


Geneva Middle School



NORTH

2015-2016 Student Handbook

We Are: Self-directed, lifelong learners;
Effective communicators;
Complex, creative, & adaptive thinkers;
And collaborative & productive citizens.



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This agenda belongs to: _____

Name

Student Number

TABLE OF CONTENTS

PART I - GENERAL INFORMATION

Geneva Middle Schools Mission Statement	Title page
Bad Weather Closing	3
Daily Schedule	3
Lost and Found	4
Student Visitors	4
Telephone Use and Messages.....	4
Student Supplemental Insurance.....	4
ALLKIDS Health Insurance.....	4
Notification of Asbestos-Containing Materials.....	4
Use of Pesticides and Herbicides.....	4

PART II - EDUCATIONAL PROGRAM

Academic Program	5
Accelerated/Enriched Classes	5
Student Performing Ensembles.....	5
Homework	5
Honor Roll	6
Learning Resource Center	6
Parent-Teacher Conferences	6
Progress Reports	6
Report Cards	7
Testing Program	7
Special Education	7

PART III - ACTIVITIES AND EVENTS

Activities	7
Athletic Eligibility.....	7
Geneva Middle School PTO	8
Student Social Activities	8
Off-Campus Activities	8

PART IV - SCHOOL SERVICES

Food Service	8
Free or Reduced Price Meals.....	8
Guidance Service	8
Health Service and Policies	9-12
Homebound Students	12
Transportation	12

PART V - POLICIES AND SCHOOL RULES

Attendance	12
Tardies.....	13
Truancy.....	13
Lockers	13
Physical Education Uniform	13
Student Records	13
Directory Information/Photographs of Students.....	14
Technology – Student Use.....	15
Cell Phone and Personal Wireless communications Devices.....	15

PART VI - SCHOOL RULES AND STUDENT CODE OF CONDUCT

Articles Not Permitted at School	16
Bicycles	16
Bus Rules	16
Cafeteria Rules	17
Damage to Property	17
Dress and Hygiene	17
Locker Decoration	17
Student Sales	17
Code of Conduct	17-21
Disciplinary Action	21
Student Chemical Use Rules and Regulations	22
Disciplinary Response.....	22-23
Bullying Policy.....	23

PART I - GENERAL INFORMATION

BAD WEATHER CLOSING

School will be held on all scheduled days unless announced otherwise by the Superintendent of Schools. Several mediums are used to communicate late starts or school closings:

- Geneva School District’s emergency notification system: The guardian’s primary and mobile phone numbers on file in the District’s student information database are called as well as a message sent to the guardian’s email address on file.
- Radio: WGN-AM (720); WBBM-AM (780)
- Television: CBS-TV (2); NBC-TV (5); ABC-TV (7); WGN-TV (9); FOX-TV and CLTV
- District Website (www.geneva304.org)
- Twitter
- 304 Connects

DAILY SCHEDULE

School hours are from 8:35 a.m. until 3:24 p.m. Supervision before school hours begins at 8:05 a.m. Students may only be admitted to the building before 8:05 a.m. with a pass from a teacher; otherwise the building is closed to students prior to 8:20. Students should report to their own team centers once admitted to the building. All students should be out of the building by 3:35 p.m. unless they are under the direct supervision of a teacher.

Please do not drop off your student before 8:05 a.m. unless they have a pass from a teacher. Students arriving without a pass before 8:20 a.m. will not have access to the building. Consequences may be assigned. During inclement weather students may enter the building at 8:00 a.m. and report to a supervised area.

Bell Schedule

Grade 6		Grade 7		Grade 8	
Period 1	8:35 – 9:22	Period 1	8:35 – 9:22	Period 1	8:35 – 9:22
Period 2	9:25 – 10:09	Period 2	9:25 – 10:09	Period 2	9:25 – 10:09
Period 3	10:12 – 10:56	Period 3	10:12 – 10:56	Period 3	10:12 – 10:56
Lunch	10:59 – 11:29	Period 4	10:59 – 11:43	Period 4	10:59 – 11:43
Period 4	11:32 – 12:16	Lunch	11:46 – 12:16	Period 5	11:46 – 12:30
Period 5	12:19 – 1:03	Period 5	12:19 – 1:03	Lunch	12:33 – 1:03
Period 6	1:06 – 1:50	Period 6	1:06 – 1:50	Period 6	1:06 – 1:50
Period 7	1:53 – 2:37	Period 7	1:53 – 2:37	Period 7	1:53 – 2:37
Period 8	2:40 – 3:24	Period 8	2:40 – 3:24	Period 8	2:40 – 3:24

2 Hour Late Start

Grade 6		Grade 7		Grade 8	
Period 1	10:35 – 11:05	Period 1	10:35 – 11:05	Period 1	10:35 – 11:05
Period 2	11:08 – 11:38	Period 2	11:08 – 11:38	Period 2	11:08 – 11:38
Period 3	11:41 – 12:11	Period 3	11:41 – 12:11	Period 3	11:41 – 12:11
Lunch	12:14 – 12:39	Period 4	12:14 – 12:44	Period 4	12:14 – 12:44
Period 4	12:42 – 1:12	Lunch	12:47 – 1:12	Period 5	12:47 – 1:17
Period 5	1:15 – 1:45	Period 5	1:15 – 1:45	Lunch	1:20 – 1:45
Period 6	1:48 – 2:18	Period 6	1:48 – 2:18	Period 6	1:48 – 2:18
Period 7	2:21 – 2:51	Period 7	2:21 – 2:51	Period 7	2:21 – 2:51
Period 8	2:54 – 3:24	Period 8	2:54 – 3:24	Period 8	2:54 – 3:24

Half Day Schedule-All Grade Levels

Period 1 8:35 – 8:58	Period 5 10:19 – 10:42
Period 2 9:01 – 9:24	Period 6 10:45 – 11:08
Period 3 9:27 – 9:50	Period 7 11:11 – 11:34
Period 4 9:53 – 10:16	Period 8 11:37 – 12:00

LOST AND FOUND

Students who find lost articles are to take them to the office. Lost articles, which are not claimed within a reasonable amount of time, are donated to charity. Charity donations will occur during Winter break, Spring break and in June. Please urge your child to check with teachers and in the office for missing articles. Parents are welcome to check the lost and found themselves. Faculty and staff are not responsible for lost or stolen articles.

VISITORS

Geneva Middle School North is an educational environment and it is important that students come to learn. As a result, student visitors are not permitted to attend classes, lunch or school parties. All visitors between the hours of 8:00 and 3:30 are required to sign into the building. Security cameras are used to monitor school entrances and grounds.

TELEPHONE USE AND MESSAGES

The office telephone **is not** to be used by students except in the case of an emergency. Please do not call or text students on their cell phones during school hours. If there is an emergency, contact the office. Under emergency circumstances a message will be delivered to a student.

STUDENT SUPPLEMENTAL INSURANCE

Geneva CUSD 304 is a member of the Collective Liability Insurance Cooperative (CLIC), which is an insurance cooperative of 149 school districts in the northern Illinois area. CLIC was formed to save school districts money in the insurance marketplace. As a member of this insurance cooperative, student accident insurance is provided to all District 304 students. The plan provides accident medical coverage for all accidents occurring during school sponsored and supervised activities including all sports. This supplemental plan pays the reasonable and customary charges **not paid by other insurance** for any covered accidental bodily injury. There is no deductible and the lifetime maximum benefit is \$5,000,000. In the event of an accident, claim forms can be obtained from the school office. Additional student accident insurance can be purchased separately for those incidents that may occur outside of the school day or in those activities that are not school sponsored.

ALLKIDS HEALTH INSURANCE FOR ILLINOIS CHILDREN

ALL KIDS Health Insurance is a State of Illinois program that offers health care coverage at little or no cost to Illinois children, pregnant women and their babies. Children through age 18, who are Illinois residents, are U.S. citizens or qualified legal immigrants, and meet income requirements are eligible. You can keep your current doctor, only if your doctor is signed up to accept the ALL KIDS contract and agrees to coordinate a child's care. For more information on this program, visit the website at www.allkids.com.

NOTIFICATION OF ASBESTOS-CONTAINING MATERIALS

Through the 1970's, asbestos was used in many building materials until its use was discontinued from many applications. Governmental guidelines were established in the 1980's that require public building owners to periodically inspect and, if necessary, remove asbestos that could pose a potential risk. Properly maintained, asbestos-containing building materials do not pose a health threat. When asbestos must be removed in any District 304 building, it is done by professionals licensed by the Illinois Department of Public Health, and disposed of in accordance with federal regulations. District 304 complies with the governmental guidelines. For all buildings erected before 1990, an asbestos management plan and inspection report is available for public review in the school. Additionally, a complete set of the district's records is maintained in the office of the Director of Facility Operations. Should you have any questions, or wish to review these records, please contact the Director of Facility Operations at (630) 463-3000.

USE OF PESTICIDES AND HERBICIDES

Geneva CUSD 304 participates in the Integrated Pest Control Management Program for each school facility. This program uses a variety of non-chemical pest control methods as well as limited use of pesticide, when needed, to reduce pest infestations and to minimize children's exposure to pesticides. Also, the district does use herbicides to treat the lawn for crabgrass and dandelions. If you need to be notified prior of the use of a pesticide, herbicide, insecticide, or rodenticide by District 304, please call the office of the Director of Facility Operations at (630) 463-3000. The Director of Facility Operations will maintain a registry of parents and employees who want prior notification. In addition, the district publishes, in the *Kane County Chronicle*, notice of application of herbicides 48 hours prior to the actual application of herbicides.

PART II - EDUCATIONAL PROGRAM

ACADEMIC PROGRAM

The academic program at Geneva Middle School is a blend of traditional academic courses, exploratory classes, physical education, health and electives. Please visit our web site at: www.geneva304.org for more information.

SIXTH GRADE PROGRAM

Required Courses:

Language Arts I & II
Mathematics
Science
Social Studies
Physical Education
Art
Music

Elective Courses:

Band
Choir
Orchestra
Study Hall

SEVENTH GRADE PROGRAM

Required Courses:

Language Arts I & II
Mathematics
Science
Social Studies
Physical Education
Family & Consumer Science
Technology Education/Project Lead the Way

Elective Courses:

Band
Choir
Orchestra
Study Hall

EIGHTH GRADE PROGRAM

Required Courses:

Language Arts I & II
Mathematics
Science
Social Studies
Physical Education

Elective Courses:

Art
Band
Choir
Orchestra
Spanish
German
French
Family & Consumer Science
Technology Education/Project Lead the Way

ACCELERATED/ENRICHED CLASSES

Geneva Middle School curriculum ensures a challenging program for all students. Some students, however, are ready to do more advanced work, and accelerated classes are intended to meet their needs.

Accelerated classes are offered in mathematics at all three grade levels. The accelerated 6th grade math class follows a 7th grade curriculum. The accelerated 7th grade math class is pre-algebra/pre-geometry, which is the 8th grade curriculum, and the 8th grade accelerated math class is high school algebra. An identification matrix is used for the selection of students for these classes.

Students with superior abilities in language arts are offered accelerated classes at all three grade levels. These students exhibit several of the following characteristics: superior verbal ability, well-developed vocabularies, the ability to think abstractly, strong writing skills, and a high level of performance in previous language arts classes. An identification matrix is used for the selection of students for these classes.

STUDENT COMMITMENT TO PERFORMING ENSEMBLES

Each concert in band, choir, or orchestra is a unit of study. As members of an ensemble, it is each student's responsibility to complete all coursework assigned, and to perform with the ensemble at the concert. Students wishing to change their schedule have a one-week window to complete the schedule change following their ensemble's performance.

Parents of students interested in a schedule change must contact the music teacher directly to discuss the schedule change and initiate the process. Also, schedule changes will not be implemented at any time following the final withdrawal period of the year, which occurs following the winter concert unit.

PLEASE NOTE: Sixth grade students may choose to drop from an ensemble group by the end of the second Wednesday of the school year. After the second week, schedule changes may not occur until after the completion of the first concert unit. Seventh and eighth grade students may drop from an ensemble group up to the first day of student attendance. Once the school year begins, changes may not occur until after the completion of the first concert unit

HOMEWORK

We believe that homework is an integral part of the educational process. Homework is assigned to help students prepare for class, practice new skills, and extend their skills. Each team has an information link on the school website where homework is updated daily with current assignments and upcoming assessments. Supervised study time is provided during the school day for students who are not in band, orchestra or choir. If you have concerns about the amount of homework your child has, whether it is too much or too little, please contact your child's teachers or counselor.

Parents may request homework for students who have been absent for **two days or more**. If requests are received before 8:30 a.m. on the second day of absence, homework should be available by the end of the day. Requests received after 8:30 a.m. will be honored the next day. Assignments are available for pick-up until 4:30 p.m. Please encourage your child to get names and phone numbers of at least one reliable student in each class to call for clarification about assignments.

HONOR ROLL

Honor rolls are based on quarterly grades. Grades in language arts, mathematics, science, social studies, and foreign language are used to determine honor roll status. Four honor rolls are published. The High Honor Roll includes students with straight A's for the quarter. The Honor Roll includes students who have an average of B or better. Grades of D or F in any subject automatically exclude students from the Honor Roll.

LEARNING RESOURCE CENTER

1. The learning resource center is open from 8:15 a.m. to 4:00 p.m. each school day.
2. The function of the learning resource center is for research and information gathering and reading for pleasure.
3. Students are expected to work quietly and not disturb others.
4. Coats, backpacks, beverages, candy, gum, and other food items are not to be brought into the learning resource center.

Checkout information:

1. Books and back issues of magazines may be checked out at the circulation desk for at least two weeks. Materials may be renewed if no other student is waiting for the item or at the librarian's discretion.
2. Current magazines and newspapers are to be used in the library.
3. Reference books may be checked out at the librarian's discretion.
4. Students will be held responsible for any materials checked out that are lost or returned damaged and will be informed of any charges.

Overdue materials:

1. Late materials with the exception of reference books will be fined 5 cents per school day.
2. Late reference books will be charged \$1.00 per day
3. Students who are not in attendance of school when materials are due will not be charged a fine provided the materials are returned the first day the student returns to school. Students should inform learning resource center personnel that they have been absent when overdue materials are returned.
4. Students will receive written notification of overdue materials and/or late fees through their language arts teacher. Notices may also be sent home with report cards and progress reports.
5. Students with overdue materials and/or late fees may lose the privilege of checking out any additional materials.

Computers:

1. Learning resource center materials may be located using the online catalog. Please ask for assistance if you are not able to find the information you need.
2. Computers are to be used for completing class assignments and for locating library materials.
3. Games are not to be played on the computers.
4. Various online resources may be accessed on the computers to assist students with research projects. The online catalog and some databases are accessible from home. Please see the librarian for web addresses and passwords.

Printers:

1. Printers are to be used for school related projects.
2. To avoid paper waste, please ask for assistance if you need help printing.

PARENT -TEACHER CONFERENCES

Conference days are set aside for parents to meet with an individual teacher or a team of teachers. Parents are invited to conferences if the teachers see a need to do so. **Parents may request a conference at any time by calling the school and leaving a message for the teacher or the team.** If you have any cause for concern, please get in touch with the team.

PROGRESS REPORTS

At the mid-point of each quarter a progress report will be available to parents through Home Access Center. A notification will be sent home via *304Connects* informing parents when these reports are available for viewing. A printed progress report may be requested through the office on an individual basis. Parents of our 6th grade students will be required to return a signed form verifying they have accessed the first progress report of the year. If you should ever have any questions regarding your child's progress, please contact any one of the teachers.

REPORT CARDS

Report cards will be mailed home at the end of each quarter. In the middle school, students receive letter grades of A, B, C, D, or F.

TESTING PROGRAM

Academic ability tests and achievement tests are scheduled for middle school students, inclusive of those mandated by the State of Illinois. Other tests may be given on an individual basis as needs warrant, and the information used for pupil guidance.

SPECIAL EDUCATION

When properly identified learning problems are present, these problems are addressed through the problem solving process and students may be eligible for special education services. Please contact the guidance office for information concerning the problem solving process.

If your child receives special education services and is also Medicaid eligible, Geneva CUSD 304 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you object to the release of information to Medicaid for health services documented in your child's IEP, now or at any time in the future, please state your objection in writing and forward it to the Director of Student Services, 227 N. Fourth Street, Geneva, IL, 60134. Regardless of your decision the District must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT: decrease lifetime coverage or any other public insurance benefit, result in the family paying for services that would otherwise be covered by Medicaid, increase your premiums or lead to discontinuation of benefits or insurance, or result in the loss of eligibility for home and community-based waivers. Your continued consent allows the district to recover a portion of the costs associated with providing health services listed in your child's IEP.

PART III - ACTIVITIES AND EVENTS

ACTIVITIES

We believe that activities are an integral part of the middle school experience. We are proud of our programs and grateful to those staff members who are willing to spend the many hours required to create these opportunities for students. Activities other than those listed are offered from time to time depending on student interest.

Activities

Band	Boys Basketball (7 th / 8 th Grade)	Girls Basketball (7 th /8 th Grade)	Cheerleading (7 th /8 th Grade Girls)
Choir	Cross Country	Drama (6 th Grade)	Fiddle Club (7 th /8 th grade)
Leo's Club	Football (7 th /8 th Grade Boys)	Foreign Language Club (8 th)	Intramural Offerings
Chess Club	Jazz Band (7 th /8 th grade)	Volleyball (7 th /8 th Grade Girls)	Viking Voices (7 th /8 th grade)
Yearbook	Track (7 th / 8 th Grade)	Math Counts	Musical (7 th / 8 th Grade)
Orchestra	Pit Band	Science Club	Social Studies Club
Wrestling	Student Council	Variety Show	Chamber Ensemble

ATHLETIC ELIGIBILITY

Boys and girls who participate in competitive athletics and cheerleading are required to have a sports physical examination on file each year in the athletic director's office.

Athletic eligibility is based on weekly grades in all classes. It is checked on Tuesdays by the coach and athletic director. Any student with 3 or more D's or F's will become ineligible beginning on Wednesday of that week. Ineligibility will continue until either a reinstatement form is completed or the next eligibility check clears a student for participation.

Eligibility information will be shared with performing music groups, drama groups and other clubs and activities.

GENEVA MIDDLE SCHOOL PTO

The PTO is an organization that is comprised of parents, a teacher liaison and the principal of GMS. It works in a united effort with the community, the parents, and the school for the education enrichment and welfare of our children.

The PTO is funded by annual dues, fundraisers, and various other events. These funds support numerous projects such as:

GMS School Directory	Newsletter	Assembly Programs	Honor Student Recognition
6 th , 7 th , 8 th Grade Activities	Jivin' Geneva	Drama Productions	Teacher/Student Classroom Support
School Hospitality Functions	Community Projects/Red Ribbon Week		Teacher Wish Lists

With the growing number of students in our schools, parent involvement is more crucial than ever. The above mentioned projects and others provide many opportunities for your active participation in the PTO. If you would like to volunteer, please call the school office to be directed to the appropriate person.

STUDENT SOCIAL ACTIVITIES

The Student Council and the PTO sponsor social activities for students. Unless otherwise announced, Jivin' Geneva is held from 3:30 p.m. to 5:00 p.m. Students **must** have written permission from parents if they will be leaving the party early. Otherwise, students are not permitted to leave. **All school rules apply at social events, including appropriate use of technology.** Students who violate these rules lose the privilege of attending the next activity in addition to school consequences.

As a courtesy to chaperones that must remain until all students are gone, parents are asked to pick up their children promptly following these and other school activities. It is reasonable to expect that students be picked up within fifteen minutes after the event ends. Students who are not picked up after thirty minutes of the conclusion of the event may be excluded from attending future events. Police will be notified if students are not picked up after an hour. Transportation needs to be arranged in advance. Activities end at the stated times. Students should not need to call for transportation after the event concludes.

OFF-CAMPUS EXTRA-CURRICULAR ACTIVITIES

Students riding busses to extra-curricular activities such as athletic events are expected to ride the bus back to school for parent pick up. If a parent is picking up directly from the event, the parent will need to sign out the student with the activity supervisor. Without prior approval from an administrator, a student can only be released to a parent.

PART IV - SCHOOL SERVICES

FOOD SERVICE

The cafeteria provides both a regular hot lunch and a la carte items. Students may bring a sack lunch if they prefer. Students are not permitted to leave the school grounds at lunchtime without parent and school permission. If time and weather permit, students may go to the play area for recreation after eating.

Thumb Scan: A thumb scan system is in place to make lunch purchasing on the debit system quick and easy. Students can be enrolled into the system prior to the start of school or at the end of any lunch period. Thumb scanning allows quick access to the students debit account and deducts that day's purchase from the balance. If you choose not to be thumb scanned, but still want the ability to use the debit program, a student can give their first and last name to the cashier and show a valid student ID card to the cashier. Students may still use cash to purchase lunch. The computerized lunch debit system allows money to be put on your personal account to be used for lunch purchases. The Middle School policy of not allowing charging or borrowing money will continue. The cashier will inform students when their account balance is below \$10.00.

FREE OR REDUCED PRICE MEALS

Applications for free or reduced price meals are available in the school office or at the district office.

GUIDANCE AND STUDENT SERVICES

The Guidance and Student Services Department at Geneva Middle School offers a wide variety of support services to students and their families. The guidance/social work responsibilities include:

- Helping students with emotional, academic, career, and social issues that are typical of this age (such as study skills, bullying/teasing, friendship issues, divorce and the like.)
- Providing small group counseling sessions.
- Providing short-term individual counseling.
- Teaching counseling-related curriculum in classrooms.

- Acting as a referral person for community support agencies.
- Providing resources for parents about adolescent development.
- Meeting regularly with your student's teachers to increase communication.
- Coordinating standardized testing program.
- Helping transition students from elementary to middle school, and middle school to high school.

Parents may contact their student's counselor by calling the guidance office.

HEALTH SERVICES AND POLICIES

Physical Examination with Immunization Summary

A complete physical examination is required for entrance to *Pre-K, Kindergarten or First Grade (first entry), Sixth and Ninth grades*. This physical must be completed within one year prior to the first day of school attendance. The exam must cover all required elements as listed on the two-page "Certificate of Child Health Examination" form. All fields must be completed by the physician including Body Mass Index (BMI) and Diabetic Screening. The form requires completion and signature from parent (guardian) and physician.

In accordance with state law, medical or religious exemptions to any health requirement are to be submitted on the same schedule as the requirement.

In state transfer students are required to comply with the physical examination and immunization requirements of the grade they are entering. *Out of state transfer students will need to have a physical exam completed in compliance with Illinois standards and dated no more than one year prior to the date of enrollment.

Health requirement forms are available through the school health office, the school's main office or the District website, www.geneva304.org.

Tuberculin Skin Test

A tuberculosis skin test screening shall be included as part of each health examination *IF* the child resides in an area designated by IDPH as having a high incidence of tuberculosis, is exposed to a high risk individual or is in a high risk group, or has recently immigrated from or traveled to a high risk area.

Lead Screening Requirement

The requirement that children must be assessed for lead poisoning applies to children six months through six years of age. Proof of blood testing or screening must be submitted to the school for all children *entering day care, preschool or Kindergarten*. The doctor or nurse shall use the "Childhood Lead Risk Assessment Questionnaire" provided by IDPH.

Dental Examination Requirement

Before May 15th of each school year, all children in *Kindergarten, Second, and Sixth grades* shall present to the school proof of having been examined by a licensed dentist. The examination must have taken place within the 18 months prior to May 15th of that school year.

Vision Examination Requirement

An eye examination (history, visual acuity, subjective refraction, internal/external examination and glaucoma evaluation) is required to be done on all children enrolling *in Kindergarten, or enrolling for the first time in an Illinois school*.

School Health Screenings

Vision and Hearing Screenings will be conducted on those students specified under the guidelines set forth by the Illinois Department of Public Health. A Vision and Hearing Technician Certified through the State of Illinois will perform these screenings; vision and hearing screenings should not be considered a substitute for regular examinations by a physician. In addition, vision screenings are not a substitute for a complete vision exam by an eye doctor and do not satisfy the state requirement for vision examinations.

Annual Student Health Summary

An annual student health summary is required to be completed by the parent/guardian and submitted to the school nurse at the start of each new school year. If your child has any life-threatening condition or chronic health concern please document this on the annual student health summary and make personal contact with the nurse at the start of each new school year.

Emergencies

In case of an emergency, school personnel will handle the situation as quickly and efficiently as possible. Attempts to contact parents will be made. If necessary, the school will call upon appropriate emergency services to transport the student to the hospital emergency room.

Illness/Injury

A Health Office staffed by a Registered Professional Nurse is located in each school building. The nurse is on duty throughout the hours of student attendance. **A student must have a pass to visit the Health Office** except in emergency situations. Students who feel ill in class need to report to their teacher who will send the student to the nurse. If the Health Office is closed, the student is to report to the deans'/principal's office. When a student is too ill or injured to remain in school, the parent/guardian or designee named on the emergency card is notified and plans are made for transportation to her/his home. A student will not be sent home unless a person listed on his/her emergency card is notified. **The Health Office must make all calls home due to illness. Students who leave school because of illness or injury must sign out in the administrative office; failure to do so may result in disciplinary action.**

If parents will be out-of-town, please provide the administrative office and the Health Office with the name and phone numbers of the adult who will be caring for your student in your absence. It would also be prudent to sign a statement of permission to provide medical care to your student's temporary guardian.

When a student is too ill or injured to attend school, parents should notify the administrative office each day of student absence. Please state the reason for absence, and if illness related, the diagnosis or symptoms of illness. Follow the recommended procedures given below for a student's re-admission to school if he/she has been absent due to:

1. **Chicken pox** - Student must remain out of school for at least six days after the appearance of the first eruption. All eruptions must be dry before the student may return to school.
2. **Conjunctivitis or Pink Eye** – Student may return to school after 24 hours of treatment with a prescription eye medication. Proof of having purchased the recommended medication or physician statement of treatment must be brought to school. The student may not return until the eyes are free of drainage, extreme redness, and itching.
3. **Fever**- A temperature of 100 degrees or higher is considered to be a fever. If your student has been ill with fever, he/she may return to school after being fever free for 24 hours WITHOUT the use of over the counter fever reducing medicine.
4. **Head Lice** - Student may return to school after shampoo treatment. Proof of having purchased the recommended treatment and follow-up treatment must be submitted to the health office. All lice and the majority of nits must be removed prior to the student returning to the classroom.
5. **Hepatitis** - Student may return to school only with a doctor's permit.
6. **Impetigo** - Student may return to school after twenty-four hours of treatment. Student must show proof of having purchased the recommended medication. All sores must be covered with a Band-Aid or gauze bandage during the school day.
7. **Measles (Rubeola)** - Student will remain out of school for 7 days after the appearance of the rash, and return with doctor's permission.
8. **Mononucleosis** - Student may return to school only with a doctor's permit.
9. **Mumps** - Student will remain out of school for 9 days after the onset of the swelling, and return with doctor's permission.
10. **Rash**- Undiagnosed rashes need doctor's clearance to return to school.
11. **Ringworm** - Student may return to school after treatment has begun and must show proof of having purchased the recommended treatment. The affected area must remain covered until the infection has resolved.
12. **Scabies** - Student may return to school after treatment has begun and must show proof of having purchased the recommended treatment.
13. **Strep Throat/Scarlet Fever** - Student may return to school after 24 hours of antibiotic treatment, provided treatment is continued as prescribed. If strep throat is suspected and a throat culture is done but no treatment is prescribed, the student may not return to school until the results of the culture are known. In the event of a positive culture, the student may return after 24 hours of antibiotic treatment *and 24 hours free of fever.*
14. **Viral Illness** – *Students ill with fever, vomiting or diarrhea may not return to school until they are without symptoms for 24 hours without the use of medicine.*

If a student is diagnosed with one of these ailments, please notify the Health Office as soon as possible. The school district reserves the right to request a doctor's permit for a student to return to school if the nurse and/or principal feel this procedure is necessary for the protection of the other students or as a guideline for full or limited activities of the ill student.

PROCEDURE FOR ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

MEDICATION

Public Act 87-790 (effective January 1, 1992), states that, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school related events should be discouraged unless absolutely necessary for the critical health and well-being of the student." Parents/Guardians have primary responsibility for administering medication to their children. Only those medications absolutely required for the critical health and well-being of the student will be administered during school hours or during school related activities. In order to insure the safe and proper administration of medication to students, the following procedures have been established in accordance with the guidelines from the State Superintendent of Education for the State of Illinois and policies of the Board of Education. The intent of these procedures is to

protect the student, to provide a clear and consistent approach to the administration of medication and to ensure the physician, parents, school, and student understand their responsibilities.

Self-Administration of Asthma Medication and/or Epinephrine Auto-Injector

Under Public Act 096-1460, students are permitted to self-administer asthma medication and/or an epinephrine auto-injector provided that:

FOR ASTHMA MEDICATIONS

- (1) The parents or guardians of the student provide to the school written authorization for the self-administration of medication, AND
- (2) The parents or guardians of the student provide to the school the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered

FOR EPINEPHRINE AUTO-INJECTOR MEDICATION

- (1) The parents or guardians of the student provide to the school written authorization from the student's health care provider
- (2) The parents or guardians of the student provide to the school a written statement from the student's health care provider containing the following information:
 - (A) The name and purpose of the medication or epinephrine auto-injector;
 - (B) The prescribed dosage; and
 - (C) The time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

Right to carry and/or self-administration of Diabetic Medications

Under Public Act 096-1485, the Care of Students with Diabetes Act, provided that a student is authorized by health care provider and parent, a student shall be permitted to possess on his or her person at all times the supplies and equipment necessary to monitor and treat diabetes.

PROCEDURE FOR ALL PRESCRIPTION AND OVER THE COUNTER MEDICATIONS:

1. The parent/guardian and Illinois health care provider will complete the School Medication Authorization Form before the administration of any non-prescription or prescription medication at school.
2. The School Medication Authorization Form must be completed annually (annually meaning with the beginning of each new school year) or whenever there is a change in medication and /or dosage.
3. All medications will be provided to the nurse in an original container or vial, as provided by the pharmacist, with the prescription/dosage affixed. Upon request, the pharmacist will supply you with two properly labeled containers, one for home use and one for use at school. Non-prescription (over-the-counter) medications must be provided in the original container labeled with the student's name.
4. No student may possess or consume any prescription or non-prescription medication during school hours or school-related activities until a completed and signed School Medication Authorization Form is on file.
5. The parent/guardian is responsible for bringing medication to the school and for taking unused medication from the school when no longer required.
 - a. Medication will only be received by and/or returned to the parent/guardian by the nurse or building administrator.
6. Upon drop off, medication is required to be counted by the nurse and/or building administrator in the presence of the parent/guardian. The parent/guardian will be asked to sign off on the amount being supplied to the school.
7. Medication will be administered by the school nurse or under the direction of the building administrator (unless self-administration authorization is received as per Public Act 096-1460 or Public Act 096-1485).
8. NO herbal, vitamin, or mineral supplements shall be possessed or administered during school hours.

Emergency Epinephrine

All Geneva schools have an RN on duty during the hours of student attendance. This supports the District commitment to promoting safety and health within our school community. The Registered Professional Nurses (RN) in our Geneva schools will now be equipped with stock Epinephrine for their use in the event of an anaphylactic emergency on campus.

As of August 15, 2011, the Emergency Epinephrine Act, P.A. 97- 0361 (the Act) became law in Illinois, permitting schools to stock a supply of Epinephrine auto-injectors giving Registered Professional Nurses (RN) the power through their professional determination to administer the epinephrine to any student whom the nurse believes is having an anaphylactic reaction. The Illinois Legislature passed this Act in an effort to save the lives of children who, while at school, suffer from anaphylaxis – a severe allergic reaction that can result in death.

This stock Epinephrine is an additional level of support to our students who may be an unknown risk to this life threatening condition. The implementation of having stock Epinephrine is in addition to the ongoing efforts the nursing team makes to have individual plans and parent supplied medications available for those students whose risk level is already known.

Medical Excuses from Physical Education and/or Recess

Students may be excused from class participation physical education and/or recess for up to three consecutive days by submitting a parent note. **A request for an excusal from physical education participation of four or more days due to a health reason requires a note from a licensed provider.** Students excused from PE due to a health condition must contact their teacher to discuss makeup requirements. The school district reserves the right to request updated medical notes from the provider to document continued need for PE and/or Recess excusal. Contact the school your child attends for further building specific instructions.

Elevator Key & Backpack Pass

When a student cannot walk stairs because of illness or injury, **elevator service** may be available. A note from a parent and physician must be brought to the school to acquire the use of an elevator key. Student **backpacks** are to remain in their lockers during the school day. If a student has an illness or injury that would be aided by the use of a backpack during the school day, a pass will be issued with a note from parent and physician. Both keys and backpack passes will be issued at the discretion of the school. A monetary amount may be charged as a replacement fee for failure to return a backpack pass or elevator key.

Field Trips or Off-Campus Events

Parents/guardians should be aware that a registered nurse or emergency first responder will not typically be in attendance on the bus traveling to and from or at a field trip destination site. If a child has an order to self-carry an emergency medication, the parent/guardian is responsible to remind the student to take the medication with him/her to the event/on the field trip.

For Students with Emergency Medications in the Health Office

(For pre-school, elementary, and middle school levels) Emergency, provider-ordered medications which the parent has provided to the health office will be sent on field trips. Parents/guardians are encouraged to speak to the building level nurse if additional planning is needed regarding their students' health conditions/medications.

HOMEBOUND STUDENTS

Students who are unable to attend school for an extended period of time because of illness or disability may receive home tutoring. For information or to arrange for tutoring, contact the guidance office.

TRANSPORTATION

Free bus transportation is provided for students living more than a mile and a half from school. Routes are arranged by the transportation office to provide the safest and most efficient transportation for students. Students are expected to be at pick-up points **5 minutes prior to** the scheduled times. Bus routes and schedules are printed in the local papers the week prior to the start of school. A late bus is available on a fee basis. Activity buses leave the school at approximately 4:30 and 5:30 p.m. daily. Contact the school office regarding the route of the activity bus. The Activity Bus is provided to students after school free of charge. A student who wishes to ride a bus other than their own must have a note from the student's parent/guardian that has been approved by the main office.

PART V - POLICIES AND SCHOOL RULES

ATTENDANCE

Regular school attendance promotes academic success. It is the policy of the Board of Education both to enforce the compulsory education requirements of the State of Illinois and to encourage regularity of attendance to ensure the maximum educational benefit for students. Students are expected to be in school daily except in case of illness or family emergency. **A recent mandate by the State of Illinois requires that a child be in classes, not including lunch or passing periods, for 5 clock hours (300 minutes) to be counted as in attendance for a full day. This means that a student can miss only 52 minutes (a little over one regular class period) and still be counted as present for a full day.**

If your child will not be in school, please call the main office attendance line before 8:30 a.m. each day your child is absent and state the reason for the absence. For your convenience, we have installed a voice mail system to record absences. If we are not contacted by 9:30 a.m., a parent will be called to verify a student's absence.

If you should need to take your student out of class during the school day, please send a note stating the reason for the early dismissal, date, time, and your signature. Your student should bring the note to the main office first thing in the morning. He/She will then be issued a pass reflecting the dismissal time requested. Students must sign out of school when leaving and sign in when returning.

In order to participate in **after school extracurricular activities**, students must be in school **at least half a day on the day of the activity**.

In the event of a temporary disability or illness, students will be excused from physical education for up to three days with a note from a parent. A doctor's note is required for excuse from physical education class that is in excess of three days. All students assigned to the library are expected to complete a written packet given to them to work on while they are in the library. Students missing seven or more days will be required to write an essay. These packets and written essay will count towards students' PE grade.

We discourage removing students from school for vacations. Please be aware that your child will miss instruction and may not be able to make up audio-visual presentations or some daily work, particularly work involving laboratory set ups. Please also be advised that missing school due to vacation may affect your child's academic progress and grades. **If you must be out of town during the school year, send a note with your child seven days in advance.** Teachers will have the option to assign work in advance or after the student returns from their absence. Whether the work is assigned in advance, or after the absence, students will have the same number of days to complete any missed work as the number of days absent.

TARDIES

Students are considered tardy to school if they are not in their first hour class at 8:30 a.m. Tardiness is excused due to illness and doctor appointments. When a student has four or more unexcused tardies to school, they are subject to a detention. Teachers will maintain records of tardies for their individual classes and apply consequences.

TRUANCY

Repeated trancies or excessive absenteeism may result in a referral to an appropriate agency. Ref: Illinois School Code Article 5/26-1, 5/26-2, 5/26-2a

LOCKERS

Students are assigned hall lockers at the beginning of the school year. The physical education teachers assign gym lockers. Hall and gym lockers are equipped with built in combination locks. Pad locks are not permitted. **Please instruct your child not to share locker combinations with anyone. (Don't even share the combination with your best friend.) A \$5.00 fee may be assessed to change a locker combination.** If you forget your hall locker combination, please come to the main office for help.

Students should not bring large amounts of money or valuables to school. If, for some reason, they must do so, the office staff will be happy to place the article in safekeeping for the day.

Lockers are the property of the school and are provided to students as a convenience.

To maintain order and security in the school, 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, but is not limited to, principal, assistant principals and school liaison police officers. For complete policy see Board Policy #5771.

PHYSICAL EDUCATION UNIFORM

Students are required to dress daily in a PE uniform. The uniform may consist of a gray "Fit For Life" shirt, blue "Geneva" shorts (sold through the PTO), socks and tennis shoes. Students should wear sweat suits during cold weather. All uniforms and sweats must have the student's last name printed visibly on the outside. A heart rate monitor chest strap is also required at all levels.

STUDENT RECORDS

District 304 Board of Education has established a policy insuring the privacy of student educational records as required by federal and state law.

A student record is the written history on the performance and the activities of any child enrolled in school. This record will contain all of the state and federal mandated information and any other information necessary to evaluate a student's progress. It will also give a brief description of the student's tenure in the school.

Student records are broken into two parts: the permanent record, the record which is kept for at least 60 years; and the temporary record which must be destroyed five years after the student's class graduates. These two parts of the record contain different types of information. The permanent record contains that information that would be necessary for the student for the rest of the student's life. The temporary record contains the set of information that is most important to have during the student's school years.

Permanent records include the following information:

- A. Basic identifying information
- B. Scholastic record
- C. Attendance record
- D. Additional academic programs
- E. Health records (in nurse's office)
- F. Accident reports
- G. Record of release of information

Temporary records include the following information:

- A. Social history
- B. Achievement test scores
- C. Aptitude test scores
- D. Reading card
- E. Temporary health information
- F. Psychological and social work summary
- G. Special education reports
- H. Court and legal documents
- I. Elementary teacher-parent conference reports
- J. Student special services contact sheet (goldenrod sheet)
- K. Senior activity sheet
- L. Student description form

The right to inspect and copy student education records (both permanent and temporary) is allowed to parents or guardians of students under the age of 18.

The middle school counselor and principal will review the permanent and temporary records before information is sent to the high school. Near the close of the 8th grade year, during this review, information not being forwarded to the high school will be destroyed. Parents and students may request copies of these records before May 1st.

All school records will be maintained under the student's legal name. A name may be changed on school records only by a court order that is presented to the school.

In the case of a student whose parents are divorced, unless there is a court order to the contrary, either parent may submit a written request to have copies of records sent, by mail, to the non-custodial parent.

DIRECTORY INFORMATION/PHOTOGRAPHS OF STUDENTS

Geneva School District has designated certain student record information as "directory information." In compliance with state law, directory information may be released to the general public without prior written consent unless you as parent/guardian request that any or all such information on your child not be released.

The primary purpose of directory information is to allow the School District to include this type of information in school publications, including yearbooks, playbills, school newspapers, sports programs, honor rolls, graduation programs, District publications, newsletters, and web sites.

The following information has been designated as "directory information:"

Name; address; telephone number; gender, date and place of birth; photograph/video; major field of study; participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance; grade level, date of graduation; awards received; honor rolls; and scholarships.

The State of Illinois requires that student teachers submit video clips of their teaching and samples of student work for assessment by professional evaluators. In fulfilling this requirement, your child may be filmed. The materials gathered are submitted securely to electronic platforms maintained by Pearson, where only scorers may securely access them. No student's name will appear on any materials that are submitted, and materials will be kept confidential at all times.

Policy prohibits the dissemination of student information to business organizations or financial institutions that issue credit or debit cards. For more information about directory information and its uses, see **Board of Education Policy 8330: Student Records**. If you do not want the School District to disclose directory information concerning your child, in its entirety or in part, please so indicate in a letter to your school's principal.

Throughout the year, mailing lists may be supplied to the district's educational support groups such as the PTO, Art Boosters, Geneva Academic Foundation, Music Boosters, and Sports Boosters. If you would like your information withheld from that list, please contact the Geneva Middle School Main Office.

Periodically pictures of students engaged in school activities are published in local and regional news publications. Unless a child's name is already included in a program or other accompanying document that is available to the general public during the activity, Geneva Community Unit School District 304 will not release the last names of students who appear in pictures published by an outside agency without the permission of the parent or guardian of the child. A parent or guardian may request that their child not appear in pictures of school activities by stating so in writing to the principal of the school. Upon receipt, school personnel will make every reasonable effort to comply with the request. In the event that a child is photographed and releases his or her own name to a non-school photographer, the district will not be responsible for the subsequent publication of the student's name.

Additional information regarding school records is available in RULES AND REGULATIONS TO GOVERN DISTRICT 304 STUDENT RECORDS. Copies of this document are available from the principal's office, guidance counselor's office, or superintendent's office.

TECHNOLOGY

Geneva Middle School students have the opportunity to use networked and Internet resources that are regularly maintained and updated. Our networked equipment provides access to centralized programs, applications, and directory storage space for users. In order to maintain an efficient technology environment for all users, we must prohibit activities that are detrimental to the network, are not in compliance with our Acceptable Use Policy (7540.03), and are not beneficial to the educational program.

The following activities by any user are prohibited:

- Logging into the network with a username/password other than your own
- Degrading or attempting to disrupt the network in any form
- Attempting to gain unauthorized access to any network resource
- Attempting to turn off security on a computer
- Making changes to a computer's setting
- Damaging or attempting to damage any kind of technology hardware or software
- Spreading computer viruses
- Installing executable files or plug-ins from the Internet or removable media
- Downloading/installing video files from the Internet or removable media for personal use
- Downloading/installing music/sound files including mp3files or any other type of music from the Internet or removable media for personal use.

The school community has a responsibility to each of its members to provide a safe and productive educational environment. Therefore, appropriate behavior is expected when using the network; the following uses of technology are in direct violation of the District's Acceptable Use Policy (7540.03):

- Using obscenities or inflammatory language
- Accessing, downloading or creating pornography
- Vandalizing another user's data
- Harassing another computer user
- Accessing the account of another user
- Using the network for financial gain
- Violating another user's rights or privacy
- Violating copyright laws
- Using the network for entertainment purposes (playing games, instant messaging, shopping, etc.)
- Using the network for illegal activities

Access to the school network is provided as a means for students to complete their educational responsibilities and enhance learning; it is not provided for personal entertainment or communication. Inappropriate behavior or the mishandling of technology equipment or materials will result in the loss of technology privileges.

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Additional consequences may be administered if the actions fall under the Geneva Middle School Code of Conduct.

CELL PHONES AND PERSONAL WIRELESS COMMUNICATION DEVICES (WCDs)

Students may be allowed to utilize electronic devices for educational purposes (e.g., taking notes, researching online, writing papers) as approved by a teacher or administrator.

Use of electronic devices in any locker room or washroom is strictly prohibited. Any student found to have used an electronic device in a locker room or washroom will face additional disciplinary measure.

All use of WCDs must be in alignment with school policy 5136. Electronic devices seized may be inspected by an administrator. If the data indicates that the student has used the item for improper purposes, including, but not limited to, cheating or the violation of any school rules, appropriate action will be taken.

Students may be considered in violation of the electronic devices policy (policy 5136) when they contact parents regarding a health-related issue without following Health Office protocol.

If an electronic device is utilized to take a picture or video of any student or staff without their permission, the student responsible will face appropriate disciplinary measures.

PART VI - SCHOOL RULES AND STUDENT CODE OF CONDUCT

ARTICLES NOT PERMITTED AT SCHOOL

The following items are **NOT** permitted at school:

1. Skateboards, roller blades, roller skates, scooters, and toys.
2. Radios, TV's, electronic games, electronic organizers, beepers, laser pens, and other non-school related electronic devices.
3. Alcohol, tobacco, controlled substances, related paraphernalia, matches or lighters.
4. Any item that might be dangerous to one's self or others, such as knives, guns or any other item that may be considered a weapon, or fireworks.
5. Any item which would distract from learning or disrupt the classroom or the school.
6. Aerosol containers.
7. Students are not permitted to bring coats or backpacks to class.
8. Food and open drinks are not permitted in classrooms or hallways.
9. **Students may not carry medication of any kind without permission from the nurse. This includes prescription drugs, non-prescription drugs, diet pills and herbal supplements.**

*** Cellular phones, iPods and MP3 players are to be turned off and placed in the student's locker during the school day. Students may not use them on the school premises during regular school hours, without the consent of a school teacher or administrator.**

*** Gum** - Gum chewing is NOT permitted in areas such as the library, cafeteria serving line, the halls, the computer lab, the music rooms, and the gyms. Each teacher has the right to enforce his/her own gum rules within the classroom. The team may decide whether students may chew gum in the team center. Gum chewing is not a matter for office referral unless the student is flagrantly defiant; i.e., blowing bubbles in your face or refusing to remove gum when requested. If gum is found in inappropriate places, the administration may place a total ban on gum chewing for a period of time.

BICYCLES

Students may ride bicycles to school. Bicycles must be parked in the racks provided and must be locked when not in use.

BUS RULES

The bus driver is in full charge of the students. Students must follow bus safety rules and cooperate fully with the driver in order to ensure the safety of all. School rules will apply to the school bus and all school bus stops. Students who persist in violating rules will be deprived of the privilege of transportation for a length of time determined by the school administration. All busses are video and audio monitored.

1. Students must wait at the designated school bus stops until the bus comes to a complete stop.
2. Students are expected to respect private property where bus stops are located.
3. Heads, hands, and feet must be inside the bus windows at all times.
4. Students must refrain from loud talking which is distracting to the driver. Students must be completely silent when the bus stops at railroad crossings.
5. Students must remain **seated at all times**.
6. Students must refrain from behavior that distracts the driver's attention or is harmful to fellow students.
7. Bus drivers may assign permanent seats if they choose to do so.
8. Be courteous, use no profane language.
9. No eating or drinking on the bus.
10. Keep the bus clean.
11. Cooperate with the driver.

CAFETERIA RULES

In order to make the lunch period enjoyable, students are expected to observe the following rules. An alternative lunch may be assigned to a student by staff for inappropriate behaviors during lunch.

1. Eating is permitted in the cafeteria only. Lunches may not be taken outside.
2. Students are to remain in the cafeteria until dismissed.
3. Serving lines are to be orderly. No eating in the serving line is permitted.
4. Students may choose their seats; however the staff requires students to remain at the tables they select until seats are reassigned. This reassignment takes place periodically. Staff will reassign seats, as needed, to maintain order in the lunchroom.
5. Students are expected to leave the table and floor neat and clean for those who use the cafeteria after them.
6. Students outside for recreation must remain in the designated areas.
7. Due to repayment problems, **the office and Sodexo does not loan lunch money to students.**
8. Students are not permitted to have food brought or delivered to the cafeteria for anyone else besides themselves.
9. Students should have all of the money that they require for their purchase prior to entering the food line.
10. Parents and/or guardians may **only** bring food for lunch for their student they are responsible for.

DAMAGE TO PROPERTY

Students may be held financially responsible for causing damage to school property or the property of others. In cases where the damage is accidental, paying the repair or replacement cost may be the only action taken. When negligent behavior is involved, additional disciplinary action may be taken. When students intentionally damage property, this behavior will be considered a Category III offense and may result in a suspension. (See Code of Conduct)

DRESS AND HYGIENE

Students are expected to dress in a manner that promotes a positive learning atmosphere. For purposes of hygiene, shoes must be worn at school. The wearing of jackets, hats, bandannas, or other headgear, dog collars or chains is prohibited. Also prohibited are articles of clothing or accessories that advertise alcohol, tobacco, or illegal drugs; which denigrate the worth of other individuals or groups; which imply sexual innuendo; or which display weapons.

We ask for your cooperation in helping us maintain a business-like atmosphere at school. Clothing which exposes undergarments, bare midriffs, or is otherwise revealing is inappropriate in a school setting. A good rule to follow is to have children cover the shoulder to the mid-thigh.

A student whose appearance is inappropriate or disrupts the educational environment will be sent to the office. Students may be given the option of wearing their physical education uniform in lieu of the inappropriate article of clothing. In some situations, parents may be called to pick up the student and return him or her to school properly dressed. Students will be held in the office until such contact can be made. Repeated offenses may result in further consequences.

LOCKER DECORATION

Decorating lockers - students must get permission from the office the day prior to the event; staff reserves the right to prohibit the decorating of lockers. Students may not write directly on lockers. Decorated lockers should be cleaned up in a timely fashion.

STUDENT SALES

Students are prohibited from selling any items within the school, or on school grounds, unless the sale of those items has been approved by the administration.

TEEN DATING VIOLENCE

All students have the right to a safe learning environment. The Board of Education strictly prohibits any act of teen dating violence committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation. For more information see Policy 5517.03.

CODE OF CONDUCT

The Geneva Middle School Code of Conduct acts as a supplement to Board Policies 5500 and 5600 relating to Student Conduct and Student Discipline. The purpose of the Code of Conduct is to provide a safe, orderly, and constructive environment where teaching and learning can occur. It is our goal to promote fair and consistent standards and to help students develop personal responsibility and self-discipline.

Students are expected to be accountable for their own behavior during school hours, at school-sponsored activities, at the bus stop, and on the school bus. In order to assist students in making good conduct decisions, the faculty has outlined the following behavior guidelines. Under each general statement about behavior are listed examples of specific expected behaviors and examples of specific unacceptable behaviors.

EXPECTED BEHAVIORS

1. STUDENTS ARE EXPECTED TO FULFILL THEIR CLASSROOM OBLIGATIONS.

Expected Behavior

Be on time
Complete schoolwork
Bring materials
Participate positively
Follow classroom rules
Be a good listener
Use good study skills
Use time wisely
Turn in all assigned schoolwork on time

Unacceptable Behavior

Tardiness
Late/Incomplete schoolwork
Lack of materials
Breaking classroom rules
Disrupting learning
Cheating/plagiarism

2. STUDENTS ARE EXPECTED TO RESPECT THE RIGHTS OF OTHERS.

Expected Behavior

Respect others' rights to:

Be treated courteously
Be safe
Learn
Be an individual
Achieve their own goals

Unacceptable Behavior

Verbal, physical or written harassment (religious, racial or sexual)
Classroom disruption
Foul language
Running, pushing, hitting, fighting, tripping
Spitting, throwing things, kicking, etc.
Spreading rumors

3. STUDENTS ARE EXPECTED TO RESPECT THE WORTH OF OTHERS.

Expected Behavior

Politeness, Courtesy
Displaying a positive attitude
Respect for others "space"
Honesty
Cooperation with others
Support and encouragement of others
Accepting differences
Accepting responsibility for actions
Accepting correction

Unacceptable Behavior

Teasing
Swearing
Verbal abuse
Lying
Gossip
Name calling
Put downs
Spreading rumors

4. STUDENTS ARE EXPECTED TO RESPECT BOTH SCHOOL PROPERTY AND THE PROPERTY OF OTHERS.

Expected Behavior

Pick things up
Put things away
Keep things neat and clean (all lockers)
Pay for or repair damage or lost property
Handle equipment and materials carefully

Unacceptable Behavior

Breaking things
Defacing or destroying property
Losing or being careless with property
Stealing

CODE OF CONDUCT AND CONSEQUENCES

All consequences for Category I, Category II, Category III and student chemical use are defined as ***guidelines only***. Consequences may include, but are not limited to:

Category I

Violation of classroom rules, annoying behavior, minor disruptions to the classroom or school (Examples: chronic tardiness, running in the hall, annoying other students, disrupting class, offensive language, excessive body marking). Each teacher has individual classroom rules and expectations and consequences for violation of those rules. In the case of repeated violations, the teacher will call the parents. When student behavior persists or when the behavior is serious enough, the teacher may write an office referral.

Category I Consequences

FIRST OFFICE REFERRAL- a conference will be held between the student and administration to discuss the unacceptable behavior and to explain consequences for further misbehavior. Detention(s) may be assigned.

SECOND OFFICE REFERRAL- a conference will be held between the student and administration to discuss the unacceptable behavior and to explain consequences for further misbehavior. The parent may be contacted. Detention(s) may be assigned.

THIRD OFFICE REFERRAL- a parent conference may be held between administration and involved teachers. Administration may meet with the team involved to plan the conference. Consequences may be assigned.

FOURTH OFFICE REFERRAL-The student may be suspended from an individual class or serve an all day in-school suspension. All student privileges may be suspended for a two-week period of time or until the student demonstrates a change in behavior. These privileges include hall passes, participation in school activities including dances, parties, clubs, sports and assemblies. Participation in field trips will be decided on an individual basis by the teacher and administration.

SUBSEQUENT REFERRALS- one or more of the following may result: in-school- suspension, out-of-school suspension *, referral to the Instructional Support Team, or other disciplinary action. All student privileges may be suspended for at least a two-week period of time or until the student demonstrates a change in behavior.

***NOTE**- a re-admittance conference will take place between the administration, parents and student upon the student's return from an out-of-school suspension.

Category II

Category II behaviors are defined as: any behavior that impairs the teacher's ability to teach or the student's ability to learn. Behavior that is injurious or potentially injurious to one's self or others. Behavior that is disrespectful to others. (examples: serious classroom disruption, physical altercation, mean-spirited conduct, taunting, provoking, throwing objects, rude/discourteous behavior directed at a student or a staff member, defiance, negligent property damage, cheating, forgery, plagiarism).

Category II Consequences

FIRST OFFICE REFERRAL- A parent conference may be held between administration, support staff, and involved teachers. Administration may meet with the team involved to plan the conference. Consequences may be assigned.

SECOND OFFICE REFERRAL- a parent conference may be held including the administration, support staff, team and/or the involved teacher(s). The student may be suspended from an individual class or assigned an In-School Suspension (ISS). All student privileges may be suspended for a two week period of time or until the student demonstrates a change in behavior. These privileges include hall passes, participation in school activities including dances, parties, clubs, sports and assemblies. Participation in field trips will be decided on an individual basis by the teacher and administration.

THIRD AND SUBSEQUENT OFFICE REFERRALS- One or more of the following may result: in-school suspension, out-of-school suspension *, referral to the instructional support team or other disciplinary action. All student privileges may be suspended for at least a two-week period of time or until the student demonstrates a change in behavior.

***NOTE**- a re-admittance conference will take place between the administration, parents, and student upon the student's return from an out-of-school suspension.

Category III

Behavior that:

- causes injury to the student himself or to others
- seriously disrupts the classroom.
- seriously disrupts the school
- any reasonable person would label as gross misconduct.

Examples

Verbal, physical, sexual and written harassment, (teasing, coercive behavior and other offensive, or mean spirited conduct) and all forms of racial, sexual and religious harassment (inappropriate touching, sexual advances, graffiti, sexually explicit drawings and pictures, inappropriate written and audio/video materials, negative physical contact, threatening or degrading language, jokes and gestures).

Substance use or abuse (see separate section on student chemical use), solicitation to procure/purchase/sell illegal substances, fights with or without injury, physical assault, possession/use of weapons or any item used in a threatening manner, fireworks, false fire alarms, or phone calls of a threatening nature.

Insubordination, defiance, gang related graffiti or activities, intentional property damage, stealing, verbal or written abuse including threats or threatening behavior directed toward students, faculty or the physical plant.

Category III Consequences

Major misconduct for Category III may result in suspension from school for 1 to 10 days. Parents will be expected to arrange a conference with school administration upon the return of their son or daughter from a suspension. Loss of privileges for at least a two-week period following the suspension may also result from any suspension. When necessary, referral to the instructional support team will result after a suspension. Police may be notified of some behaviors. In some cases, an expulsion hearing by the Board of Education will be held.

Offense	Days of Suspension(s)		
	1st	2nd	3rd
Insubordination/Defiance	1-3	2-5	5-10
Verbal or written abuse/threats directed at students	1-3	2-5	5-10
Stealing	1-3	2-5	5-10
Harassment	1-3	2-5	5-10
Intentional property destruction (financial responsibility)	1-3	2-5	5-10
Possession/use of ammunition/fireworks	1-3	2-5	5-10
Tobacco/ tobacco paraphernalia	1-3	3-5	10
Gang, gang related activities & “secret societies”	1-3	2-5	5-10
Fights without injury	1-3	2-5	5-10
Verbal or written abuse/threats directed at faculty or staff	2-5	5-10	10
Fighting causing injury	2-5	5-10	10
False fire, False 911, or threatening phone calls (police notified)	5-10	10	10

Offense	Days of Suspension(s)		
	1st	2nd	3rd
Possession/use of weapons	5-10	10	10
Substance chemical use	3	10	10
Threatening bodily harm to others	2-10	5-10	10
Gross misconduct	5-10	10	10

UNIQUE SITUATIONS

Discipline situations that arise which are not covered by the Code of Conduct will be handled on a case-by-case basis. All consequences for Category I, Category II, Category III and student chemical use are defined as guidelines only. If necessary, consequences will be assigned by school administrators.

MULTIPLE/CHRONIC VIOLATIONS

A student who accumulates excessive referrals or several referrals for serious behavior may be disciplined in light of the student’s overall record. The student and parent will be notified and made aware that the student is accumulating too many referrals. Any student who has been suspended for violations of this guideline may be recommended for increased levels of consequences, referral to

the Instructional Support Team, referral to police/community resources or other consequences that administration deems appropriate to protect the learning environment.

DISCIPLINARY ACTION

In order for students to learn from their mistakes, the staff intends that consequences be appropriate to the nature of the offense and that individual needs are considered. In general, teachers, counselors, or administrators may issue the following consequences:

- **TIME OUT**

When student behavior is not severe enough to justify a referral to the office, but disrupts a classroom to a point where the teacher's ability to teach or another student's ability to learn has been impaired, the student may be sent to the office for the remainder of the class period. While being timed out, the student will complete assignments. The office will record "Time outs" and when they become excessive, the parent will be notified and an alternate intervention technique may be utilized.

- **TEACHER ISSUED DETENTIONS**

When a student is assigned an after school detention by a teacher to discuss behavior, the student is issued a "detention notice." This notice is to be signed by a parent and returned to the assigning teacher. The purpose of this notice is to inform parents of the incident and also of the date and time of the detention so that transportation arrangements can be made.

- **ADMINISTRATION ISSUED DETENTIONS**

When a student is assigned an after school detention by administration, the student is issued a "detention notice." This notice is to be signed by a parent and returned to the main office. The purpose of this notice is to inform parents of the incident and also of the date and time of the detention so that transportation arrangements can be made. In the event that an office detention has been assigned as a consequence for missing a teacher issued detention, then the student is responsible for serving both the office detention AND the teacher issued detention.

The following consequences may only be issued by school administrators:

- **IN-SCHOOL SUSPENSION (ISS)**

An in-school suspension is a disciplinary intervention assigned when a student has exhibited unacceptable behavior in which the desired outcome is a modification in behavior. Students serve an in-school suspension in a supervised area. While serving the suspension, students are required to work on school related assignments. Parents will be notified by phone of an in-school suspension. Loss of privileges may result from an ISS.

- **OUT-OF-SCHOOL SUSPENSION (OSS)**

An out-of-school suspension is a disciplinary intervention assigned when a student has exhibited unacceptable behavior. The desired outcome is a modification in behavior. During the suspension students may not be on school grounds at any time. Students will receive credit for daily work and will be permitted to make up tests or major assignments. Parents will be notified by phone and in writing of an out-of-school suspension. A re-admittance conference must be held prior to the return of the student to school. There will be a loss of privileges for ten school days following the suspension.

- **LAW ENFORCEMENT OFFICIAL**

A referral to law enforcement officials for prosecution may occur in addition to school consequences when a situation merits police action.

GENEVA MIDDLE SCHOOL STUDENT CHEMICAL USE RULES AND REGULATIONS

Use and/or abuse of controlled substances is potentially so destructive to the well-being of the individual involved and to others that Geneva Middle School has separate rules and regulations governing this behavior in support of Board of Education Policy.

In response to the Student Chemical Use Policy adopted by the Board of Education, the staff at Geneva Middle School has developed the following disciplinary guidelines. Our intent is to provide a healthy and safe school environment. It is our further intent to impress upon the students the very serious and harmful nature of chemical use, to discourage this behavior by providing significant consequences, and to promote better student decisions in the future.

DISCIPLINARY RESPONSE

• ALCOHOL/CHEMICAL SUBSTANCES

Use, possession, solicitation to procure/purchase, or being under the influence of alcohol, other illegal/inappropriate chemical substances, or possession of paraphernalia for drug use at school, on school property, at any school activity, or anywhere during regular school hours, will result in:

1st Offense: 3 day out-of-school suspension and a mandatory re-admission conference including the student, his/her parents, appropriate school personnel, and outside resource persons if deemed appropriate. Possible referral to Community Prevention/Intervention Coordinator. Exclusion from all school sponsored activities for 20 school days.

2nd Offense: 10 day out-of-school suspension which will be reduced to 5 days if student enrolls in and completes a professional chemical dependency evaluation at a mutually agreed upon treatment center and follows the recommendations of such an evaluation. Possible referral to Community Prevention/Intervention Coordinator. Exclusion from all school sponsored activities for six school months.

3rd Offense: 10-day out-of-school suspension and possible referral to the Board of Education for expulsion. Referral to Community Prevention/Intervention Coordinator. Exclusion from all school activities for the remainder of the student's enrollment in the middle school.

• TOBACCO

Use, possession, or solicitation to procure/purchase tobacco or tobacco products or paraphernalia (lighters/matches/papers) at school, on school property, at any school activity, or anywhere during regular school hours, will result in:

1st Offense: 1-3 days suspension and a mandatory re-admission conference including the student, his/her parents, appropriate school personnel and outside resource person if deemed appropriate. Exclusion from all school sponsored activities for up to a period of 20 days.

2nd Offense: 3-5 day suspension and a mandatory re-admission conference including the student, his/her parents, appropriate school personnel and outside resource person if deemed appropriate. Exclusion from all school sponsored activities for up to a period of 6 months.

3rd Offense: 10 day suspension which may be reduced to 5 days if the student enrolls in and completes a mutually agreed upon intervention program. Exclusion from all school sponsored activities for the remainder of the academic year. Tobacco related incidents may be reported to the Geneva police. Individuals may be issued a citation pursuant to Chapter 19, Article II, of the Geneva Municipal Code that states:

Sec. 19-31 Possession by minors prohibited. It shall be unlawful for any person under the age of eighteen (18) years to possess any tobacco products. To the extent, if at all, that this section is construed to be in violation of 410 ILCS 80/11, it shall be disregarded, but only to such extent it is so construed by a court of competent jurisdiction. Sec. 19-32 Penalties. The violator of any provision of this Chapter shall upon conviction be fined twenty-five (\$25) dollars.

• SALE/DISTRIBUTION- ALCOHOL, CHEMICAL SUBSTANCES

Sale/distribution of or intent to sell/distribute alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug use, at school, on school property, at any school activity, or anywhere during regular school hours, will result in:

Immediate 10 day out-of-school suspension, permanent exclusion from middle school activities, a Board of Education hearing scheduled to consider expulsion, and police notification so that appropriate charges may be filed.

• DEFINITIONS/CONDITIONS

- "Inappropriate" chemical substances include look-alike, inhalants or any mood-altering chemical that has harmful physical, mental or social consequences.

- Aerosol containers will be considered a potential inhalant. Possession of an aerosol container is strictly prohibited. If a student is found with an aerosol container in their possession it will be confiscated and the student will be warned of the consequences. If the student has used the aerosol for inhalant purposes they will fall under the appropriate disciplinary response stated previously.

- Local police may be notified of the rule violation.

- Rule violations may accumulate throughout a student's three years of middle school.
- Parents/students are responsible for the cost of drug education programs, professional chemical dependency evaluations, and follow-up on recommendations from evaluation or for the cost of a stop-smoking program.
- Students who have committed a second or third offense and have satisfactorily completed treatment for chemical dependency may apply for reinstatement to school activities when they have reached the following: three months exclusion following a second offense or six months exclusion following a third offense. A hearing will be held to consider such an application.
- Students who sell or distribute alcohol or other illegal or inappropriate chemical substances or paraphernalia for drug use are not eligible to apply for reinstatement to school activities.
- If a student or a member of a student's family voluntarily discloses treatment for chemical dependency prior to a student's violation of disciplinary policy, the student will not be subject to the above penalties as a result of that disclosure. Penalties will apply, however, if the student uses or possesses illegal substances on school property or at school events.
- A student's participation in a drug education program or submission to a professional chemical dependency evaluation will not become part of his/her permanent record.

BULLYING POLICY (Student Discipline - 5600)

The Board of Education is committed to creating a supportive climate that encourages learning in an environment which is free from "bullying." Bullying is an action or pattern of conduct and behaviors toward other students that terrorize, intimidate, instigate fights or provoke retaliation. These behaviors can include communication by verbal, non-verbal, or electronic means. Any student who is identified as demonstrating "bullying" behavior shall be referred to the building principal or designee. The principal or designee may notify the student's parents or guardian of the referral and may attempt to schedule a conference to discuss the referral and to recommend such available intervention and/or disciplinary procedures as deemed reasonably appropriate to the action. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a building administrator.