referral to outside agency or school support services
  - restorative justice (financial restitution)/community service
  - referral to appropriate law enforcement agency
- Police may be called and ticket issued**

**LEVEL IV -VERY SERIOUS OFFENSES** may include, but are not limited to:

Level IV acts involve actions which are so serious that they always require administrative action which result in at least temporary removal or separation of the student from the learning environment. Level IV acts of misconduct may involve the intervention of law enforcement authorities and/or actions by the Board of Education.

- a. continuation of Level III acts of misconduct (see level III offenses)
- b. furnishing or selling alcohol, cannabis, including medical marijuana, controlled substances, tobacco products including e-cigarettes or look alike drugs
- c. \*soliciting a weapon, purchasing a weapon, possession and/or use of a weapon or possession of ammunition / spent ammunition (example: bullet shell)
- d. bomb threats
- e. Arson
- f. setting false alarms (i.e. dialing 911, activating fire alarms, etc.)
- g. stealing (major)
- h. possession or sale of stolen property ( whether or not the property was stolen on school grounds)
- i. computer tampering/use of unauthorized disks, programs, or sites
- j. gang involvement
- k. gross misconduct/insubordination/disrespect
- l. other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
- m. acts of physical violence towards student(s) or staff
- n. speech or action clearly inciting violence
- o. use/possession of incendiary materials or devices
- p. possession and/or use of fireworks
- q. dangerous acts
- r. hazing (see policy)
- s. sexual harassment (see policy)
- t. Intimidation, harassment or threatening others (including students or school related personnel), via any form of communication be it verbal or nonverbal which would include the use of Internet websites or other forms technology, including but not limited to: cyber bullying, sexting, Facebook, Twitter, INSTAGRAM, Snap chat, YikYak 15, etc. (see bullying policy)

\* A weapon includes any object which may be construed as a weapon, i.e. knives, razors, handguns or any type of gun, metal knuckles, broken glass, ice pick, jewelry, Tasers, mace, etc.

**Disciplinary Response:** The administrator verifies the offense and confers with staff member(s) and/or individuals involved and meets with the student. The student will be removed from the classroom environment immediately. After parental notification, the student may be removed from the school environment. School officials will contact law enforcement officials, if and when appropriate. A complete and accurate report is submitted to the Superintendent and Hearing Officer when applicable.

**Possible Interventions & Disciplinary Option:** Level IV disciplinary options may include one or more of the following ( no specific order).

- in-school separation room
- out of school suspension
- Expulsion
- Referral to appropriate law enforcement agency
- Referral to outside agency or school support services
- Restorative justice (financial restitution)/community service
- **Police called and ticket issued**



### **ADMINISTRATOR'S DISCRETION REGARDING STUDENT CONTROL**

The school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student.

Inappropriate student conduct will result in a variety of consequences. The discipline consequences may range from a warning to an expulsion from the Genoa-Kingston School District. Although some of the consequences are listed and explained below, additional consequences may be used as needed.

Disciplinary responses are not negotiable. Noncompliance will result in the next more serious disciplinary response. The school administrators will do everything possible to keep a child in a learning environment during the disciplinary process. In extreme situations or for chronic offenders, the administrators may determine an Out of School Suspension not to exceed ten school days as an appropriate punishment to protect the learning environment of the school.

An accumulation of four or more disciplinary referrals may result in additional disciplinary action.

### **INTERVENTIONS & DISCIPLINARY OPTIONS**

Attempts will be made on a case-by-case basis to provide alternatives to suspensions where applicable. These alternatives include Social Work Services, Student Contracts, Restorative Justice, Community Service, Alternative Education, and Counseling Services provided by various county agencies.

**DETENTION:** Students may be assigned a detention by any member of the school staff. A detention is to be served by the student for 30 minutes after school from 3:00 to 3:30 pm on Tuesdays and Thursdays. Students have one week to serve detention. Students may also serve detention in the morning from 7:15 to 7:45, but this must be approved by the administration. After school detention will be served in the learning center. **Unserved detention will result in one day ISS. Detentions may be served in the morning with approval from the administration.**

**EXTENDED DETENTION:** Extended detentions will be issued on the authority of the administrative staff. Students at Genoa Elementary School will serve a one hour extended detention. Students at the Middle School and High School will serve a two hour extended detention.

**SATURDAY DETENTION:** The Saturday detention will be assigned by the administrative staff and will be served at the high school. Only in extreme emergencies will a Saturday detention be rescheduled. Saturday Detention times will range from half an hour up to four hours.

**IN-SCHOOL SEPARATION (ISS):** This is a final step before an out-of-school suspension. High School students will attend the in-school separation room in their respective buildings. Assignment to the in-school separation room requires a student to study in an isolated area under close supervision with limited communication with other students. When a student is sent out of class by a staff member to (ISS) and 30 minutes or more remain in that class period, this may be considered “time served” for an issued detention. **If a student elects not to serve a full-day in-school separation, the student will receive an “unexcused” absence and the student will receive no credit for the day. No cell phone or electronic devices are allowed in ISS unless approved by the administration.**

**OUT-OF-SCHOOL SUSPENSION:** During the time of the suspension the student is not to be on school property or to attend school functions elsewhere in which Genoa-Kingston students are participants. Upon their return to school, students have the responsibility of obtaining their homework assignments from teachers, completing this homework and giving the homework to the proper teacher for a grade. This is entirely the student’s responsibility. The time frame for returning this homework follows the policy for homework assigned during an excused absence. Please refer to this section of the handbook. Once a student has been assigned an out of school suspension, the parents and student must meet with the school administrator before the student will be allowed to re-enroll for classes. Students will not be allowed to attend school until a parent/administrator meeting has taken place, up to a maximum of ten days. If the student does not come back to school after the suspension has been fulfilled, any days missed will be considered a willful absence and therefore, the student will be considered truant. At that point, the student will be referred to the proper agency for truancy or parental neglect.

**STUDENT DUE PROCESS:** To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions are made in accordance with the following procedures for out-or in-school suspension.

A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension will be reported immediately by phone to the parent(s) or guardian(s) of each suspended student(s) and to the Board of Education through the Superintendent of Schools. The report to the parents will be made by letter through the U.S. Mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately with parent notification.

**Short of expulsion, the Genoa-Kingston School District considers the out of school suspension as the most severe form of discipline. Parents, please note: While your child is serving an out of school suspension, it is your responsibility to provide proper supervision and to supplement the time missed from school with either a learning experience or worthwhile activity.**

**Students receiving more than 13 days of out of school suspension in any school year may be recommended for expulsion.**

**EXPULSION:** Permanent dismissal of a student after a hearing by the school board. An expulsion may be for up to two calendar years. **After an expulsion, the child’s education is totally the parent’s responsibility. The child may seek continuing education at the parent’s expense through another school district or through private education.**

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building Principal or their designee shall meet with a student returning to school from an out-of-school suspension, an expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion.

### **ALTERNATIVE TO DRUG/ALCOHOL SUSPENSION (ADAS)**

A drug/alcohol educational and assessment program that will diminish the number of days suspension for those involved in a drug/alcohol offense.

#### **Philosophy**

Genoa-Kingston High School is concerned with the full and harmonious development of the whole person. The ultimate emphasis is placed on the individual student to assume greater responsibility and to actively pursue growth as an individual. Genoa-Kingston High School recognizes that there are attitudinal, behavioral, and/or medical problems which can obstruct the realization of this goal.

One common and serious problem present in today's society is abuse of drugs and alcohol. It is recognized that experimentation and abuse of drugs and alcohol are destructive to an individual and can lead to chemical dependency. It is also recognized that prompt and appropriate attention can help many individuals.

Genoa-Kingston High School believes that it has an important role, along with parents and other members of the community, in helping students to make responsible decisions about the use of drugs and alcohol. A primary objective is to facilitate the development of the proper attitudes and behaviors. Students, as well as other members of the community, often need education and assistance to help them obtain this objective.

#### **Program Purpose**

The purpose of the ADAS program is to allow a student and family to choose a constructive alternative to the maximum number of days suspension for violating the rules concerning drugs and/or alcohol as stipulated in the Genoa-Kingston High School Parent/Student Handbook. This alternative will allow the student to continue classroom education with a minimum of interruption and facilitate family dialogue about the use of drugs and/or alcohol.

#### **Program Goals**

- To provide a professional evaluation regarding the extent of and reasons for drug/alcohol use by the student.
- To provide education to the student and parents regarding the effects and consequences of chemical dependency.
- To encourage parental involvement in preventing further use/abuse of chemicals.
- To direct the family to appropriated treatment alternatives and/or self- help resources.

## **SEARCH AND SEIZURE**

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

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

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

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

### **STUDENT**

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

### **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school 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.

### **CLOSED CAMPUS**

Genoa-Kingston High School is a closed campus. All students shall remain at school in authorized areas during the school day. Students are expected to attend each class on their schedules unless excused through established procedures.

### **CAMPUS VIOLATION**

Upon arrival to school regardless of the means of transportation (i.e. car, bus, walking) students are required to remain on campus and must report to supervised areas. Students cannot leave school grounds without first receiving written permission from the attendance/assistant principal's office.

### **LUNCH POLICY**

Genoa-Kingston High School has a closed campus policy. During lunch, students are to stay within the commons area inside the school. **All other areas within the building and outside, including the parking lot, are restricted.** Students are to remain on campus during lunch. Students who leave campus without a pass will be subject to disciplinary action. Students may take advantage of a reasonably priced, wholesome lunch served by the school or they may bring their own lunch.

1. Students shall not save places in line, cut in line, or otherwise cheat, intimidate their way into line for food service.
2. Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
3. Students shall follow the instructions of all the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
4. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
5. Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in, but not limited to, the following:

- Lunch detention(s)
- Detention(s)
- Saturday detention
- In school suspension
- Out of school suspension
- Driving privileges revoked
- Parent conference

**CAFETERIA:** The cafeteria staff offers a variety of foods and services on a daily basis. These services are: (1) Full course lunch line; (2) Ala carte line

**MEALTIME:** (1) The student's first name can be used to create an on-line account. You do not need to put money into the on-line account in order to access this information. (2) You can check the account prior to the start of school for any balance carryover. (3) No payments will be accepted during lunch periods.

Meal Time Online allows parents to manage your student's meal account online. You can view your child's account balance, establish an email for a low balance alert, and view the sections your students have made at no charge. You might also elect to replenish the account with a credit card; however there is a 4.9% charge for that transaction. Insufficient lunch balances can cause disappointment for your child. Students may charge a maximum of \$9.00 in meals to their account for the reimbursement meal. Ala Carte charges are not permitted.

Balances remaining at the end of the school year will follow your child to the next grade level. Parents of students that transfer or graduate from the District with a meal time balance of \$10.00 or more may request a refund for up to 30 days from the last day of enrolment.

### **FREE AND REDUCED APPLICATIONS**

All students that were previously approved for Free and Reduced Lunches **MUST** submit a new application for the 2017-2018 school year. Applications are available at the district website [www.gkschools.org](http://www.gkschools.org) on the district tab under district departments, food services. Applications are also available in each school and district office.

## **DRESS AND GROOMING**

An individual's dress, personal appearance, and cleanliness, as well as his/her behavior, demonstrate his/her sensitivity to and respect for others. Genoa-Kingston High School recognizes that the student's individual appearance is mainly the responsibility of the student and parents. However, dress and grooming should be clean, not indecent, and free of obnoxious odors. Health and safety standards must be maintained at all times for the protection of the student. Feet must be protectively covered at all times, and clothing and foot wear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others. Accessories such as necklaces, bracelets, belts, etc., that could be used as weapons are expressly forbidden. **Students are to use discretion in their dress and are NOT permitted to wear apparel that causes a substantial disruption in the school environment.**

If in the judgment of school officials, modes of dress or appearance are destructive or disturbing to the progress of the educational program, the student and parent will be notified, and the student will be required to change.

In addition, the following dress code is in effect:

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

## **GENOA-KINGSTON GANG POLICY**

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., Chapter 122, Par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good". This Board of Education is aware that gangs and gang-related activities can cause substantial disruption or material interferences with school and school related activities. A "gang" as used in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

Therefore, the possession, display or the use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on school premises or at school sponsored events. Such symbols representing these groups cause confrontations and disruptions to the educational atmosphere of the school setting.

Therefore, the possession, displaying-related activities can cause substantial disruption or material interferences with school and school related activities.

The penalties for violation of this policy are as follows:

1st Occurrence: A warning and a request to refrain from the use of inappropriate language or gestures. In the case of symbols or emblems, the student will be asked to remove the unauthorized symbol or emblems; from such items as, but not limited to, wearing apparel and notebooks. A student who wears a particular color or combination or clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, will be warned and advised that future displays will not be tolerated and that disciplinary action will follow:

2nd Occurrence: Parents will be notified and may result in an out-of-school suspension .

Subsequent Occurrence: Suspension and possible recommendation for expulsion to follow.

Students who commit the following acts violate District policy and, therefore, are subject to District discipline and possible criminal prosecution:

- Engaging in hazing
- Soliciting, encouraging, directing, aiding or attempting to aid another engaged in hazing
- Intentionally, knowing or recklessly permitting hazing
- Having knowledge of the planning or occurrence of a specific hazing activity and failing to report it to the Building Principal, Superintendent or other school employee



## **CHEATING POLICY**

### 1st Offense

- \* Teacher telephones the student's parent or guardian to explain the specifics of the incident
- \* A referral outlining the incident and subsequent disciplinary action is placed in the student's discipline file
- \* The student shall receive 0 credit for the paper assignment or test, no make-up privileges

### 2nd Offense

- \* Teacher telephones the student's parent or guardian to explain the specifics of the incident
- \* A referral outlining the incident and subsequent disciplinary action is placed in the student's discipline file
- \* The student shall receive 0 credit for the paper assignment or test, no make-up privileges
- \* If warranted, a conference will be requested with the student, parent/guardian, teacher and administrator/guidance counselor

### 3rd Offense

- \* Teacher telephones the student's parent or guardian to explain the specifics of the incident
- \* A referral outlining the incident and subsequent disciplinary action is placed in the student's discipline file
- \* The student shall receive 0 credit for the paper assignment or test, no make-up privileges
- \* If warranted, a conference will be requested with the student, parent/guardian, teacher and administrator/guidance counselor
- \* The student will be removed from all elected/appointed leadership positions for the remainder of the school year

## **PREVENTION OF & RESPONSE TO BULLYING, INTIMIDATION & HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at the school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complain manager or any staff member with who the student is comfortable speaking. Anyone, including staff members and parent/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing (electronic).

**Prevention of and Response to Bullying, Intimidation, and Harassment**

Complaint Managers:\*

Shannon Mansfield  
980 Park Ave. Genoa, IL 60135  
815/784-5111 Ext. 1721  
Smansfie@gkschools.org

Tom Rucker  
980 Park Ave., Genoa, IL 60135  
815/784-5111 Ext. 1314  
Trucker@gkschools.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

\*One complaint manager should be male and one complaint manager should be female.

## **SEXUAL HARASSMENT/TEEN DATING VIOLENCE POLICY-STUDENTS**

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limited the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - A. Substantially interfering with a student's educational environment;
  - B. Creating an intimidating, hostile or offensive educational environment;
  - C. Depriving a student of educational aid, benefits, services, or treatment; or
  - D. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint: Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. *Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.*

**CELL PHONES/ELECTRONIC (ENTERTAINMENT) DEVICES.** Students are permitted to have cell phones in their possession. There may be times when these devices can be used in the classroom for educational purposes under direct supervision of a staff member. **The school is not responsible for any loss or theft of these items, and students who choose to bring these devices do so at their own risk.**

At any time, a staff member has the right to confiscate the cell phone/electronic (entertainment) device. The staff member may issue a disciplinary referral and/or give the cell phone back at the end of class or the end of the school day. The device might also be sent to the principals office.

**A student's refusal to hand-over a cell phone/electronic (entertainment) device may result in an out-of-school suspension.**

### **STUDENT COMPLAINT PROCESS**

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Principal, Assistant Principal or Guidance Counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Students who knowingly make a false accusation will be subject to disciplinary action.

Any student who is determined, after an investigation to have engaged in sexual harassment will be subject to disciplinary action including but not limited to suspension and expulsion consistent with the discipline policy.

## CAMPUS

### VIDEO & AUDIO MONITORING SYSTEMS

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

### ANIMALS ON SCHOOL PROPERTY

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

### ASBESTOS INSPECTIONS

All Genoa-Kingston District Schools have been inspected for asbestos. The last inspection was conducted on November 17, 2011. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months and a re-inspection documented every three years. Any evidence of disturbance or change will be documented in the Management Plan as required. Be advised the Genoa-Kingston C.U.S.D. #424 has done extensive asbestos abatement over the past 20 years and at present contains very little within any of our buildings. The Inspection/Management Plan is available for public review in the Maintenance Director's Office at 980 Park Avenue, Genoa, Illinois.

### STUDENT PARKING RULES

1. No student parking is allowed in spaces reserved for faculty, administration, handicapped, visitor, loading zones, or fire lanes.
2. Your vehicle must be pulled into the parking space. Do not back into the space.
3. Park inside the lines. Do not take partial space of another student's parking space.
4. Any improper driving (excessive speed, recklessness, etc.) will result in the loss of your campus parking privileges.
5. Students are not allowed in their car or the parking lots after 7:50 a.m. without a pass from one of the following staff: principal, assistant principal, classroom teacher, nurse or monitor. Bring all books and belongings into the building with you. You will not be allowed to return to your car during the school day without permission.
6. The school is **NOT** responsible for student vehicles, any possessions left in them, or anything attached to their vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.**
7. Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contra dogs, administration, and police. 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.
8. **Parking on grass or non-marked parking areas WILL result in a parking ticket issued by the Genoa Police Department.**

7. 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 unattached.

8. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. 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 the search may result in discipline, including but not limited to, expulsion from school.

9. Video cameras may be 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.

**The appropriate school personnel have the right to inspect and/or search any vehicle driven by a student and parked on campus should there be reasonable suspicion that there is something illegal, unsafe, or improper inside the vehicle.**

#### **LEARNING CENTER**

The Learning Center is located on the first floor, directly across the hall from the Auditorium on the west end of the building.

#### **Rules and regulations**

1. Students are to be quiet, courteous, and business like in the library.
2. No food or drink is allowed.
3. Furniture is not to be moved.
4. Books, magazines, and newspapers must be replaced after use.
5. Reference books may be checked out overnight
6. Vertical file material and back issues of magazines may be checked out for two weeks. A "hold" may be placed for over-due books.
7. Books may be checked out for two weeks. A book can be renewed as long as there is no hold in place for it.
8. Current magazines can be checked out for 1 day.
9. Students must pay for any materials lost, damaged, or defaced.
9. A computer contract must be signed by the student and a parent or guardian before using any computer in the learning center.

#### **UNAUTHORIZED AREA**

Students are considered to be in an unauthorized area if they are in any area not designated on their schedules or in an area without written authorization. Students will be issued passes to their vehicles for any reason.

#### **BUS INFORMATION**

School bus riders, while at the bus stop or in transit, are under the jurisdiction of the school bus driver unless the local board designates another adult to supervise the riders. **All rules and regulations also apply to students during the time they are going directly to or from, and while waiting at, any designated bus stop. Any behavior which endangers the safety of any student or bus driver will not be tolerated. Interpretation of misconduct is the responsibility of the bus driver or supervisory personnel.** Riders shall observe safety precautions while disembarking. When it is necessary to cross the highway, riders shall proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. The student shall wait for a signal from the bus driver permitting them to cross.

A student who is suspended from riding the school bus and, who does not have alternative transportation to school, shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

**Violations of these rules will be subject to disciplinary actions set forth by the Genoa-Kingston school administration and on file at the high school office.**

#### **COMMUNITY RELATIONS AND PUBLICATIONS**

All publications must be approved by the Superintendent of School District 424 prior to posting in schools or dispersal to students. An appointment may be scheduled to review materials by contacting the District Office at 815/784-6222. Community, educational, charitable, recreational, or other similar groups may advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's or District's website where appropriate. All material and literature must be student-oriented and have the sponsoring organizations name prominently displayed. When preparing documents, please have sufficient copies prepared and organized in classroom sets.



**COGS Code**

**COGS are:**

**Respectful Responsible Engaged**

PBIS Mission Statement: The purpose of implementing Positive Behavior Supports and Interventions at Genoa-Kingston High School is to create a sense of community through a positive environment in which all members are actively contributing.

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Engaged</b>
<b>Classroom</b>	*Appreciate others opinions *Listen to your teacher and classmates *Treat school materials properly	*Be on time (through the door) *Be prepared	*Be attentive *Participate
<b>Computer Lab/ Learning Center</b>	*Be considerate of others *Use Materials and equipment properly *Use appropriate volume and language	*Have a pass from class *Follow procedures	*Access appropriate website *Use facilities for educational purposes
<b>Common Areas/ Hallways</b>	*Use appropriate volume and language *Be considerate of others	*Arrive to class on time *Have a pass *Follow dress code *Be safe	*Follow procedures *Promote the well-being of others *Take pride in school facilities
<b>Cafeteria</b>	*Have I.D. ready *Help others *Clean areas	*Keep all food and belongings to self *Dispose of trays in appropriate places *Wait your turn in line *Appropriate language and voice	*Recycle when possible
<b>Office</b>	*Use professional courtesy *Respect others privacy *Use appropriate language and volume	*Have a pass *Return to class on time *Bring needed materials	*Ask appropriate questions
<b>Bus</b>	*Use appropriate language and volume *Follow requests of driver *Keep hands and feet to yourself	*Be on time *Be safe	*Maintain safety *Remain in your seat