

Receipt of  
Genoa-Kingston Middle School  
Student/Parent Handbook

Student Name (Please print) \_\_\_\_\_

It is necessary to have a record of all recipients of the Parent/Student Handbook. As such, it is required that you sign and return this form so that we have a record for our files. Please include an emergency number where you may be reached if not at home.

I/We have received a copy of the **Parent/Student Handbook** and all of its contents for the 2017-2018 school year. I/We also have a copy of and have read the district **Computer/Internet Acceptable Use Policy**. I also understand that I am responsible for being aware of, understanding and complying with all the contents of the Handbook.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent/Guardian Signature/Date

The above signature acknowledges receipt of the Handbook. I further acknowledge that upon written or oral request, the Administration will make itself available to clarify or otherwise discuss the Handbook.

**Receipt of Genoa-Kingston Computer/Internet  
Acceptable Use Policy**

It is necessary to have a record of all recipients of the Computer/Internet Acceptable Use Policy. As such, it is required that you sign and return this form so that we have a record for our files. This form must be returned in order to participate in activities and research on the computer. Please indicate the amount of Internet access you wish to have for your child.

I/We have received and read a copy of the Genoa-Kingston C.U.S.D. #424 Computer/Internet Acceptable Use Policy for the 2017-2018 school year. I/We also understand that I am responsible for being aware of, understanding and complying with all the contents of the Policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to Genoa-Kingston Middle School on or before August 25<sup>th</sup>, 2017.**



# **GENOA-KINGSTON MIDDLE SCHOOL**

**Great Kids, Great  
Community, Great  
Schools!**

941 West Main Street  
Genoa, IL 60135

Telephone: (815) 784-5222  
Fax: (815) 784-4323  
Web Site: [www.gkschools.org](http://www.gkschools.org)  
Office Hours: 7:15 a.m. -3:45 p.m.

**Board of Education**  
**Administration**

Paul Kruse- President  
Barb Gustafson- Vice President  
Kristen Andrews- Secretary  
Kristin Brynteson  
David Cleveland  
John Shipley  
Jake Wesner

Brent O’Daniell- Superintendent  
Brad Shortridge- Asst. Superintendent  
Angelo Lekkas- Principal  
Craig Butcher- Assistant Principal

**Genoa-Kingston Middle School Staff**

**6<sup>th</sup> Grade Team:**

Mr. Ellis  
Mr. Johnsen  
Ms. Laben  
Ms. Schumacher  
Ms. Perry

**7<sup>th</sup> Grade Team:**

Ms. Arndt  
Ms. Ewald  
Ms. Fowler  
Mr. Kolb  
Ms. Scott  
Ms. Volden

**8<sup>th</sup> Grade Team:**

Mr. Harrington  
Ms. Logsdon  
Ms. Michaels  
Ms. Stoll  
Mr. Uili

**Encore/Student Services/Special Ed:**

Ms. Catalano  
Ms. Coulter  
Mr. Ferguson  
Ms. Franz  
Mr. Fromi  
Ms. Golembiewski  
Ms. Hencken  
Mr. Jenkins  
Mr. McCune  
Ms. Renner  
Mr. Schmidt  
Ms. Thurlby

***MISSION STATEMENT***

***Preparing students to excel and contribute to their community***

## **GENOA-KINGSTON MIDDLE SCHOOL**

This handbook is a guide for students to use to organize their assignments and activities, and also provides an outline of policies and procedures for Genoa-Kingston Middle School and Genoa-Kingston C.U.S.D. #424. Detailed policy manuals are available in each school and in the district office.

### **STUDENT EXPECTATIONS**

All of us at Genoa-Kingston Middle School should foster safety and the proper atmosphere for the pursuit of learning. This can be achieved through having respect for others and developing a sense of pride in yourself and your school. Every student should be afforded the opportunity to develop his or her ability to the fullest. Student attitudes and behavior will shape the school's environment. The following expectations should serve as a guide:

**Be Respectful**

**Be Responsible**

**Be Safe**

Students will have a deep understanding of these four expectations. Teachers will review these often during the school year. Students meeting these expectations will receive positive feedback in the form of verbal praise, Cogs Cards or the extension of privileges. Students who are unable to meet these expectations may face interventions or consequences.

## GKMS EXPECTATIONS GRID

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Listen</li> <li>*Use kind words</li> <li>*Treat materials with care</li> <li>*Let others do their best</li> <li>*Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Be on time</li> <li>*Do your best</li> <li>*Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in assigned areas</li> <li>*Keep hands, feet, other objects to myself</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Move quietly</li> <li>*Closer locker gently</li> <li>*During a class period, walk single file</li> </ul>	<ul style="list-style-type: none"> <li>*Always be moving</li> <li>*Put trash in proper bin</li> <li>*Have a pass when out of class</li> <li>*Go directly to my destination</li> </ul>	<ul style="list-style-type: none"> <li>*Walk at all time</li> <li>*Keep to the right</li> <li>*Hands to self at all times</li> <li>*Secure my locker and combination</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>*Wash Hands</li> <li>*Be considerate of other's privacy</li> <li>*Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>*Return to class promptly</li> <li>*Use restroom during passing periods</li> <li>*Report Problems</li> <li>*Put trash in proper bin</li> </ul>	<ul style="list-style-type: none"> <li>*Wait in line patiently</li> <li>*Give people privacy</li> <li>*Hands to self at all times</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Stay in your place in line</li> <li>*Treat trays/tables with care</li> <li>*Wait at your table to be dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>*Dispose of all trash in trash can/recycle bins before leaving.</li> </ul>	<ul style="list-style-type: none"> <li>*Be kind to others</li> <li>*Hands to self at all times</li> <li>*Travel quietly to and from lunch</li> </ul>
<b>AM/PM Gym</b>	<ul style="list-style-type: none"> <li>*Remain seated</li> <li>*Ask a supervisor if you need to leave the gym</li> </ul>	<ul style="list-style-type: none"> <li>*Travel quietly</li> <li>*Do your own work</li> <li>*Clean up area</li> </ul>	<ul style="list-style-type: none"> <li>*Hands to yourself at all times</li> <li>*Walk at all times</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>*Treat others with kindness</li> <li>*Treat bus and seats with respect</li> </ul>	<ul style="list-style-type: none"> <li>*Travel to and from quietly</li> <li>*Handle your own materials</li> </ul>	<ul style="list-style-type: none"> <li>*Hands to yourself at all times</li> <li>*Use quiet voices</li> <li>*Stay seated at all times</li> <li>*Sit facing forward</li> <li>*Follow emergency exits and procedures</li> </ul>
<b>Walk/Bike</b>	<ul style="list-style-type: none"> <li>*Follow crossing guards directions</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Lock your bike up</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on sidewalk</li> <li>*Walk bike across streets</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>*Be respectful to speaker/performer</li> <li>*Be courteous</li> <li>*Remain sitting forward</li> <li>*Applaud positively at expected times</li> </ul>	<ul style="list-style-type: none"> <li>*Pay Attention</li> <li>*Sit with teacher in designated row</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to self</li> <li>*Enter and exit in an orderly fashion</li> <li>*Follow directions of your teacher</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>*Be helpful and encouraging to others online</li> <li>*Be considerate of others' views and needs.</li> <li>*The things you write and create should be positive, educational and helpful to others.</li> <li>*Manage your device with care</li> </ul>	<ul style="list-style-type: none"> <li>*Practice responsible and legal use of technology and follow copyright laws.</li> <li>*Cite sources for any images, videos or ideas that are not your own.</li> <li>*Use your student account for educational purposes only.</li> <li>*Carry your Chromebook with two hands, work on a flat surface, and use your case.</li> <li>*Tilt or close the screen when not in use.</li> <li>*Charge your Chromebook daily</li> </ul>	<ul style="list-style-type: none"> <li>*Practice safe use of information and technology.</li> <li>*Recognize, avoid and report any inappropriate interactions by others.</li> <li>*Recognize, avoid and report cyberbullying.</li> <li>*Personal information should be kept private.</li> </ul>

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## **ALTERNATIVE LEARNING ENVIRONMENT**

The Alternative Learning Environment (A.L.E.) room is designed to provide a place to assist at-risk students. This room has three basic functions: (1) It serves as a self-contained classroom designed to meet the needs of students who are unable to be successful in the regular education setting. (2) It serves as an I.S.S. room for students who have exhibited behaviors that have resulted in being assigned in-school suspension. (3) It also serves as a “cooling down” room for students who need time away from the classroom setting to get themselves under control. Students who cannot conduct themselves appropriately in the A.L.E. room may receive Saturday detention and/or out-of-school suspension.

## **ANIMALS ON SCHOOL PROPERTY**

In order to ensure the safety of all students, animals are not allowed on school property. The two exceptions would be a) when accompanying a student with a documented disability and b) when special permission is given by the principal.

## **ARRIVAL/DISMISSALS**

**Students may enter the building starting at 7:30 am.** School personnel assume that pupils will be in school for the entire day. Upon arrival to school, students are to report to supervised areas by grade level. Students may NOT leave after they have arrived on school grounds without prior approval from the office. Students who leave campus without following correct procedures may be disciplined. During the school day, students must be picked up and signed out by a parent or guardian. **The office closes daily at 3:45.**

## **ASSEMBLIES**

Assembly programs are held occasionally for those students displaying a positive school attitude and for the purpose of providing knowledge, entertainment and experience of being an audience. Attendance at assemblies is a privilege. Student behavior at assemblies should stress a note of dignity and should be characterized by courtesy, thoughtfulness of others, self-control and acceptable expressions of appreciation. (Whistling, stomping, booing are not acceptable.)

## **ASSIGNMENTS WHEN ABSENT**

If at all possible, students should have an arrangement with another student to obtain current assignments when one or the other is absent. **If a student is absent for three or more days and is well enough to do school work, parents may request assignments 24 hours before they plan on picking up the materials from the office.** Assignments can also be viewed daily by logging into Powerschool and clicking Daily Bulletin. Please call 784-5222 for homework requests.

Upon returning to school, it is the STUDENT'S RESPONSIBILITY to request a list of make-up work and to complete this work within the arranged time.

## **ASSIGNMENT CONNECTION/DAILY BULLETIN**

Parents may view the daily classroom activities for their student by logging into Powerschool and clicking Daily Bulletin. Both assignments and classroom activities can be viewed here daily.



## **ATHLETICS**

GKMS offers a variety of athletic opportunities for students. All students participating in athletics must meet eligibility requirements. Students absent for more than half a day (11:30) from school cannot participate in activities for that day. Any student serving an ISS or OSS on the day of an activity will not be eligible to participate. In some cases, it may be necessary for cuts during tryouts. GKMS students will be subject to the GK Athletic Code of Conduct policy.

## **ATTENDANCE/ABSENCE FROM SCHOOL**

One of the best ways to ensure success in school is through regular attendance. A student who is frequently absent misses valuable class instruction and discussion, even though written work is made up. ***The Genoa-Kingston District #424 Attendance Policy can be found in the district portion of the handbook.***

It is the STUDENT'S RESPONSIBILITY to contact the teacher to make arrangements for all make-up assignments, quizzes and tests upon returning to school. Parents may monitor daily activities in the classroom by logging into Powerschool and clicking on daily bulletin.

Students who are absent will get the number of days they were absent +1 to complete any make-up work.

Students who are absent from school for more than a half day (11:30) are not eligible to attend after school activities such as: sports, clubs, dances, etc.

### **Reporting an Absence**

Parents are asked to call (815) 784-5222 before 9:00 am to report a student absence. **Please call each day** your son/daughter is absent and state the student's name, grade and reason for absence. Schools are required to ask for a reason for an absence in order to code the absence in accordance with Illinois School Code.

### **Communication with Parents/Guardians**

Parents/guardians will be notified in writing when a student reaches their 5<sup>th</sup> and 9<sup>th</sup> absences from school. Absence notification will commence due to any combination of absences, either excused or unexcused. After a student reaches five (5) absences, parents will receive a phone call or email. Letters specific to unexcused absences will be sent to parents/guardians on the 5<sup>th</sup> unexcused absence. Once a student reaches a total of nine (9) absences in any form, a notification letter will be sent home. When a student reaches their 5<sup>th</sup> unexcused absence, they will be referred to the DeKalb County Truancy Intervention Program. The definitions for excused/unexcused absences can be found in the district portion of the handbook under the Genoa-Kingston District #424 Attendance Policy.

### **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

**Anticipated Absence(s)/Vacations/Family Trips**

Parents are urged to plan their vacations so children will not miss school. However, it is realized that this is not always possible. **Teachers are not required to give advance assignments.** School work missed is to be made up within a reasonable time upon returning to school. Trip/vacation absences count towards the 10 day limit. Family vacations/trips will be excused for up to a total of five (5) days. More than five (5) days will be considered unexcused. 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)**

The DeKalb County Truancy Intervention Program through the Regional Office of Education requests districts to refer truant students once 5 unexcused absences are accumulated. Unexcused absences count towards the 10 day absence limitation. 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.

**BICYCLES**

Bicycle expectations:

1. Ride on the sidewalk.
2. Bike riders are to walk bicycles to corner - do not ride on the sidewalks on school grounds.
3. Obey all traffic signals - all good drivers do.

Students are to park bicycles in the racks provided. We recommend that you lock your bike while leaving it in the rack. **The school will not be responsible for stolen or damaged bicycles.** Students who cannot follow proper safety guidelines to and from school will not be allowed to ride their bike to school.

**Students are not permitted to bring or use roller skates, rollerblades, skateboards, scooters, heelys(shoes with wheels), sleds, motor bikes, go-carts or snowmobiles on school premises.**

## **BUILDING AND GROUNDS**

The school grounds and building should be kept free of all food wrappers and debris. Containers are provided at the entrances of the building for this purpose. Waste containers are in the hallways for your convenience. The sidewalks have been appropriately placed for convenience to those using the building. Your cooperation is important in keeping our building and grounds clean, beautiful and safe.

## **BULLYING**

Bullying will not be tolerated at GKMS. Anti-bullying curriculum is present at GKMS, with monthly lessons. Bullying assemblies are often a part of our attempts to prevent bullying. Also, part of our PBIS initiative is to prevent bullying. Bullying is defined as a type of aggressive behavior in which an individual student or a group of students, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, inflicts, attempts, or intends to inflict, either by physical, verbal or other means, any physical or psychological suffering on another student or group of students.

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

For a detailed explanation of what constitutes bullying, see BULLYING/CYBERBULLYING/INTIMIDATION/HAZING/TEEN DATING VIOLENCE in the district portion of the handbook.

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

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).

Complaint Managers:

Jennifer Franz  
941 W. Main St., Genoa, IL 60135  
815/784-5222 Ext. 4505  
Jfranz@gkschools.org

Craig Butcher  
941 W. Main St., Genoa, IL 60135  
815/784-5222 Ext. 4503  
cbutcher@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.

## **CELL PHONES**

Because they are disruptive to the learning process, **cell phones should not be seen or heard during the school day (7:50-2:55)**. Students may only use cell phones during the day with permission from an administrator. Any student using a cell phone to text or make calls may be subject to discipline action. ***This includes texting, or responding to texts from parents.*** Text messaging during class and/or using a cell phone with camera capability is strictly forbidden. Students are allowed to use their cell phones before and after school, but only in the gym or cafeteria. There is absolutely no texting allowed in the hallways or bathrooms at any time. If pictures or videos are taken with cell phones, serious consequences will be issued, possibly including suspension. *We recommend that cell phones be locked in students' lockers and be completely turned off during the school day.* Programming a cell phone to vibrate rather than ring does not fulfill the "off" requirement. **Violations may result in confiscation of the cellular phone and disciplinary actions. The cellular phone will be returned to a parent or guardian.** Cell phone infractions may involve the following discipline:

Lunch Detentions, After-school detentions, Extended Detention, ISS or OSS

Any student needing to speak with a parent may use the phone in the office with permission. Any parent needing to speak with their student may call the office at (815) 784-5222.

**Students who choose to bring a cellular phone to school do so at their own risk as the school will not be responsible for the item.**

## **CHEATING AND PLAGIARISM**

Students of Genoa-Kingston Middle School are expected to do their own work. The assignments given to students are to help them learn the concepts presented. It is not acceptable for a student to copy or borrow another's work and use it as his own. A student who chooses to do so may have their paper taken and counted as a zero. A student who allows their work to be copied may also have his paper taken and counted as a zero. Students are also required to use their own words or give credit to the source when writing a paper. Using the words of others and not giving credit is considered plagiarism. A student who plagiarizes may be asked to do the paper over or receive a zero on the assignment. Further, a conference with the student, teacher, administrator, and parent/guardian may be scheduled.

## **CLASSROOM EXPECTATIONS:**

The following guidelines apply to all classes at Genoa-Kingston Middle School:

**BE RESPECTFUL**  
**BE RESPONSIBLE**  
**BE SAFE**

## COMPUTERS/TABLETS

Use of school computers/tablets is considered a privilege. Any student who damages or misuses any type of computer/tablet hardware or software, in addition to disciplinary action, may lose his/her computer/tablet privileges for a period of time. Students and parents will also sign a policy form which outlines all computer/internet use guidelines which students are required to follow.

## COMMUNICATION

GKMS offers several types of communication. Our website offers a wealth of helpful information. Powerschool allows our parents to track their student's grades and assignments through a log-in. We send home newsletters throughout the year that are yet another informative resource for parents. Parents are welcome to contact the principal at any time during the school day for further assistance.

## CONSEQUENCES

We have high expectations for our students at GKMS. We expect them to make good decisions, treat each other well and behave appropriately in the classroom. When students don't meet these expectations, consequences may be necessary. Consequences may include:

***Lunch Detention***-may be assigned for minor infractions. This will be served during the students lunch period.

***After-School Detention***-may be assigned for any day after school. A detention notice will be sent home with the student and the teacher will make contact with a parent to ensure the student has transportation arranged. After-school detentions are from 2:55-3:20 every day except Wednesday. Two or more outstanding detentions may result in an ISS.

***Extended Detention***-may be assigned for repetitive misbehaviors. Extended detentions are from 3:00-5:00. Parents will be contacted by an administrator in the event that an extended detention has been issued.

***Saturday Detention***-School transportation will not be provided.

***In-School Suspension (ISS)***-An ISS may be issued for more serious offenses. Students will serve ISS in our Alternative Learning Environment room and will be able to complete their work for the day. Parents will be notified by an administrator when their student has been issued an ISS.

***Out-of-School Suspension (OSS)***-Major offenses will be dealt with by issuing an OSS. When students are OSS, they are not allowed to come to school, but can make up their missed work. Parents will be notified by an administrator when their student is OSS.

## CONSTITUTION TEST

Promotion to the 9<sup>th</sup> grade requires that all students pass the Middle School Constitution test.

## COUNSELING

Counseling services are available to all students. Many problems, concerning both school and one's personal life, can be helped through counseling. Personal concerns or academic problems will be kept as confidential as possible within the framework of the school system. Appointments may be made by request through the office or any staff member.

## **DANCES**

School dances and other social events are open to Genoa-Kingston Middle School students who attend Genoa-Kingston Middle School on a daily basis.

## **DISCIPLINE**

When implementing Student Expectations (See page 1), logical and realistic consequences are important aspects of the process. Students who experience these consequences learn they have positive control over their lives. The purpose of the discipline guidelines is to provide immediate and consistent consequences for inappropriate behavior.

A student who has not followed the student expectations has made a choice. We respect that decision and hope that the student and his or her parent/guardian can accept the natural consequences of that decision. Such consequences will be determined by the teacher, staff member, or administration.

The copy of District 424 Behavioral Management Plan is found in this handbook. All district discipline policies, rules, procedures and disciplinary actions apply to all students at Genoa-Kingston Middle School.

## **DISMISSAL DURING SCHOOL HOURS**

These steps should be followed when requesting to leave class for an appointment:

1. Students should bring a note from a parent stating the type of appointment and the time of dismissal.
2. The note should be brought to office for approval and acknowledgment.
3. The student will be called from class at the time they are to be picked up by a parent.

When returning to the building, the student must stop in the office to sign in and to get a pass for re-admittance to class.

## **DRESS**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The following guidelines pertain to dress during the school day and at school-sponsored activities. Changes in attire for special functions will be announced.

- 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.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Hats, coats, bandannas, sweat bands, capes, blankets, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the laboratories or during physical education.
- Extremely short shorts and tight shorts will not be allowed. As a general guideline, shorts and skirts must be at least fingertip length.
- Clothing which is deemed immodest or distracting (e.g. visible underwear) by the school administration is not to be worn. Examples may include, but are certainly not limited to, clothing exposing underwear, exposed midriffs, or are “see-through” in nature (without appropriate undergarments), and low cut tops. All shirts must have sleeves. No tank tops/halter tops unless accompanied by a sleeved over or under garment. Sleeves can be any length.
- Appropriate footwear must be worn at all times. Heelys (shoes with wheels) and shoes that light up may not be worn during the school day.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

If there is any doubt about dress or appearance, a building administrator will make the final decision. Students who are wearing inappropriate items will be asked to change or wear their PE uniform. Multiple infractions may result in discipline action.

**Jackets**-Winter coats and other heavy jackets must be stored in lockers during the school day. Winter coats and other heavy jackets should not be worn in the classroom unless permission is received from the teacher.

**Purses**-students are allowed to bring purses to class if they are 4x9 or smaller. Purses must remain on the desktop at all times while in the classroom. Larger purses will not be allowed in the classroom. Students who don't keep their purses on the desktop will not be allowed to bring them to class.

**Backpacks**-students are not allowed to bring backpacks and similar items to class.

## **ELECTRONIC DEVICES**

Students are allowed to use many electronic devices in the bleachers before and after school. These include iPods, mp3 players, game players etc. However, these devices may not be used during the school day at any time; including when the students are on field trips or other school sponsored events. Students may be subjected to consequences if they fail to meet this expectation.

**Cameras should not be brought to or used during school. Students taking pictures on a camera, cell phone, tablet or any other electronic device may be subject to discipline, including suspension. Pictures may not be taken anytime during the school day except with the permission of a teacher or administrator.**

## **ELIGIBILITY REQUIREMENTS**

In order to reinforce our primary mission of teaching and learning, all students who participate in sports, cheerleading, jazz band, and student council must meet the following eligibility requirements:

Eligibility grades are due to the office Friday at 11:00am. Eligibility period affected will run from Monday to Sunday. Any students with four points will be ineligible. Each grade of "D" is one point and each grade of "F" is four points.

No ineligible students will travel with their team. Ineligible students may be allowed to practice and attend at the coach's discretion, but may not participate in or dress in uniform for home competitions.

Students who are in ISS or OSS will be considered ineligible for any practice, game, or event on that day. Coaches and club sponsors have the option to create more stringent team policies with approval of the administration or athletic director.

## **EMERGENCIES AND EMERGENCY DRILLS**

During school emergencies and drills, students are to follow directions from teachers, staff and administrators concerning how, where, and when to proceed to the designated emergency location and what to do when they arrive. Students must remain quiet and move in an orderly manner. Parents may receive phone calls through School Messenger for updates on drills and other school-related information.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: the principal.

## **FEES**

Payments can be made at any of the school offices, the District office, by mail and online at [www.mymealtime.com](http://www.mymealtime.com). Payment plans are available, but the balance must be paid in full by December 1st of that registration year.

Unpaid fees will result in assessed late fees, denied access to PowerSchool, and balances turned over to the District's collection agent. In the case of driver's education and KEC, students may be withdrawn for nonpayment of those fees. Participation in extracurricular activities may also be restricted.



## **FIELD TRIPS**

During the school year, teachers may take their classes on educational trips to various places of interest. A field trip offers the students opportunities to secure additional knowledge from firsthand experience and information on topics which the class is studying. These trips are planned carefully by the teacher. Pre-teaching prepares students for what they will see, and follow-up projects reinforce the learning experience. Parents must sign the permission slip their child brings home and signed forms must be turned in by the deadline before each field trip. A student may be required to meet certain eligibility requirements in order to attend.

## **FIGHTING**

Fighting cannot and will not be tolerated at GKMS. Any student participating in a fight may have consequences. Consequences may include an ISS or an OSS.

## **GANGS**

Gang symbols, graffiti, gestures, clothing, jewelry, and gang activities are prohibited at G-K Middle School. Gang involvement is considered gross disobedience and will be dealt with accordingly.

## **GRADING SYSTEM**

Report cards are issued four times a year. Letter grades are used to show a student's progress. The marking system used is:

<u>Grade</u>	<u>% Range</u>	<u>Gr Pts.</u>
A . . . Superior	90-100	4
B . . . Above Average	80-89	3
C . . . Average	70-79	2
D . . . Below Average	60-69	1
F . . . Failure	59	0
I . . . Incomplete		0

If a transfer student is in attendance for less than half a marking period, grades will be based upon the average of his grade from the sending school and his performance at Genoa-Kingston Middle School.

An incomplete grade will be utilized in situations where excessive absence has occurred due to illness. Work not turned in after the deadline will be averaged in as a "0". The grade for the quarter will be calculated as the average of all grades. Under special circumstances, such as the hospitalization of a student, individual arrangements will be made. No incomplete grades will be issued at the end of the fourth grading period.

Grades weighting: formative assessment 20%, summative assessment 80%

## **GUM CHEWING**

Gum or other non-food items may not be chewed while the student is in the building. Candy may be eaten only during the student's own lunch time in the designated lunch area or in a classroom when distributed by a teacher. There is a no gum chewing expectation at GKMS.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a staff member or have their agenda passport filled out designating time of departure and arrival, date, as well as destination.

## **HALLWAY**

During the passing time between classes, students should move in an orderly manner. Keep to the right in the hallways. Book bashing, running, pushing, fighting, shouting, or excessive noise is not allowed. Students are expected not to hit or hang on doorframes, lockers or any other building structures. Violations will result in disciplinary action. During passing times, students may get drinks, use the restrooms, and get materials from their lockers, but are still expected to be in their classrooms on time and ready to work. Congregating in groups in the hall is prohibited.

## **HOMEWORK**

Homework is an important part of the learning process. Homework is not assigned as busy work. Students must make every attempt to understand the reasons for homework.

Homework provides practice that reinforces the mastery of a basic skill that was taught in the classroom. Other homework assignments enrich the activities being conducted in the classroom. Sometimes homework experiences supplement or complement classroom teaching and learning.

Homework may take many forms. Students usually think of homework as only written assignments. Homework also includes: studying for quizzes and tests, working on long term projects, reading at home for school or enjoyment, reviewing each night for each class and thinking about and discussing ideas learned in class. The length of time required to complete homework will vary according to the student's grade level, organizational skills and academic load.

**Students are required to have their agenda notebook with them at all times.** It is the student's responsibility to write down assignments that are given in each class each day. If a student has problems completing assignments, the staff is willing to cooperate in monitoring the student. Parents should never be in doubt about the homework responsibilities in their child's classes. When in doubt, please feel free to call your child's teacher(s). Assignments can be accessed via Power School Daily Bulletin.

## **HONOR ROLL**

Genoa-Kingston Middle School will recognize two honor rolls; an honor roll (3.0 to 3.79 average) and a high honor roll (3.8 - 4.0 average). Honor roll will be calculated each nine-week grading period using all subject areas. No student receiving a D or F in any subject will be considered for the honor roll.

## **INAPPROPRIATE ITEMS**

No spray perfumes, colognes, or deodorants are allowed due to potential health concerns. Students are encouraged to be aware of good hygiene and use roll-on or stick deodorants.

appropriately. Students who choose to bring valuable and/or collectable item(s) to school do so at their own risk, as the school will not be responsible for them.

## **LIBRARY/LEARNING CENTER**

The GKMS collection has fiction, non-fiction, paperback, encyclopedias and reference books - all of which can be checked out to students. Also available for use in the library are magazines, newspapers and computer software. Whenever a student is in the library, he/she is expected to behave in a manner which will not disturb others. Good manners are a **MUST**, whether a student is using the library with a class, at lunch or before/after school.

## **LOCKERS**

At the beginning of the year, each student is assigned a hall locker to be used for their coat and books. Students should use only the lockers assigned to them and keep lockers locked at all times. **LOCK COMBINATIONS SHOULD NOT BE SHARED WITH OTHERS.**

Students are allowed to use their lockers between classes and before/after school. During any other time, a student is permitted to be at their locker only with a pass from a teacher or authorized staff member. A student's locker is the property of the school and must be used for the purposes intended. If there is a reasonable suspicion that a student has placed illegal or dangerous material in a locker, school officials may search the locker with or without the student's knowledge or consent.

## **LOST AND FOUND ARTICLES**

All articles found in the building, on the grounds, or on the bus are to be turned into the office. Lost and Found articles will be placed in the LOST AND FOUND location in the cafeteria.

## **LUNCHROOM RULES**

Students must load their Mealtime cards before school or online. Students are encouraged to eat the school provided lunch or a sack lunch from home.

In reference to the lunch period, students are to:

- Not bring soda or energy drinks
- Wait patiently in line for food
- Clean up after themselves
- Talk at a respectable level of volume
- Listen carefully to instructions.

Students who choose to display inappropriate behavior in the lunchroom may be subject to discipline, including suspension. ***Students participating in food fights may face serious consequences, possibly including suspension.***

## **MID-QUARTER PROGRESS REPORTS**

Midway through each quarter, a mid-quarter progress report is filled out for each subject studied. This report is to help students and their parents know how they are doing halfway

through the grading period in both the academic areas and in behavior.

Mid-quarter progress report grades will be available on Powerschool and will be announced through mass calling and e-mail each quarter. Families unable to access grades online may contact the office to have a paper copy sent home.

## **PARENT-TEACHER-STUDENT CONFERENCES**

At no time should a parent be in doubt about his/her child's progress. New grades are posted each Friday and both parents and students can check their grades using the Powerschool on-line parent portal. Furthermore, parents are notified of the child's progress through the mid-quarter report and report cards. If a parent still has questions or feels that there has been an error, they may call the Genoa-Kingston Middle School office (815) 784-5222 for an appointment with the teacher, counselor or administrator. ***Dates for conferences for the 2016-2017 school year are November 2<sup>nd</sup> and 3<sup>d</sup> and again on February 9<sup>th</sup> and 10<sup>th</sup>.***

## **PHYSICAL EDUCATION**

Certain items are required to participate in physical education class. These are: Uniform shirt (\$10.00), uniform shorts (\$10.00) or personal black or blue athletic shorts, athletic socks (white is preferred), TIE gym shoes, deodorant (in an unbreakable container), sweatshirt and sweatpants.

Students must bring sweatshirts and sweatpants to be worn over the uniform for those days that the weather is cooler.

If the student's uniform has been marked on, ripped, or unsuitably decorated, he/she will be required to purchase a new uniform. The student will have a one week grace period after receiving notification that he/she must purchase a new uniform. If because of financial reasons, you cannot purchase a new uniform within one week, a payment plan will be arranged.

If students should happen to forget or misplace their uniform, rental sets are available to rent for the day. When students choose to rent, they are not charged with a "no dress".

Any student unable to participate for a certain day must have a written excuse from a parent/guardian or doctor on the day they will not be taking part. After three days of inactivity, a doctor's excuse is required. Students will still remain responsible for the material being covered during that time.

All student-athletes are required to participate in physical education class the day of an athletic event. If they do not, that athlete will be ineligible to participate in any extra-curricular activities that day.

Each student is provided with a gym locker and combination lock FREE OF CHARGE. If locks are lost or damaged, a \$5.00 replacement fee will be charged.

Locker room behavior will be within the codes of behavior in the student handbook. Treat all students with respect and you will earn the respect of others.

## **PROMOTION CEREMONY**

Eighth grade promotion exercises are provided by the School Board and Administration to formalize the completion of this phase of a student's education. Plans for the promotion exercises are announced in the spring, and parents of eighth grade students are notified of all activities several weeks before the end of the school year.

Students who receive an "F" average in two or more subject areas, or do not pass the Middle School Constitution test, will be excluded from the promotion exercises. Occasionally a student may exhibit unacceptable conduct (as defined in the District Behavioral Management Plan), despite the combined efforts of school personnel and parents to remediate such misconduct. In such cases, student may forfeit the privilege of participating in promotional exercises. The decision of revocation of this privilege will be made by the building principal.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

School is not the proper place for hand holding, hugging, kissing, or more excessive displays of affection. Therefore, there will be appropriate consequences for students involved in these activities while at school or school events.

## **REGULARSCHOOL DAY**

Middle School:           7:50 a.m. to 2:55 p.m. Monday-Tuesday-Thursday-Friday  
                                  7:50 a.m. to 1:45 p.m. Wednesday

## **REQUIRED MATERIALS**

All students are expected to bring the required materials to class each day. Students should always have their agenda/assignment book, pencils, pens, loose-leaf paper, folders and textbooks for class. Additional materials such as spiral notebooks or colored pencils may be required by specific teachers.

## **RESTROOMS**

Genoa-Kingston Middle School students are expected to:

- Wait patiently for turn.
- Respect others' privacy.
- Wash hands.
- Behave appropriately
- Report problems
- Put trash in proper place
- Respect property.

## **RETENTION AND PROMOTION POLICY**

It is the policy of the middle school to promote students one grade each year or retain in the same grade based on the best performance of each individual student.

The staff will make every effort to help each child achieve a passing grade in every one of their subjects throughout the school year. All appropriate personnel, teachers, parents, guidance counselor, Student Teacher Assistance Team may be consulted if work from a student is

showing a decline.

If all efforts do not produce desired results and a student fails a subject(s) for the year, then the following scenarios apply:

1. Failure in one subject area: Students will have the opportunity to attend a summer class (if available) to work on his/her deficiencies so that he/she may handle the academic requirements of that subject in future years.
2. Failure of two subjects: In order to be promoted to the next level, students will be required to pass at least one summer school class. This class should be an approved academic class and should meet for a minimum of 30 contact hours.
3. Failure of three subjects: In order to be promoted to the next grade level, students will be required to pass at least two summer school classes at Genoa-Kingston Middle School.
4. Failure of four subjects: The students will be retained in their current grade level. Students will have the opportunity to attend summer classes (if available) to work on his/her deficiencies so that he/she may handle the academic requirements of those subjects in future years.

## **SCHOOL ACTIVITIES AND ORGANIZATIONS**

Students are encouraged to get involved in extra-curricular activities. Genoa-Kingston Middle School currently offers the following:

### **Music**

Sixth, seventh, eighth grade band and chorus, jazz band, jazz choir

### **Clubs**

Archery, Chess Club, Community Impact, Technology Club, Science Club, Journalism Club, Student Council

### **Girls Sports (7<sup>th</sup> and 8<sup>th</sup> Grade)**

Volleyball, football, cheer, basketball, track, wrestling

### **Boys Sports (7<sup>th</sup> and 8<sup>th</sup> Grade)**

Football, cheer, basketball, track, wrestling

## **SCHOOL EVENTS**

Students attending an event after school in our building may not leave after dismissal and return for the event, unless they are accompanied by a parent. Unless their legal guardian is present, no student may leave an event and return. All school policies apply to students at all events.

Students attending school functions will be expected to sign-in. All students attending school events will be held to the GKMS School Events Expectations.

## **SCHOOL NURSE**

The services of a nurse/health aide are available to all students. If a student wishes to see the nurse/health aide, she may do so by asking the classroom teacher for a pass to the nurse's office. Any school-related accidents resulting in injury must be reported immediately to a teacher for referral to the nurse.

**Students may only go home excused through the nurse. Any student contacting a parent to go home sick outside of the nurse's office will be marked unexcused. Inappropriate use of a cell phone for this purpose may result in discipline action.**

The school nurse may not give any prescription or non-prescription medication that is not ordered by a licensed physician. If a student requires medication to be given at school, both the physician and the parent must complete a form authorizing the nurse/health aide to administer the medicine; this form may be obtained in the main office.

For the safety and protection of each student, a current emergency card **MUST** be completed before registration. It is the parent's responsibility to inform the office of any changes that need to be made on the emergency card.

## **SEARCH AND SEIZURE**

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

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

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

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

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **Seizure of Property**

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

## **SELLING ITEMS IN SCHOOL**

Students are not to sell any items at school without proper authorization by the building principal.

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

Genoa-Kingston Middle School will not allow sex bias, sex discrimination, sexual harassment and sexual intimidation. For a detailed explanation of what constitutes sexual harassment and teen dating violence, see **Sexual Harassment/Teen-Dating Violence Policy** in the district portion of the handbook.

"Sexual Harassment" means (1) unwelcome sexual advances, (2) unwelcome sexual advances made by any district employees, (3) requests for sexual favors, and/or (4) other verbal or physical conduct of a sexual nature.

"Sexual Intimidation" means any verbal or nonverbal behavior which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender. Any violation of the above will result in disciplinary actions as stated by school policy.

The health education program at the middle school includes age appropriate instruction, which leads to the students' understanding of sexual abuse/harassment and teen dating violence. ERIN's Law, or House Bill 6193 mandates that all districts provide age appropriate educational programs regarding the dangers of sexual abuse.

### **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.*

Complaint Managers:

Jennifer Franz  
941 W. Main St., Genoa, IL 60135  
815/784-5222 Ext. 4505  
Jfranz@gkschools.org

Craig Butcher  
941 W. Main St., Genoa, IL 60135  
815/784-5222 Ext. 4503  
cbutcher@gkschools.org



## **SNOWBALLS**

There is to be no snowball throwing on or near the school grounds or on the way to and from school. Throwing at vehicles is prohibited by law.

## **SNOW DAYS**

It is sometimes necessary to close school due to weather conditions. Information on school closure is available by tuning to radio station WLBK, DeKalb 1360 AM, WDEK, DeKalb, 91.5 FM, WSQR and WGN. Also, through Connect-Ed, you will receive an automated phone message. Please do not telephone. Please avoid calling the superintendent or director of transportation as they report to the radio station as soon as a decision has been made.

## **STUDENT RECOGNITION**

Student recognition is an important and ongoing process at Genoa-Kingston Middle School. Throughout the year, students are recognized for various achievements in a number of ways. COGS Cards are given to students who do extra things that make GKMS a great place. Departments within the school offer departmental honors on a monthly or quarterly basis. Individual teachers use Good News reports to encourage student performance. An "A" and "B" honor roll list is prominently posted each quarter by the office. At the end of the school year, those with perfect attendance are recognized.

A student from each grade level will be selected to receive the Lions Club award for "Citizen of the Year." Criteria for nomination include:

- (1) service,
- (2) leadership,
- (3) attitude,
- (4) manners,
- (5) sportsmanship.

A student may be selected only once. A list of students previously selected will be distributed at the time the nominations are requested.

Each week students are also selected for the Student of the Week Award. One boy and one girl are selected from each grade level by their teams of teachers. The students must meet at least one of the following criteria:

1. Outstanding academic achievement
2. Improvement in academics, discipline or attendance.
3. Showing good character.

Winners are displayed in the front lobby display case each month.

The American Legion School Award is presented at the eighth grade promotion exercise. One boy and one girl will be selected to be recipients of this award. The students' names will be engraved on a plaque in the main hallway.

## STUDENT SERVICES

### Programs and Services Available

Genoa-Kingston School District #424 offers special education services and supports for eligible children. Services are offered for students who have disabilities in the following areas: speech and language, learning disabilities, mental impairment, vision impairment, behavior disorders, hearing impairment, 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 materials, 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 Assistance Team. This team may suggest intervention strategies to assist the student in the classroom or may make referrals for services. Any students for whom there continues to be a concern can be referred for an 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 required. The student's parents must give written permission before any testing may take place. For further information please contact the building principal.

## SUBSTITUTE TEACHERS

Our school is fortunate in having capable substitute teachers to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important member of our instructional team. Students should be considerate, respectful and cooperative with our substitute teachers. **Students who are involved in incidents of misbehavior while a substitute is in charge will be referred directly to the principal's office.**

## SUSPENSION

Behavior which is disruptive and tends to interfere with the educational atmosphere or might cause harm or injury is not acceptable. Examples of unacceptable behavior which may be cause for suspension include, but are not limited to:

1. Fighting/physical abuse
2. Insubordination/gross disobedience
3. Violations of the gang policy
4. Possession, use, distribution or being under the influence of an alcoholic beverage or controlled substance
5. Physical or verbal harassment/intimidation of another person because of nationality, race, creed, or religion
6. Possession or use of tobacco products
7. Disrespect/profanity
8. Sexual harassment
9. Willful damage to property
10. Violation of any state or local law
11. Possession of a paging device or any other electronic device
12. Partaking in any action that creates an unsafe situation for the student or

- others.
13. Any threat or intentional physical contact with a staff member or student

In cases where students have violated the law, the police may be summoned.

A more complete description of the Genoa-Kingston Middle School discipline policy is included in the next section of this handbook.

## **TARDINESS**

Students are expected to be on time for school and class. Students who arrive after the 7:50 A.M. bell are to report to the office. You will be required to explain the reason for your tardiness. Disciplinary action may be taken for tardies to school.

During the school day, there are three (3) minutes given between classes. Any tardiness you may have during the school day will be dealt with by your classroom teacher where you are tardy. You are expected to be in your seat when it is time for the class to begin.

## **TELEPHONE CALLS**

**During the school day, students need a pass from a teacher or authorized staff member to use the telephone.** Students are not to carry cell phones in the building during the school day. Any student wishing to use their cell phone before or after the school day may do so in the office or the front doorway. Please refer to the cell phone policy in this handbook.

## **TEXTBOOKS (SCHOOL MATERIALS/EQUIPMENT)**

All basic texts are loaned to students for their use during the school year. Students are responsible for the proper care of all books, equipment and materials provided by the school. Parents will be notified of the value of lost, damaged or defaced books, equipment or materials and the students will be expected to pay for them.

## **TRANSPORTATION**

Bus service is provided for any student who resides more than a mile and a half from Genoa-Kingston Middle School. Riding the bus is both a convenience and a privilege.

The bus driver is in charge of the safe operation of the bus. Frequent failure to follow the bus driver's directions will result in a student losing bus privileges. Bus referrals will be considered a discipline referral. **BUS RIDERS ARE ONLY ENTITLED TO THE BUS SERVICE ASSIGNED TO THEM.**

## **VIDEO**

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. Due to privacy issues regarding other students in the video, school video recordings cannot be shown to parents.

## **VISITORS**

### **Parents**

Parents are always welcome to visit their student's class. In order to provide you with the best opportunity to view your student's activities, we ask that you call the office prior to such visits.

### **Out of Town Students**

Student visitors are prohibited from attending a student's class during school hours.

### **Genoa-Kingston High School Students**

High school age students and ex-students shall not enter the building during the school day without prior approval of the school principal.

**NOTE: All Visitors must report to the office, sign in, and receive a visitor's badge. When leaving, please sign out and return the badge. Unauthorized persons are not allowed in the school building or on the school grounds. In addition to the information stated above, all individuals that would like to attend building level activities, serve as room volunteers or chaperone field trips must fill out and sign a Building Access/Volunteer/Chaperone form. This form allows school personnel the ability to perform criminal background checks on individuals in order maintain a safe and secure environment for our students.**

## **WALKERS**

Students walking to and from school are expected to follow all safety guidelines. Students are expected to be on the sidewalk at all times and follow all traffic signals. Students who are not walking safely to and from school may be required to participate in a parent meeting.

## **CONCLUSION**

During the school year, it may become necessary to change or add to these guidelines. When this takes place, students will be notified by announcements on the intercom or through announcements in homeroom and/or in the school newsletter.

**Asbestos Notice**  
**Genoa-Kingston C.U.S.D. #424**  
**Student Handbook**

This is to inform you of the status of Genoa-Kingston C.U.S.D. #424 asbestos management plans. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings have been inspected for asbestos. Our latest inspection was conducted in 2014. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition 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 our buildings.

The Inspection/Management Plan is available for public review in the Maintenance Director's Office at 980 Park Avenue in Genoa, Illinois. Should you wish to review the plans or should you have any concerns relative to asbestos containing materials, please call Jim Slater at (815) 784-6222

Public Pesticide Notice  
 Genoa-Kingston C.U.S.D. #424  
 Student Handbook

Please be advised that the Genoa-Kingston CUSD # 424 periodically uses pesticides for the control of weed growth on our property.

Notice is hereby given in accordance with the Illinois Compiled Statutes Acts 415 ILCS 65/3,225 ILCS 235/103,415 ILCS 65/39fO, and ILCS 60/11; 60/11.1; 60/12. Genoa-Kingston CUSD # 424 will be using the following lawn care products district wide as follows:

***All Buildings***

<b>Approximate month of application</b>	<b>Location (s) being treated</b>	<b>Product applied</b>
April	Fence lines, curbs, foundations	Sahara
April	Planting beds	Snapshot
June	Common areas	Speed zone
October	Common areas as needed	Speed zone

***High School***

<b>Approximate month of application</b>	<b>Location (s) being treated</b>	<b>Product applied</b>
June	Soccer, football, baseball and softball fields	Speedzone
October	All fields as needed	Speedzone

***Middle School***

<b>Approximate month of application</b>	<b>Location (s) being treated</b>	<b>Product applied</b>
June	Football and baseball fields	Speedzone

Lawn markers with a contact person's information will be placed at the point(s) of entry and removed 24 hours after the application. For your safety, we ask that you avoid these areas until lawn markers have been removed.

Only School District personnel that are certified pesticide operators thru the Illinois Department of Agriculture will be applying product under the supervision of a certified pesticide applicator.

If there are any questions, please direct them to Joe Ratliff Director of Buildings and Grounds at 815-784-6222.

## I. ACADEMIC

### Homework:

#### **GENOA-KINGSTON DISTRICT 424 HOMEWORK PHILOSOPHY**

Each student should leave Genoa-Kingston District 424 with a firm foundation for pursuing knowledge and developing skills on an independent basis. Homework is a component of the district's mission helping students to excel and contribute to the community.

#### Purposes of Homework

To Provide Practice – Requires students to practice newly acquired skills. (i.e. multiplication tables, spelling words, writing samples)

To Provide Preparation – Requires student to use sources and read background information to prepare them for future lessons in a subject (i.e. reading an article for future discussion)

To Provide Extension – Requires students to complete long term projects that parallel classroom work (i.e. use previous learning to complete the long term science project, history project, term paper)

#### Group Expectations for Homework

#### Student Expectations for Homework

- Complete in accordance with directions
- Complete in a timely fashion
- Complete independently at home or at school
- Complete to best of ability

#### Teacher Expectations for Homework

- Explain the objective of the homework
- Provide a timeline for homework completion
- Provide materials unique to specific assignments for homework
- Encourage students to monitor their own assignments
- Provide for Differentiation (Individual needs & learning styles)
- Provide reasonable time allotted for assignment completion
- Monitor major assignments/tests in other classes
- Limit assignments over school vacations
- Provide communication with parent/guardian for excessive missing assignments

#### Parents/guardians Suggestions for Homework

- Establish a specific homework time
- Allow ample time for homework completion

- Provide a suitable study area
- Maintain home/school connection through calls & conferences
- Use technology to monitor your student's grades
- Help your student balance their outside activities and academics

## **II. ATTENDANCE**

The District #424 Attendance Policy is available in its entirety for anyone to review at each school building in the district and in the district office. The following is an abbreviated version of that policy.

Illinois School Code requires parents/guardians to insure that their children ages 6 to 17 attend school in the district, which he or she resides. The student must also attend school during the entire time school is in session. To assist in this process, parents/guardians are asked to call the school before 10:00 A.M. to make notification of an absence. Upon enrollment, parents/guardians must provide contact numbers to the school office. If a student is absent without prior authorization/phone call from parent/guardian, the principal/designee shall make a reasonable effort to contact the parent/guardian using the contact numbers given. Should the principal/designee remain unable to contact the parent/guardian, the absence will be considered unexcused and can only be changed after subsequent parent/guardian contact, due to a valid absence, at the building administrators discretion.

### **Communication with Parents/Guardians**

Parents/guardians will be notified upon a student's 5<sup>th</sup> and 9<sup>th</sup> absences from school. Absence notification will commence due to any combination of absences, either excused or unexcused. After a student reaches five (5) absences, parents will receive a phone call or email. Letters specific to unexcused absences will be sent to parents/guardians on the 5<sup>th</sup> unexcused absence.

### **Excused Absence Limitation**

All students are limited to 9 days of excused absences per year. For each absence, proper notification must be given, to the office by the student's parent/guardian as stated above. Absences that are excused for a portion of a day, such as dentist or doctor appointments will contribute to the 9-day limit.

### **Medical Excuse**

Upon the 9<sup>th</sup> absence from school in any combination of absence types (excused or unexcused), a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school to excuse each absence. Students can also be brought to school to have the school nurse assess for symptoms of illness after 9 absences have been accumulated. If the parents/guardians choose not to secure a medical excuse, the absence will be considered unexcused.

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.

### **Excused Absences According to the Illinois School Code**

The Illinois School Code and District #424 consider the following circumstances as valid causes for student absence:

- Significant illness
- Family emergency
- Observance of a religious holiday
- Death in the immediate family
- Circumstances that cause the parents/guardian and/or administrator concern for the safety or health of a child

The school principal has the right to determine what constitutes an excused/extended absence.

### **Tardy Policy**

Letters will be sent home to families at 9 tardiest of ten minutes or more to 1<sup>st</sup> period classes. At the secondary level, tardiest will be counted per individual class period.

### **Unexcused Absence**

The DeKalb County Truancy Intervention Program through the Regional Office of Education requests districts to refer truant students once 5 unexcused absences are accumulated. Unexcused absences count towards the 9 day absence limitation.

### **Vacation/Family Trips**

Family vacations/trips will be excused for up to a total of five (5) days. More than five (5) days will be considered unexcused. Notification of family trips must be made to the office at least five (5) days in advance. Vacation/trip absences count towards the excused absence limitation of (9) days.

## **III. 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 discipline will be administered age appropriately, (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 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 parents/guardians, 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.**

**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 as determined by the administration (see student dress)
- g. public display of affection
- h. in hallways without permission
- i. failure to return any paper requiring parents/guardians 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 Interventions & Disciplinary Options:** Level I 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 parents/guardians (letter, phone or in person)

- student contracts
- 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 disrupts 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 or E cigarettes on school property  
(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
- j. verbal abuse
- k. swearing at a teacher or staff personnel
- l. cutting class(es)
- m. stealing (minor acts)
- n. fighting
- 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
- s. leaving class or school property without permission
- t. verbal, written, and /or physical harassment, including based on race, sex, disability, national origin, ethnicity or immigration status
- u. \*\*\* unauthorized / inappropriate use of cellular phones, smart watches or other electronic communication devices. This would include sexting.
- v. dangerous acts
- w. intimidation, harassment or threatening others (bullying)
- x. computer tampering/use of unauthorized disks, drives, programs, or sites
- y. acts of 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.

\*\*\* **Student possession of a cellular phone is absolutely prohibited in restrooms & locker rooms...** Cell phones are to be turned off and kept out of sight preferably in the student's locker during school hours. Students are not to use cellular phones during the school day unless given permission by the administration or staff.

**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.

**Possible Interventions & Disciplinary Options:** Level II 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/guardian conference (by phone or in person)
- referral to an outside agency or school district support services
- suspension of bus privileges
- extended detention
- Saturday 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 and Level II (offenses)
- b. possession or use of tobacco products or E-cigarettes on school property
- c. possession of or under the influence any substance including but not limited to alcohol, cannabis or a controlled substance  
substance on school property including medical marijuana
- 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, drives, programs, or sites

- i. gross misconduct/insubordination/disrespect
- j. fighting
- k.\* 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, YikYak, Snap Chat, Kik) etc.  
(see bullying policy)
- 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. possession of incendiary 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. acts of physical aggression

#### **Access to Student Social Networking**

\* 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 an 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 parents/guardians 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 options may include one or more of the following (in no specific order).

- Saturday detention
- in-school separation room
- 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

**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 results 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/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
- 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, drives, 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, Kik) 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 parent/guardian 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 Options:** Level IV 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

### **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 served by the student for 30 minutes within three school days following the issuance of the detention. The detention will be served in the classroom of the teacher assigning the detention or in a central location to be decided at each building. The starting and ending times of the 30 minute detention will be decided by each building.

*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 the High School will serve a two hour extended detention.

*SATURDAY DETENTION:* This involves only Middle School and High School students. The Saturday detention will be assigned by the administrative staff of each school, but it will be served at the High School. Only in extreme emergencies will a Saturday detention be rescheduled.

*IN SCHOOL SEPARATION ROOM:* This is the final step before an out of school suspension. Assignment to the in-school separation room requires a student to study in an isolated area under close supervision with no communication with other students. K- 8 students may be assigned to a separation area within their respective schools for serious misbehavior.

*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. Suspended students will be permitted to make up all missed work, including homework and test for equivalent academic credit. This privilege extends to those students who may be absent from school due to bus suspensions as well. Make up work is entirely the student's responsibility. The period for submitting work/test follows the policy for homework assigned during an excused absence. Communication between the school administrator and a parent/guardian is required before a suspended student may return to school. If the student does

not come back to school after the suspension has been fulfilled, any days missed will be considered willful absence and therefore, the student will be considered truant. At that point, the student will be referred to the proper agency for truancy.

Short of expulsion, the Genoa-Kingston School District considers the out of school suspension as the most severe form of discipline. Parents/guardians please note: While your child is serving an out of school suspension, it is the parents/guardian's responsibility for his/her supervision. It is the parents/guardian's responsibility to fill his/her time with a learning experience or worthwhile activity.

*EXPULSION:* An expulsion is the 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 parents/guardian's responsibility. The child may seek continuing education at the parents/guardian'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.

### **MISCELLANEOUS REGULATIONS**

#### Student Dress:

Student dress that is lewd or offensive will not be permitted. Each student is expected to present an appearance that does not disrupt the educational environment or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming that is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Halters, midriffs, transparent blouses without adequate undergarments, hats, and bare feet are examples of inappropriate dress. Pants, shorts and skirts are to be worn at an appropriate level as determined by the building principal or their designee.

- a. Reasonable dress and grooming standards will be required for classes and school sponsored activities.
- b. All students shall be clean in personal grooming and attire and wear clothing in the manner and purpose for which it was designed.
- c. 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.
- d. Dark glasses are not to be worn in school unless they are prescribed by a physician.
- e. Coats and jackets are not to be worn during school unless approval is given by the teacher.



- f. Hats, caps, hoods and bandanas are not to be worn in school.

Any deviation from the above mentioned expectations may result in the summoning of the student's parents/guardians to remove the student from school or remedy the situation. 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, interest, and abilities. School personnel, parents/guardians, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right.

Items brought to School:

Items shall not be brought to school which will interfere with the educational environment of the building and/or which may jeopardize the safety and welfare of the students and building staff.

**RULES AND RESPONSIBILITIES**

The key to good behavior is self-discipline, self-respect, and respect toward others and their property. Appropriate behavior is expected while going to and from school, in the classrooms and hallways, and at all school-sponsored events and activities, on or off school property. Rules and regulations concerning student behavior are included under specific headings in the handbook.

Responsibilities of the Board:

Section 10-20.5 of the School Code states that one of the Board's duties is "to adopt and enforce all necessary rules for the management and government of the public schools of their district". The following rules applying to the area of pupil conduct are to be reviewed and observed by school personnel, students, and parents/guardians.

Responsibilities of the Pupil:

A pupil is required by state law to attend school until he is 17 years of age provided he is physically and mentally able to profit by attendance. In school, she/he has an obligation to:

- Be regular and punctual in attendance.
- Make a sincere effort to do satisfactory schoolwork within his/her ability.
- Conduct himself/herself in a proper manner on his/her way to and from school.
- Respect and obey the authority of all teachers.
- Maintain habits of appropriate dress and personal cleanliness.
- Accept the responsibility of being a good school citizen.
- Respect the rights and property of others.
- Refrain from willfully damaging, defacing, or destroying school property, and from illegally entering school buildings.
- Shall not have in his/her possession guns, knives, or other dangerous objects.

- Cooperate with other pupils who have been given responsibilities.
- Refrain from any form of extortion, intimidation, assault, or hazing.
- Abstain from immorality and profanity.
- Avoid any activity, such as running, pushing, throwing of objects, which may endanger the health and safety of others.
- Comply with all school rules and regulations.

#### Responsibilities of Parents/Guardians:

The development of responsibility in young people is not a task for schools alone; it must be shared by the home, the churches, and all the youth-serving agencies of the community. Parents/guardians who fail to assign responsibilities to their children and to supervise the performance of these duties are not adequately fulfilling their obligation. Parents/guardians can cooperate with the school in maintaining standards of acceptable behavior if they will:

- Become acquainted with school rules and cooperate with the school in enforcement.
- Demand prompt and regular attendance and comply with school requests for a written documentation for absences or tardiness.
- Give personal attention to their child's cleanliness, grooming, and appropriate dress.
- Be interested in and informed about their child's progress at school.
- Recognize their child's achievements and limitations, and encourage him/her at all times.
- Help their child with her/his personal problems.
- Teach her/him respect for law and authority, and support the school in matters of discipline.
- Take part in conferences with teachers.
- Discuss with their child her/his progress in school.
- Share information, which will help the school with its work with their child.
- Attend school functions, which are presented for parents/guardians.

#### Responsibilities of Teachers:

The primary responsibility of the classroom teacher is to instruct boys and girls and to serve their educational needs. The teacher has the obligation to:

- Conduct an effective program of instruction designed to enable each pupil to achieve his potential.
- Assist pupils in learning to control their behavior and to understand that the best possible means of achieving desired goals as individuals and as participating citizens in a free society is through absolute self-development.
- Maintain high personal standards of courtesy, fairness, and ethics in all relationships with pupils, parents/guardians, and colleagues.
- Inform parents/guardians through telephone conversations, text e-mail, notes, conferences, and report cards about the academic progress, school citizenship, and general deportment of their children.

- Assume responsibility for and authority over pupils not under the immediate control of another teacher, in the hallways, rest rooms, or any other school area.
- Initiate, put into writing, review with students, and enforce classroom rules to insure for all pupils an environment conducive to effective learning.
- Refer to the principal any pupil whose conduct is persistently detrimental to the work of the classroom.
- Initiate referrals, in cooperation with the principal, to the Special Services available for assistance with pupils having serious adjustment problems.
- Request help from the principal immediately when any pupil defies authority, behaves immorally, uses profane language, or becomes physically abusive.

Responsibilities of Administrators: The school administrators shall provide leadership that will establish and encourage good teaching and effective learning. They are responsible for implementing the policies of the Board of Education, and they must interpret Board policies in the light of conditions, which they find in their own particular school. They are expected to:

- Establish school rules for all areas of school operation, put them in writing, and review them with their staff, publicize them in school handbooks and otherwise as may be necessary, and enforce them to promote effective learning and good citizenship.
- Encourage exchange of suggestions, opinions, and recommendations in the best interest of children.
- Support the staff in carrying out adopted policies and regulations.
- Hold pupils to a strict accountability for any disorderly conduct on their way to or from school.
- Counsel with teachers concerning the disposition of disciplinary cases.
- Confer with parents/guardians concerning unacceptable behavior and advise them where help can be secured in the community if needed.
- Invoke reasonable disciplinary measures on those pupils who interfere with an orderly instructional program.
- Request assistance from special services available in matters concerning serious instructional, behavioral, emotional, health, or attendance problems.
- Follow carefully legal requirements in suspension and expulsion proceedings.
- Whenever possible, notify parents/guardians when they feel that the pattern of behavior of their son or daughter may lead to suspension or expulsion.
- Whenever feasible, provide that at least the first suspension shall be in-school rather than out-of-school.
- Periodically evaluate all school rules and regulations pertaining to pupil behavior.

## **BULLYING/CYBERBULLYING/INTIMIDATION/HAZING/ TEEN DATING VIOLENCE**

The Board of Education of Genoa-Kingston School District encourages a learning atmosphere in which every member of the school community attends school free from harassment, intimidation, threats, or fear. For this reason, bullying, aggressive behavior is strictly prohibited. Aggressive behavior is defined as words and/or actions toward another, oneself, or property of a forceful, hostile, injurious, or destructive nature.

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying is defined as a type of aggressive behavior in which an individual student or a group of students, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, inflicts, attempts, or intends to inflict, either by physical, verbal or other means, any physical or psychological suffering on another student or group of students. Examples of bullying may include, but are not limited to:

1. Physical Bullying: may include punching, shoving, poking, hair pulling, or other similar behaviors.
2. Verbal or Psychological Bullying: may include name-calling, teasing, gossip, humiliation, intimidation, threats, or other similar behaviors.
3. Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, blogs, texting, social websites (e.g. Facebook, Twitter, INSTAGRAM, YikYak, Snapchat and Kic)
4. "Hazing" occurs when any person knowingly requires the performance of any act by a student or the acquiescence to any act performed on or with regard to a student for the purpose of induction into, admission into, initiation into, affiliating with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose members are or include other students.

Bullying, intimidation, harassment and/or hazing may be considered gross disobedience/misconduct. Similarly, it will be considered a breach of the Behavioral Management Plan to witness bullying, intimidation, harassment, or hazing of another student and to fail to report it. ***Students who exhibit a pattern of intimidation/bullying/hazing shall be subject to age appropriate disciplinary action up to and including expulsion.***

Students are encouraged to immediately report bullying. Reports regarding bullying behavior can be made orally or in writing either to the building administration or to any staff member with whom the student is comfortable speaking. Anonymous reports are also accepted by phone call or writing. Staff members are obligated to report the behavior to their building administration, after reports of bullying are received.

### **Sexual Harassment/Teen-Dating Violence Policy - Students**

The School Board will neither condone nor tolerate sexual harassment of students by district employees or student-to-student sexual harassment/teen dating violence. Portions of the policy will also include reporting procedures for teen dating violence by students and administrative/staff response to said reports. The Board espouses the belief that a student has the

right to be free from the harm perpetuated by anti-social acts while the student is attending school.

For purposes of this policy, the term sexual harassment is defined as follows: Verbal or physical conduct of a sexual nature imposed on the basis of sex, by an employee, agent, or student of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or protection under Title IX.

The School Board interprets the definition of sexual harassment to include, but not be limited to, the following behavior:

Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student movements, pulling at clothes, attempted rape, rape; a student in a predominantly single-sex class subjected to sexual remarks by teachers who regard the comments as joking and part of the usual class environment; impeding a girl's progress in classes, such as industrial arts, by hiding her tools or questioning her ability to handle the work or suggesting she is somehow "abnormal" for enrolling in such a class; purposefully limiting or denying a student's access to educational tools, such as computers; teasing a male student about his enrollment in a home economics class.

According to Illinois law, a District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. In such a situation, the employee shall notify the Superintendent or Building Principal that a report has been made.

The Superintendent shall interview the employee or agent of the District as soon as possible after an allegation of sexual harassment was made against the employee or agent. The Superintendent is responsible for investigating allegations of sexual harassment, and will keep the School Board informed of all developments.

The employee may be suspended pending an investigation, and, if the allegations are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action shall be in accordance with Illinois law.

An allegation of sexual harassment / teen-dating-violence, by one student against another student shall be handled by the Complaint Manager. The Complaint Manager shall proceed with the investigation immediately, adhering to the District's procedures and notifying the Building Principal. Each complaint shall be handled with appropriate confidentiality.

In a case of suspected sexual abuse of a student by a District employee, the Superintendent or the Superintendent's designee shall serve as the District's representative with legal authorities, the media, the community, other District employees, and students. The Superintendent will call upon the counseling resources of the School District to attend to the needs of school and community persons.

The Superintendent shall direct the administrators in the writing and distributing of procedures to process complaints of sexual harassment, investigate allegations of sexual harassment, inform employees, students, and the community of the School District's policy, educate students about sexual harassment, and any other matters, which relate to the prevention of sexual harassment of students.

Administrative Procedures: Student Welfare - Sexual Harassment Policy/Teen-Dating-Violence

The following administrative procedures shall be disseminated to all employees and students. The administrative procedures assist and are an integral component to the policies addressing student sexual harassment. Distribution of the District's policy:

1. A copy of the Student Sexual Harassment/Teen-Dating-Violence policy and Staff Handbook.
2. A copy of the Student Sexual Harassment policy and accompanying procedures shall be given annually to the Community Chamber of Commerce and the Public Library.
3. Copies of the Student Sexual Harassment policy may be distributed in other ways as deemed appropriate by the District's administration.

The District's Educational Program:

1. The health education program for grades K-12 shall include age appropriate instruction, which leads to the students' understanding of sexual abuse/harassment and teen-dating-violence. ERIN's Law or House Bill 6193 mandates that all districts provide age appropriate educational programs regarding the dangers of sexual abuse.
2. A committee of administrators, teachers, parents/guardians, and community resource persons shall assist in the development and planning of an age appropriate instructional program designed to provide students with an understanding of sexual abuse/harassment and teen dating violence.
3. Student counselors and health teachers shall obtain and disseminate available informational materials concerning the issue of student sexual abuse/ harassment and teen-dating-violence. Dissemination of these materials will be on an age appropriate basis.
4. State law requires that all sex education instruction must be age appropriate, evidence based and medically accurate. Courses must emphasize that abstinence is a responsible and positive decision and the only 100% means of effective birth control and STD prevention. To examine instructional materials please make a written request to the building principal.

Staff appointments:

1. The Superintendent shall appoint two Complaint Managers, one male and one female.
2. The Complaint Managers shall be members of the staff who are sensitive to the issue of student abuse/sexual harassment and teen-dating-violence.
3. The names of the Complaint Managers shall be announced annually to staff, students,

parents/guardians, and community persons.

4. The Complaint Managers shall inform the Superintendent of every allegation and/or rumor of improper employee-student relationships.

The Student complaint process:

1. Every student shall have access to a Complaint Manager of the same sex during the school day. The student may schedule an appointment with the Complaint Manager.
2. The meeting and subsequent conversation between the student and the Complaint Manager shall be deemed confidential. The student shall be advised that the Complaint Manager will report their conversation to the Superintendent only.
3. Within 24 hours following the student's announcement of a complaint to the Complaint Manager, the Complaint Manager shall notify the Superintendent and the student's parents/guardians. The parents/guardians shall be given notice of their right to attend an interview of their child in a non-intimidating environment in order to elicit truthful, full disclosure of the student's allegations. The meeting shall be scheduled within 5 school days from the first meeting between the Complaint Manager and the student. If the parents/guardians are unable or decline to attend the interview, the Complaint Manager and the student shall agree mutually on an adult who will attend the interview and serve as the student's advocate.
4. Following the interview session, the student will be asked to sign a written statement. A copy of the statement will be kept in the Complaint Manager's file and a copy will be given to the Superintendent.
5. The Complaint Manager will make every effort to impress upon the student and the student's parents/guardians or the student's advocate the confidential nature of the complaint process.
6. The Complaint Manager will keep the student's parent(s)/guardian(s) informed of the progress of the investigation.
7. If, in the Complaint Manager's judgment, counseling for the student and the student's parents/guardians is appropriate, the Complaint Manager will make necessary arrangements.

The District's Investigation process:

1. The Superintendent shall seek specific legal advice from the District's attorney on how to proceed with each case of alleged sexual harassment.
2. The Superintendent shall confer with the Complaint Manager on each report of alleged sexual harassment.
3. The Superintendent shall be in full compliance with the Child Abuse Reporting Laws.
4. As soon as reasonably possible after receiving notice of alleged student sexual harassment, the Superintendent shall arrange a meeting with the accused employee; an attempt will be made to provide the employee with a written notice of the nature of the meeting and the employee's right to representation by union or counsel.
5. If the prosecuting attorney files formal charges and the School Board takes formal action of suspension, the Superintendent shall prepare a brief statement describing the action and the employee's status for the School Board and the media.
6. The Superintendent shall provide specific measures to give emotional support to the District's employees, students and the accused.

7. The Superintendent shall be available to meet with the accusing student's parents/guardians
8. The Superintendent shall maintain contact with the local police officials and social workers providing support to the student.

Complaint Manager's responsibilities:

1. The Complaint Manager shall provide the Superintendent with a complete written report of each sexual harassment complaint. This report shall be submitted as soon as reasonably possible from the date the complaint was first filed with the Complaint Manager. Such reports shall include at a minimum:
  - . the date of receipt of the complaint;
  - . identification of the complainant;
  - . identification of the party or parties and the action complained of, including all relevant background facts and circumstances;
  - . a statement detailing the scope of the investigation that was undertaken and the result thereof;
  - . a statement of corrective measures pursued, the date such measures were taken, and the results achieved;
  - . a written statement signed by the complainant detailing the offending conduct.

Release of information about a former employee:

1. The Superintendent shall handle all inquiries from prospective employers regarding a former employee who was charged with sexual impropriety.
2. All responses to inquiries regarding a former employee shall be accurate to the best of the Superintendent's knowledge and conform with any applicable agreements and/or laws in order to avoid potential liability. The Superintendent may ask for a release signed by the former employee authorizing the Superintendent to discuss the former employee.

**Anti-Hazing**

Students who participate in the district's co-curricular or extra-curricular activity programs shall function within the framework of the district's policies, administrative procedures, and each individual school's rules.

No administrator, faculty member, or employee of the district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing.

Hazing is defined as:

An intentional, knowing, or reckless act directed against a student, by one person or acting with others that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in or maintaining membership in any student organization.

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, knowingly, 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.

## **Gang Policy**

It is the school's responsibility to maintain a safe and disruption-free 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.

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 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. Parents/guardians will be notified. Appropriate law enforcement agencies will also be contacted.

**2nd Occurrence:** May result in an out-of-school suspension for up to ten (10) days. Parents/guardians will be notified. Appropriate law enforcement agencies will also be contacted.

**3<sup>rd</sup> Occurrence:** May result in a recommendation for expulsion. Appropriate law enforcement agencies will also be contacted.

## **Bus Behavior, Rules, and Disciplinary Actions**

School bus riders, while on the bus or in transit, are under the jurisdiction of the bus driver unless the local board designates some 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.

It is recommended that all riders, parents/guardians of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders. Any behavior, which endangers the safety of any student, adult, or bus driver, will not be tolerated. Interpretation of misconduct is the responsibility of the bus driver or supervisory personnel.

- a. Riders must be prepared to board 5 minutes prior to their scheduled stop.

- b. No fighting, pushing, tripping, throwing objects, or harm to others will be tolerated while waiting for, riding on, or leaving the school bus.
- c. Loud talking, unnecessary noise, swearing, and obscene language or gestures will not be tolerated. It diverts the driver's attention and could result in a serious accident.
- d. Older students should help look after the safety and comfort of smaller children.
- e. No unauthorized stops are allowed and the driver should not be asked to stop at places other than regular bus stops. He/she is not permitted to do this except by proper authorization from a school official.
- f. Any change from regular procedure must be requested by the parents/guardians only and pre-approved by the Transportation director or their designee. Students will not be allowed to ride a bus without pre-approval or note from parent/guardian.
- g. Riders must be properly seated, and are not to leave their seats while the bus is in motion.
- h. Students are to be quiet when approaching a railroad crossing stop.
- i. Students are to stay off the road at all times while waiting for the bus to stop.
- j. Riders are to keep hands and heads inside the bus at all times.
- k. Students are to remain in the bus in the event of a road emergency until instructions are given by the driver.
- l. Items illegal at school, including weapons, alcohol, tobacco products, look-a-like drug and drug paraphernalia and explosive devices will not be allowed on the bus.
- m. No food or drink will be consumed on the bus at any time.
- n. Personal items such as electronics, trading cards or toys should be kept in back packs and not be used while on the bus.
- o. Only students and appropriate personnel may be transported on district buses. No animals, insects, spiders, etc. are allowed on buses.
- p. No balloons are allowed on buses.
- q. Harassing, bullying or intimidation of other students will not be tolerated.  
(see bullying policy)

Riders shall observe safety precautions at the discharge point. 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.

**VIOLATIONS OF THESE RULES WILL BE SUBJECT TO DISCIPLINARY ACTIONS SET FORTH BY THE GENOA-KINGSTON SCHOOL ADMINISTRATION AND ON FILE AT EACH SCHOOL OFFICE.**

#### **IV. CERTIFICATE OF BIRTH FOR NEW STUDENTS**

STATE LAW requires that all students enrolling in a school district for the first time (transfer or beginning school) must provide the school with a certified copy of their birth certificate. Parents/guardians have 30 days from the date of enrollment to furnish this certificate. Local and

state law enforcement agencies will be notified if parents/guardians do not comply with this law. THIS MUST BE AN OFFICIAL BIRTH CERTIFICATE, NOT A COPY.

## V. EMERGENCIES

During emergencies, the School Messenger system will be activated on an as needed basis to give relevant information. The phone numbers used are pulled from registration information that is put into our POWERSCHOOL student management system. During an emergency, the phone numbers in the following categories are used to provide information Home Phone, Dad's Work, and Mom's Work.

**All non-emergency, contacts sent via School Messenger go to the home phone only.**

### Emergency Drills:

Fire, severe weather, lockdown and bus evacuation drills are conducted periodically, at which time students are instructed in the procedure to be followed.

### Emergency Early Dismissal:

In case of an emergency early dismissal, the **School Messenger** automated informational system will be initiated by the district to contact parents and guardians concerning the dismissal. Radio stations will also be notified as early as possible.

Every child must know exactly where he/she should go in case of an unscheduled early dismissal. It is especially important that the younger children know exactly what they should do because they often become upset if they are not sure.

### School Cancellation:

It may occasionally be necessary to cancel school due to severe weather or some other emergency. If this occurs, the Superintendent will use the **School Messenger** automated informational system to contact parents and guardians concerning the cancellation. The radio stations listed below will also be notified:

<i><b>Radio Stations</b></i>		<i><b>Television Stations</b></i>		<i><b>Chicago Television Stations</b></i>
WLBK	1360 AM	WQRF	FOX 39	Ch 2
WZOK	97.5 FM	WIFR	Ch 23	FOX 32
WXXQ	98.5 FM	WTVO	Ch 17	CLTV News
WKMQ	96.7 FM	WREX	Ch 13	WGN Ch 9
WROK	1440 AM			Ch 5
WDKB	B95 FM			Ch 7
WSQR	1180 AM			
WNIU	89.5 FM			
WNIF	90.5 FM			
WGN	720 AM			
WBBM	780 AM			

Decisions are generally reached and announced by 6:30 A.M. **With the use of the School Messenger, system to give closing information it is imperative that the district have accurate contact information for parents and guardians.** During severe weather, please listen carefully to one of the above radio stations or check the District web page at [www.gkschools.org](http://www.gkschools.org)

#### Contacting Students:

Parents/guardians are encouraged to contact their children during school hours only in cases of emergencies and via the office. Parents/guardians must contact the school in time to communicate emergency instructions to students at least **30 minutes** prior to the end of their school day.

#### Changes in Transportation:

Parents/guardians changing transportation must contact the school **30 minutes** prior to the end of the school day.

## **VI. MEDICAL**

### General Guidelines

Students should not attend school if they have experienced the following:

- Vomiting 2 or more times in the previous 24 hours.
- Fever of 100° or higher in the previous 24 hours.
- Diarrhea within the past 24 hours.

### Health Requirements and Health Exam:

Physical examinations must be completed and recorded on the approved Certificate of Child Health Examination. These may be performed either by advance practice nurses (APNs), physician assistants (PAs) or physicians. Be sure your child's form is signed and dated.

A student's parent/guardian shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

1. Within one year before entering kindergarten or the first grade;
2. Upon entering the sixth and ninth grades; and
3. Whenever a student first enrolls in a District school, regardless of the student's grade.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are

presented to the District. If for medical reasons, one or more of the required immunizations must be given after the first day of school, then the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parents/guardians of children between the ages of 6 months and 6 years may be required to provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

### **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 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.

Immunizations:

Illinois Department of Public Health (IDPH) guidelines for school entry require all students entering Kindergarten, sixth and Ninth grades to have a current physical on file and to show proof of all current immunizations. Genoa-Kingston Community Unit School District adopted a first day exclusion policy in 1997, meaning students not in compliance with these requirements on the first day of school will be sent home and unable attend school until the health requirements have been met. Students transferring into the District from out of state will be given 30 calendar days from enrollment to complete their physical. Students found to be not in good standing (not in compliance with health requirements at the previous school of attendance) upon transfer will be excluded from school until IDPH health requirements have been met.

1. Information must be on the state form: State of Illinois Department of Human Services Certificate of Child Health Examination form.
2. Exam must be clearly dated near the bottom and be no earlier than one year prior to the entrance date.

3. Personal signature of the examining physician must be included on the bottom of the form.
4. The Health History on the upper portion of page 2 must be completed and signed by the parent/guardian.
5. Approval to participate in Physical Education and Interscholastic Sports near the bottom of the page must be checked by the physician. Modifications, if indicated, must be specified. The physician/health care provider must calculate the BMI and Diabetes Screening; this includes determining whether the student is at risk or not. Any incomplete physical will be considered not in compliance and excludable.
6. Immunization History must include specific dates, intervals, and the number of doses noted below:
  - A. Diphtheria, Pertussis, Tetanus (DPT, DtaP, or DT) - requires a minimum of four doses, four weeks (28 days) apart. The last dose must be given on or after the fourth birthday and be received no earlier than six months after the former dose. A booster is required every 10 years, usually prior to high school entry. In addition, beginning the 2013–2014 school year, any child entering 6th –12th grade shall show proof of receiving 1 dose of Tdap vaccine regardless of the last interval of DTap, DT or Td dose.
  - B. Polio - three or more doses of the same type of Polio vaccine (either OPV or IPV) given four weeks (28 days) apart. The last dose must be given on or after the fourth birthday. If a combination of OPV and IPV are administered a minimum of 4 doses must be given, four weeks (28 days) apart with the last dose given on or after the fourth birthday.
  - C. Measles - requires two doses, the first after 12months of age and the second at least four weeks later. Physician certification of having had the disease or laboratory evidence of an antibody titre of 1:16 or greater is also acceptable.
  - D. Mumps - requires immunization on or after the first birthday, physician certification of having had the disease or laboratory titre test.
  - E. Hepatitis B – Requires EC Students (Early Childhood) and 6th – 12th grades shall show proof of receiving 3 doses of Hepatitis B vaccine. The interval between the first and third dose must be at least 4 months, with the interval between the 2nd and 3rd doses no less than 2 months.
  - F. Chicken Pox (Varicella) – All students entering EC (Early Childhood) must show proof of having received 1 dose of Varicella on or after the child’s 1st birthday. Students entering K-1 must show proof of having received 2 doses of Varicella, or show proof of having the disease. Students entering 6th, 7th, 9th and 10th grades must show proof of receiving 2 doses of Varicella on or after their 1st birthday or show proof of the disease by the health care provider.

G. Meningococcal Conjugate Vaccine (MCV4) Beginning the 2015-16 school year, students entering 6th grade shall show proof of 1 dose of Meningococcal Conjugate vaccine. Students Entering 12th grade shall show proof of 2 doses, with the 1st dose received on or after the 10th birthday and the second dose at least 8 weeks later. If a student receives the first dose after age 16, then only 1 dose is required.

Immunizations are available by appointment at:

DeKalb County Health Department  
2550 N. Annie Glidden  
DeKalb, IL 60115  
(815) 758-6673

Exclusion Policy:

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

Transfer Students:

1. Transfer students are allowed 30 days for their health records to be received by this district.
2. If the health records are not received within 30 days, then the parents/guardians will be notified. The parents/guardians 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.

Dental:

A dental exam is required by state law for grades kindergarten, second and sixth grades and must be on record with the school. Forms are available in each school office.

Eye Examinations

All Illinois children upon starting kindergarten or first entry into school are required to have an eye examination. The examination needs to be conducted by a licensed optometrist or medical doctor that performs eye exams. After completion of the examination, an Eye Examination Report must be filed with the school by October 15th.

Medication in Schools:

Medication is defined as: Prescription and non-prescription (over the counter) drugs.

District policy states that students should not take medication during school hours or during school related activities, unless it is mandatory for the student's health and well-being. When the

students licensed health care provider and parents/guardians believe that it necessary for a student to take medications during school hours, the following guidelines must be followed:

The licensed healthcare provider must sign and date the Authorization for the Administration of Medication.

A parent/guardian must also sign and date the Authorization for the Administration of Medication Prescription. All medication must come to school in the original, labeled container from the pharmacy or health care provider. This label must contain the name of the student, name of the medication, directions for use and date.

Only medications approved by the FDA will be administered at school.

An adult must transport controlled substances such as Ritalin, Adderall, Focalin and Concerta to school.

Annual renewal of authorization is mandatory, and all medication changes must be in writing and signed by the healthcare prescriber. **MEDICATIONS CANNOT BE ADMINISTERED UNLESS THESE REQUIREMENTS ARE MET**

In compliance with changes in the Illinois School Code, students may carry asthma inhalers and EpiPens for anaphylactic reactions during school hours and school related activities. Like any other medication, written authorization from both a physician and parents/guardians are an annual requirement. Additionally, a waiver must be signed releasing the District from any liability as a result of self-administration. It is also recommended that an additional inhaler/EpiPen be kept at school as an emergency measure in the event that a child loses or forgets his/her medication. Please contact the health room in the building your child attends for consent forms, if this option is appropriate for your student.

### No Nit Policy

Genoa Kingston Schools have a No Nit Policy. This means that students may not attend school unless all nits (live young of a louse) have been removed. Please bring your child to the health room at your child's school following treatment, and their hair will be checked for nits. At that time, it will be determined whether the student may return to school. Upon returning to school, students will be checked weekly for at least one month.

Mass classroom screenings will not be conducted should and incidence of head lice occur in a school. Instead, parents are urged to assume the responsibility of periodically checking their child's hair for the presence of insects or eggs. Should a chronic case of head lice occur within a classroom, parents may receive notification.



## VII. MISCELLANEOUS

### Emergency Information:

Parents/guardians are required to fill out new EMERGENCY INFO each year for each child entering school at registration time. **IT IS IMPERATIVE THAT THE EMERGENCY DATA BE UPDATED REGULARLY.** If any of the following changes are made during the school year, please notify the school office at once.

1. Allergies
2. Medications
3. Medical problems
4. Telephone numbers
5. Parents/guardian change of employment
6. Change of babysitter or day care arrangements
7. Emergency person to call in case a parent/guardian cannot be reached and can pick up the student

### Computer/Internet Acceptable Use Policy:

Every student and staff member is required to have a signed Computer/Internet Acceptable Use form on file at the school in order to have access to use the computers/Internet. If this form is not on file, access will be denied.

### Lockers:

Students may use the lockers with the permission of the Board of Education only. All lockers are the property of the Board of Education, and not the student, and the Board reserves the right to search lockers, at any time, with or without cause. By applying the concept of Reasonable Suspicion, the search of backpacks or other personal items may also be searched.

### Parking Lots:

The parking lot is property owned and controlled by the Board of Education. The Board reserves the right to use K-9 units (drug detecting dogs) to search for the presence of contraband, drugs, or alcohol in student's vehicles while on Board of Education property or parked in Board of Education parking lots.

### Money, Valuables, and Personal Property:

Students are encouraged to leave all valuables and excess money at home. The school cannot be responsible for lost or stolen money or items.

### Lost and Found:

Clothing and other articles should be marked to help insure against loss. Students should check the lost and found section periodically and claim their belongings.

### Staying After School:

There are occasions when a student may need to stay after school. If this occurs, the student or school personnel will be responsible to notify the parents/guardian and give the reason. This may be arranged ahead of time or a call home may be made that day.

### Student Records/Transfers:

When a student is transferring out of the district, parents/guardians should notify the school at least three days in advance. One of the following requirements must be fulfilled before the school can transfer a student's records:

Either a parent/guardian is required to sign an "Authorization for Release of Information" form, which is available at each school office, or the school must receive a written request for the student's records from the school district to which the student is transferring.

It is not the policy of the district to allow records to be hand-carried by the student or the student's family members to the new attendance center.

### Progress Reports and Deficiency Notes:

Beginning in the 6<sup>th</sup> grade, progress and deficiency notices may be sent at the mid-point of the quarter or at any other time at the discretion of the teacher. Please feel free to contact your child's teacher whenever you have academic concerns.

### Special Education:

The Genoa-Kingston District provides for special education programs and related services, as required by student IEP's (Individual Educational Program).

### Medicaid

For those students receiving special services, these therapy and diagnostic services are partially reimbursable through Medicaid, which is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Information that will be released to Medicaid includes your child's name, birthdate and Medicaid number (if applicable). If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to Karen Simmons, Director of Student Services, 980 Park Avenue, in Genoa. The Special Education program has no impact on your child's or families current or future Medicaid benefits and regardless of your decision to release information; the district must provide all services listed in the student's IEP at no cost to you.

## **RTI**

Response to Intervention (RTI) is the practice of providing high-quality instruction and interventions matched to student need. Frequent progress monitoring is used to make decisions about changes in instruction or goals and applying child response data to important educational decisions.

The essential components of RTI include:

**Multi Tiers** – Instruction is delivered using a 3-tiered model of increasingly intense student interventions.

### **Increased Time and Intensity-**

- Tier 1- Classroom, Core Instruction
- Tier 2- Small Groups (1-7), Strategic Instruction
- Tier 3- Groups of 1-3 students, Intensive Instruction

**Full Use of School Resources**-Instruction and interventions may be delivered by someone other than the classroom teacher.

**Interventions**-Small group instruction will vary in duration, frequency and time.

**Team Approach**-Grade-level and school-level teams will use a problem-solving model to develop and evaluate interventions.

### **Support Services:**

The Genoa-Kingston School District provides for the services of social workers, counselors and certified nurses.

The Genoa-Kingston Schools will cooperate, whenever possible as well as when required by law, with the police, the Department of Children and Family Services, the Rescue Squad, the Fire Department, and all social agencies.

### **PBIS-Positive Behavior Interventions and Supports**

Our schools and classrooms strive to foster a learning environment that encourages positive student behavior and responsibility. This will be accomplished with proactive and positive interventions that teach, support and reinforce appropriate behavior.

## **DISTRICT/STATE TESTING PROGRAMS**

Genoa-Kingston District testing is used by the teachers and administration to understand where students' skills are currently (individual student growth), provide additional assistance to students, or provide differentiation when a student excels. These tests include, but are not limited

to, the following:

- K-8 Aims Web Assessments (Reading and Math Fluency)
- 1- 8 MAP TEST (Measures of Academic Progress)
- 8 - 10 PSAT (Practice Stanford Achievement Test)
- 10-12 Advance Placement Tests for College Credit (Optional)
- K -12 CFA's Common Formative Assessments

Students are required by the State of Illinois Board of Education and the Illinois State Legislature to take a series of annual tests known as the PARCC, ACCESS, and SAT. They are required in various subject areas in the following grades:

- 3 - 8 PARCC
- K-12 ACCESS (ELL Students)
- 11 SAT

Participation in State of Illinois grant programs such as Title 1 program may require additional testing over and above those already listed. Parents/guardians are welcome and encouraged to view test scores at any time.

#### Inspection of Instructional Materials:

Parents or guardians of any student may inspect any instructional materials used in the schools. Call the principal's office for an appointment if you wish to view any of these items.

#### Surveys of Private Information:

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g. Title 1 remedial reading) are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

\* Note that this provision is limited to those students participating in programs, which are funded in whole or in part by grants administered by the federal government.

#### Conduct on School Property:

In addition to prohibitions in other District policies, no person on school property shall:

1. Injure or threaten to injure another person.
2. Damage another's property or that of the School District.
3. Violate any provision of the criminal law of the State of Illinois or town or county ordinance.
4. Smoke or otherwise use tobacco products or E cigarettes while within a school building or in school-owned vehicles.

5. Consume, possess, or distribute alcoholic beverages, illegal drugs, look-a-like drugs, and drug paraphernalia or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Willfully violate other District rules and regulations.
8. No animals, except service animals are allowed on school proper unless otherwise permitted by the administration.

As circumstances warrant, appropriate action will be taken by the District's administrators.

## **VIII. PARENTS/GUARDIAN INFORMATION**

### Arriving Early:

**Students who walk to school or are dropped off, should not arrive earlier than they are allowed to enter the building to start the school day, due to safety concerns.**

### Removing Students from School:

Students may be removed from school only by a parent or guardian. All parents/guardians must report to the office and show proper identification before removing their child. Individuals other than parents or guardians will not be allowed to remove students from school unless prior written and/or verbal arrangements have been made.

### Field Trips:

During the school year, teachers may take their classes on educational trips to various places of interest. A field trip offers the students opportunities to secure additional knowledge from firsthand experience and information on topics that the class is studying. The teacher plans these trips carefully. Pre-teaching prepares the students for what they will see, and follow-up projects reinforce the learning experience. Parents/guardians must sign the permission slip their child brings home before each field trip.

### Parents/Guardian Visitation:

The Genoa-Kingston Schools welcome parents/guardian visitors and feel that much can be gained from visits to the classroom. Parents/guardians are encouraged to visit their child's room while class is in session. To assure a profitable visit, it is required that the Principal must be contacted in advance, since some days are set aside by the school for testing and special activities.

### Building Access

All visitors must report to the office prepared to show their driver's license or valid state id and have those identification documents reviewed via each buildings RAPTOR system. Without review using the Raptor security system, no admittance will be granted beyond the office. All

visitors are required to wear a visitor badge/sticker. Visitors please be aware that taking photos and sharing them via social media sites is strictly prohibited.

Volunteers, while your time and talents are greatly appreciated by the Genoa-Kingston School District, please be aware that you are a guest within our schools and are subject to the same identification requirements as stated above. While serving as a volunteer, there is likelihood that you could be exposed to privileged information that should not be shared publicly. Sharing privileged information including photos via social media sites is strictly prohibited. Violations of this policy could result in the forfeiture of your ability to volunteer within our buildings.

#### Parents/guardian Conferences:

Parents/guardians will be invited to a conference during the 1<sup>st</sup> semester. School personnel or parents/guardians may also request conferences at any time. Conferences are set up by prior arrangement.

#### Translators:

If you need a translator, contact the school when you receive a request from the school or school personnel to attend a meeting. Please ask for translation assistance at least three (3) days before the meeting date so that we have time to find a translator to assist us. If the school is not informed three days in advance, the meeting may be rescheduled in order for a translator to be identified. If you have questions, please contact the principal at your child's school.

#### Chain of Command:

**It is strongly recommended that any parents/guardian who is concerned about the education of a child feel welcome to communicate with school personnel for help.**

**If a parent/guardian has a question or concern about a classroom situation, they should first discuss the matter with the classroom teacher. If the parents/guardian still has a concern after discussing the matter with the teacher, then the parents/guardian should discuss the matter with the building principal. If a concern still remains, the parent/guardian then has the right to discuss the matter with the Superintendent of Schools. Any problems or concerns remaining after discussing the matter with the Superintendent may be brought to the Board of Education.**

**The teachers and principals are concerned for all students. As a parent/guardian, your child does not need to have a problem for you to have a conference with the teacher or principal. In some instances, a discussion may help eliminate problems for you or others in the school.**

## **IX. 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.

## **X. PROMOTION AND RETENTION POLICY**

The school district reserves the right to assign students to the grade level that is most educationally appropriate for the student. School district officials shall determine promotion and retention of students. In a situation where student retention may occur, school officials will communicate with parents/guardians as soon as possible.

## **XI. STUDENT PERMANENT RECORDS**

Parents/guardians have the right to inspect and/or copy the records the school has on their children and may challenge the contents of said records. Please contact the school to schedule an appointment to review records. Student records will be forwarded to other school districts upon their request when the child moves from District #424.

Parents/guardians 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/guardians or the child if he is 18 years old or older.

## **XII. PROOF OF RESIDENCY/CUSTODY**

The Genoa Kingston schools district has initiated procedures for parents and guardians to establish proof of residency when registering students. Residency documents can be obtained from each school or from the unit office. **Appropriate proof of residency must be established prior to allowing an incoming student to enroll in any of the Genoa Kingston schools. The District also reserves the right to require continued proof of residency for students that have been previously enrolled.** Documents that support residency include Property Title, utility bills, driver's license, or a written statement from the property owner.

While residency is being established, prospective students may be asked to perform various assessments to assist in establishing academic placement. Along with residency, parents must show that they have official custody of prospective students. This requirement can be substantiated via birth certificates or court documents.

## **XIII. 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 athletic trainer. If the participant is not cleared, then the student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance. The clearance must be determined by a licensed physician able 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.

#### **XIV. 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.

#### **XV. District Meal Program**

**Breakfast and Lunch** are served in all the District's schools. All meals meet the nutritional standards of the USDA and the National School Breakfast Program meal guidelines. A student that qualifies for a free or reduced lunch also qualifies for a free or reduced breakfast. Meal prices can be found on the menu for your child's school.

**Free & Reduced Lunch Program Applications** are available at the District website [www.gkschools.org](http://www.gkschools.org), on the District tab, under District Departments, Food Service. The applications are also available in each of the schools and in the District Office. Completed applications should be returned to your child's school secretary. **Applications must be renewed annually.**

**MealTime 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 selections your student has made at no charge. You might also elect to replenish the account with a credit card; however, there is a 4.9% charge for the transaction. To use one or all of these features you will need your student's ID number. ***You will only be asked for a credit card if you choose to make a deposit to your child's account. MealTime will not retain credit card information. The financial institution processing the payment uses the information and retains the fee collected at the time of the online deposit.***



**Insufficient Lunch Balances** can cause disappointment for your child. Students may charge a maximum of \$9.00 in meals to their account for the reimbursable meal. Charges for a la carte items are not permitted. Once this limit has been reached, the student will receive an *insufficient fund meal* consisting of a cheese sandwich and milk. Students are only allowed three (3) such meals PER SCHOOL YEAR. After three *insufficient fund meals*, students will receive a reduced meal of a cereal box (no milk). When the account is replenished, the student will return to regular lunch purchases. Should the account again become insufficient, the student will be given the appropriate insufficient fund meal based on their status. The insufficient fund meal for breakfast will be cereal (NO MILK).

**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 MealTime balance of \$10 or more may request a refund for up to 30 days from the last day of enrollment.

## **XVI. District Fees**

**Payments can be made at any of the school offices, the District office, by mail and online at [www.mymealtime.com](http://www.mymealtime.com). Payment plans are available, but the balance must be paid in full by December 1st of that registration year.**

**Unpaid fees will result in assessed late fees, denied access to PowerSchool, and balances turned over to the District's collection agent. High School students enrolled in driver's education or KEC may be withdrawn for non-payment of those fees. Participation in extracurricular activities may also be restricted.**