

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 2018-2019 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 2018-2019 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 24<sup>th</sup>, 2018.**



# **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 Lekkass- 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 or other electronic device; such as a smart watch 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 in the hallways, bathrooms, or locker rooms at any time. If pictures or videos are taken with cell phones, serious consequences may be issued, possibly including suspension. Consequences for taking pictures or video in privacy sensitive areas such as locker rooms and bathrooms may result in more severe consequences. *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, drama, 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 expectations 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 2018-2019 school year are November 7th and 8th and again on February 14<sup>th</sup> and 15<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 complains 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.

