

# Geneva High School



## Student Handbook

2022-2023



- Main Office .....(630) 463-3800
- Deans’ Office .....(630) 463-3820
- Attendance Voicemail ( 24 hour).....(630) 463-3801
- Counseling and Advising Office .....(630) 463-3830
- Athletic Department Office .....(630) 463-3810
- Health Office.....(630) 463-3845
- Anonymous Student Support Tip Line .....(630) 463-3990

**GHS Administration**

- Mr. Thomas Rogers, Principal
- Mr. Doug Drexler, Associate Principal
- Mr. Scott McPeak, Assistant Principal
- Mr. Reed Allison, Dean of Students
- Mr. Mike Kelly, Dean of Students
- Ms. Susan Shrader, Dean of Students
- Ms. Shannon Del Re, Student Services Coordinator
- Mr. Matt Hahn, Athletic Director

Special Note: This handbook is intended to summarize Board of Education Policy. For a complete list of policies that govern the operation of Geneva High School, please visit [https://www.boardpolicyonline.com/?b=geneva\\_cusd\\_304](https://www.boardpolicyonline.com/?b=geneva_cusd_304) or visit the District Offices.

# Receipt of Student Handbook

|                 |                  |              |
|-----------------|------------------|--------------|
| _____           | _____            | 9 10 11 12   |
| Print Last Name | Print first name | Circle Grade |

I have received and read the Geneva High School Student Handbook (electronic version) which includes the attendance and discipline policies, the co-curricular code of conduct, and a variety of other policies that will be in effect for the 2022-2023 school year. A physical copy of the Geneva High School Student Handbook will be available in the Deans' Office.

I understand that I am personally responsible for reviewing and understanding the information contained in the handbook. I also understand that violations of the school's policies may lead to disciplinary action.

|                   |       |
|-------------------|-------|
| _____             | _____ |
| Student Signature | Date  |

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## HELPLINES / RESOURCES

### **ANONYMOUS STUDENT SUPPORT TIP LINE..... (630) 463-3990**

Geneva High School has created an anonymous tip line to provide students and parents with a way to report concerns about student/faculty safety in a confidential manner.

The tip line will be checked on a regular basis and all messages will be reviewed and directed to the appropriate district staff for follow up.

### **ALCOHOLICS ANONYMOUS.....(630) 859-2444**

Anonymous 12-step self-help support group for people wanting to stop using alcohol.

### **ALATEEN.....(630) 896-5552**

Anonymous self-help support group for teens who have alcoholic friends or relatives.

### **AL-ANON.....(630) 896-5552**

Anonymous self-help support group for friends and families of alcoholics.

### **AUNT MARTHA'S HEALTH CARE NETWORK.....(877) 692-8686**

Health care for all ages (physical, mental, dental), reduced fee or no cost, multicultural/multilingual  
[www.auntmarthas.org](http://www.auntmarthas.org)

### **BULIMIA/ANOREXIA SELF-HELP .....(847) 831-3438**

Anonymous self-help support group for people experiencing eating disorders.

### **CENTRAL DUPAGE HOSPITAL/BEHAVIORIAL SERVICES PROGRAM..... (630) 933-4000**

Supportive and sensitive treatment for adolescents struggling with a wide range of behavioral health issues, including mental health concerns, alcohol abuse, chemical (drug) dependency, and eating disorders.

### **CRISIS LINE OF THE FOX VALLEY.....(630) 966-9393**

24-hour crisis line; community agency referrals.

### **ELGIN WELL CHILD CENTER.....(847) 741-7370**

WIC program and others  
[www.wellchildcenter.org](http://www.wellchildcenter.org)

### **GATEWAY.....(877)505-4673**

Gateway is a substance abuse treatment center dedicated to providing quality, evidence-based addiction counseling in an environment that fosters lasting recovery.



**KANE COUNTY HEALTH DEPARTMENT.....(630) 208-3801, (630) 264-7665  
(immunizations)**

Services provided include HIV testing; education and resources on AIDS and sexually transmitted diseases; pregnancy testing; cholesterol and blood pressure screening, physicals, and immunizations.

**LAZARUS HOUSE, ST. CHARLES.....(630) 587-2144**

Serves men, women and children connected to the school districts of St. Charles, Geneva, Batavia, and western rural Kane County who are homeless or are at risk, safe shelter, food and support services.

**LINDEN OAKS..... (630) 305-5500**

In/Out-patient treatment for eating disorders, substance abuse and other mental health issues.

**MUTUAL GROUND.....(630) 897-8383**

Services provided include family violence counseling; sexual assault/abuse counseling; support groups for adolescents.

**NATIONAL SUICIDE PREVENTION LIFELINE.....(800) 273-TALK (8255)**

24-hour hotline available to anyone in suicidal crisis or emotional distress

**OPEN DOOR CLINIC.....(630) 844-2811**

Services provided include anonymous testing for HIV and other sexually transmitted diseases; medical care and support.

**ROSECRANCE.....(888) 928-5278**

Rosecrance is a substance abuse treatment center dedicated to providing quality, evidence-based addiction counseling in an environment that fosters lasting recovery.

**SUICIDE PREVENTION SERVICES HOTLINE.....(630) 482-9696 / (800) Suicide**

24 hours a day, seven days a week. SPS is dedicated to the mission of reducing and eliminating suicide and suicide attempts through education, advocacy, and collaboration.

**SURVIVORS OF SUICIDE (SOS).....(630) 897-9699**

Meets the third Monday of each month at Advent Christian Church, 905 N. Edgelawn, Aurora, from 7:00-9:00 pm

**TRI-CITY FAMILY SERVICES.....(630) 232-1070**

Services provided include youth and family counseling, teen emergency assessment and substance abuse prevention programs.

**TRI-CITY HEALTH PARTNERSHIP.....(630) 377-9277**

Sick calls, acute and chronic conditions, adult and children. Reduced fee or no cost.

[www.tchpfreeclinic.org](http://www.tchpfreeclinic.org)

**VISITING NURSES' ASSOCIATION (VNA).....Aurora (630) 892-4355....Elgin (847) 717-6455**

Well and sick visits, physicals, immunizations. Reduced fee or no cost.

[www.vnahealth.com](http://www.vnahealth.com)

**PART I - GENERAL INFORMATION**  
**BOARD OF EDUCATION**

President: Mr. Michael McCormick

Vice President: Mr. Larry Cabeen

Members: Mr. Dan Choi, Ms. Jacqueline “Jackie” Forbes, Ms. Tammie (Tamatha) Meek, Molly Ansari, Paul Radlinski

**DISTRICT ADMINISTRATION**

Superintendent: Dr. Kent Mutchler

Assistant Superintendent of Business: Mr. Todd Latham

Assistant Superintendent of Curriculum: Dr. Andrew Barrett

Assistant Superintendent of Human Resources: Dr. Adam Law

Director of Learning and Teaching: Ms. Shonette Sims

Director of Student Services: Ms. Anne Scalia

Assistant Director of Student Services: Ms. Jamie Benavides

Student Service Coordinator of Special Programs: Ms. Melissa Groot

Student Services Early Childhood Divisional Coordinator: Ms. Jennifer Seaton

Director of Facilities: Mr. Scott Ney

Director of Technology: Mr. Michael Wilkes

Communications Coordinator: Ms. Sandy Manisco

Coordinator of Business Services: Ms. Josephine Morrisroe

**DEPARTMENT CHAIRS**

English: Ms. Corinne Laird

Counseling and Advising: Ms. Shari Klatt

Mathematics: Mr. John Thomas

Physical Education: Mr. Scott Hennig

Practical & Fine Arts: Mr. Eric Hatzel

Science: Mr. Tom Anderson

Social Studies: Mr .

Special Education: Ms. Holly Heinrich

World Languages: Ms. Jessie Egan

## STUDENT SERVICES

Counselors: Ms. Shari Klatt A-Bk  
Ms. Cathy Pool Bl-Dra  
Ms. Erin Connolly Dre-Hen  
Ms. Emily Doty Heo-Ln  
Lo-Pam  
Ms. Jessica Spieth Pan-Sm  
Ms. Stephanie Kouri Sn-Z

Career Counselor: Ms. Tricia Warren

Registrar: Ms. Debbie Hanson

Social Workers: Ms. Katie Baron, Ms. Kelly Hesselbaum, Ms. Jennifer Leibforth, Ms. Jackie Weber

Psychologists: Ms. Michelle Vargas-Herbst, Ms. Candace Martin-Phelan

Speech Pathologist: Ms. Julia Callahan

Nurses: Cindy Blayney ICSN, RN, Sarah McGreer, RN

Assistant Athletic Directors: Ms. Sarah Meadows, Ms. Hailey Gordon, Mr. Ryan Estabrook

Student Activities Coordinator: Ms. Emma Cole

School Resource Officer: Det. Dustin Haney

**Activities Director:** Emma Cole

**Student Council Sponsor:** Taylor Forni

**Student Council Executive Board:**

President- Jordan Anderson

Vice President- Kaylee Tredup

Council Secretary –Audrey Mathews

Outreach Secretary- John Kegel

**Freshmen Class:**

Elections to be held in August - TBD

Sponsor: Kim Lee

**Sophomore Class:**

Maisy Mocchi

Alexandro Sida

Sponsor: Hailey Cnota

**Junior Class:**

Isabella Herrera

Liam Kelleghan

Sponsor: Rob Showalter

**Senior Class:**

President: Rachel Carlson

Vice President: Amelia Humphrey

Secretary: Maura Anderson

Treasurer: Mallory Barton

Sponsor: Sue Nagle

## Clubs/Organizations

|                                |   |
|--------------------------------|---|
| Ambassador Club                | Model U.N.                                    |
| Anime Club                     | National Honor Society                        |
| Art Club                       | RPG Club                                      |
| Culinary Arts Club             | Reflections Literary Magazine                 |
| Drama Club                     | SADD  |
| Environmental Club             | Scholastic Bowl                               |
| Everything Vocal               | Student Council                               |
| French Club                    | Spanish Club                                  |
| Future Educators Association   | Speech Team                                   |
| GSA                            | TV & Film Appreciation Club                   |
| German Club                    | Ultimate Frisbee                              |
| International Thespian Society | Viking Voyager Online Newspaper               |
| Key Club                       | WYSE (World Youth in Science and Engineering) |
| Leo Club                       | Yearbook                                      |
| Math Team                      | Youth in Government                           |

## REQUIREMENTS FOR HIGH SCHOOL GRADUATION

A minimum of 20.5 units (one half unit is equivalent to a semester course) of credit including: English: 4 Units (including one unit of English I, one unit of English II, one unit of English III; ½ unit of an English elective, and must enroll in ½ unit of English IV) Science: 2 units Mathematics: 3 units Social Studies: 2½ units (including ½ unit of U.S. Government; 1 unit of American History or AP American History; and 1 unit of Modern World History). Must pass U.S. and Illinois Constitution tests. Physical Education: Required each semester except when enrolled in Health and Safety. P.E. may not be taken as an elective credit.

Health and Safety: 1/2 unit Consumer Education: 1/2 unit Elective Unit: 1 unit (Art, Business Education, World Language, Family & Consumer Science, Industrial Technology, a Fox Valley Career Center course, or Music.)

Courses taken in cooperatively administered programs such as the Fox Valley Career Center or the Mid-Valley Special Education Cooperative as well as Geneva High School summer school courses will apply just as courses taken at Geneva Community High School.

Any course not listed in the Geneva High School Program of Study requires prior approval to earn GHS credit. A maximum of 3.0 units of correspondence study may be earned and applied toward graduation requirements.

Meeting graduation requirements does not assure admission to a specific college or university. Competition varies by institution. For detailed information, consult current catalogues, reference books, and the websites.

## COURSE LOAD

The minimum number of subjects in which a student may enroll for credit at Geneva Community High School during the school day is five subjects which includes physical education or driver education.

## **GUIDELINES FOR ACCEPTANCE OF EXTERNAL CREDIT**

Geneva Community High School In addition to the 6-8 credits taken at Geneva High School during each school year, students may apply to take up to three credits of external study over their high school career in order to satisfy graduation requirements. These external credits can be from any combination of internet or correspondence courses, distance learning, high school courses offered by other institutions, and high school courses offered by colleges. A high school student's first educational option is the curriculum offered through the regular high school program. Generally, only elective courses not offered at GHS or courses that cannot fit into a student's schedule may be taken externally.

A course credit earned outside of GHS that is approved and accepted by GHS will be included on the student's official transcript with the notation that the course was not taken at GHS. The grade will appear on the GHS transcript but will not factor into the grade point average (GPA). Grades and grading scales used by the credit-granting institution will be used without adjustment, modification, or substitution. Courses taken through Illinois Virtual School and other institutions with numeric grade reporting will use the Geneva High School grading scale.

Courses taken for credit outside of Geneva High School will not be accepted or entered onto the student's official transcript unless the conditions listed on the Counseling and Advising website (<http://www.geneva304.org/CounselingAdvising.aspx>) are met.

## **EARLY GRADUATION**

We encourage students to take four years to meet graduation requirements. Students must carry a minimum of five courses. Early graduation requires a formal petition by the student and his/her parents, careful review of his/her educational and career plans by the high school counseling and advising staff, and approval of the petition by the high school principal. Students should see counselors for more information.

An Important Notice for Early Graduation Candidates:

- I. After graduating:
  - A. Early graduates may continue to be admitted to athletic events and dances at student prices with a current school ID, so long as the person abides by all rules regulating students.
  - B. Early graduates may participate in senior activities as listed on the next page.
  - C. Early graduates may compete for local, state, and national scholarships.
  
- II. After graduating early, a person may not:
  - A. Receive the diploma until the spring commencement exercises. When necessary, a letter will be given to the student stating graduation requirements have been fulfilled.
  - B. Be a participant in any school activities including the following: interscholastic or intramural sports, drama, band, choir, clubs, Viking Revue, awards, banquets, newspaper or yearbook staff, contests (speech, math, poetry, essay), etc.
  - C. Participate as a speaker in the graduation ceremony.
  - D. Visit the high school, except with permission from an administrator.

- III. Early graduates are responsible for:
  - A. Getting all information regarding commencement exercises, practices, dates and deadlines related to graduation.
  - B. Ordering graduation announcements and cap and gown through the high school during the announced times.
  - C. Attending graduation rehearsal.
- IV. Students who graduate one semester early will have their pictures included in the yearbook with the rest of the graduating class in the year they are eligible to participate in the graduation ceremony, provided they have met the deadlines and requirements set by the yearbook staff.
- V. During the graduation ceremony, students with academic averages in the upper 5% will be recognized as determined by class rank at the end of seven semesters.

**Parameters for Early/5th Year Graduates**

**Early Graduates**

(One semester early – January Grad)

|            |   |                  |   |                 |   |
|------------|---|------------------|---|-----------------|---|
| Prom       | Y | Senior Breakfast | Y | Awards Assembly | Y |
| Graduation | Y | PTO Awards       | Y |                 |   |

**5th Year**

(Either 1 Semester or 2 Semesters late) (January or June Grad)

|            |   |                          |   |                 |   |
|------------|---|--------------------------|---|-----------------|---|
| Prom       | Y | Senior Breakfast         | N | Awards Assembly | N |
| Graduation | Y | PTO Awards (for Seniors) | N |                 |   |

Y = Yes

N = No

Students stay with their original class when it comes to class rank & GPA computation.

**GRADUATION CEREMONY**

A student may participate in the graduation ceremony only after he/she has completed all graduation requirements and fulfilled all obligations.

Violation of school rules resulting in suspension prior to the graduation ceremony may result in exclusion from the ceremony. This includes, but is not limited to, trespassing on grounds after regular school hours and/or participation in any school prank that disrupts the educational process. Students are required to participate in the graduation rehearsal.

Disruptive behavior during the ceremony will result in a student not receiving their diploma on graduation day. Instead, a graduating senior will be required to report to school on the first school day after graduation to meet with an administrator before receiving his/her diploma.



Students who choose not to participate in the Commencement Ceremony or who are not permitted to participate due to a violation of school rules or unfulfilled obligation, may pick up their diploma at a later date.

### **END OF SEMESTER ASSESSMENTS**

All students are required to take end of semester assessments or participate in an end of semester activity or project for a course.

No student will be excused from school during exams unless it is due to illness or emergency. Requests to reschedule end of semester assessments are to be made to the Associate Principal. Any student who is unexcused from an end of semester assessment period or leaves an end of semester assessment period early will receive no credit for the exam or final activity.

Rescheduled exams are to be completed within a two-week period after the last scheduled exam or student will receive a grade of zero.

The end of semester assessment is 20% of the semester grade.

### **STUDENT REQUESTS FOR WITHDRAWAL FROM CLASS/LEVEL CHANGE**

Students may withdraw from a course during the first six weeks but not within the first three days of the semester after meeting with their counselor and securing the required forms from the counselor. All students must maintain a course load of five full-credit courses, including physical education. Students who withdraw within this time frame will have the course deleted from their record. Students may not add an academic class or obtain a study hall waiver from a dropped course.

### **TEXTBOOK COLLECTION PROCEDURES**

Textbook collection procedures will be announced prior to the end of each semester. Students who do not turn in textbooks will be placed on an obligation list and will be notified of the obligation at the time report cards are mailed. Any outstanding obligations will prevent a student from registering and receiving a schedule for the next school year.

### **REPORT CARDS**

Report cards, issued two times a year, are mailed to the student's home approximately two weeks after the end of each semester. The mailing dates for report cards will be announced in the high school newsletter.

During the first week of each semester, each teacher will explain how grades are determined. The school grading system is based on letter grades:

|   |               |    |                  |
|---|---------------|----|------------------|
| A | Excellent     | I  | Incomplete       |
| B | Above Average | WP | Withdraw Passing |
| C | Average       | WF | Withdraw Failing |

D Below Average WM Withdraw Medical

F Failure

The end of semester assessment is 20% of the semester grade.

### GPA

All courses, including P.E., are used to compute student's grade point average. The following numerical values are assigned to letter grades (Values for weighted grades are in parentheses):

|    |      |        |    |                               |
|----|------|--------|----|-------------------------------|
| A  | 4.00 | (5.00) | C  | 2.00                          |
| A- | 3.67 | (4.67) | C- | 1.67                          |
| B+ | 3.33 | (4.33) | D+ | 1.33                          |
| B  | 3.00 | (4.00) | D  | 1.00                          |
| B- | 2.67 | (3.67) | D- | 0.67                          |
| C+ | 2.33 | (3.33) | F  | 0.00 (Negatively impacts GPA) |
|    |      |        | WF | 0.00 (Negatively impacts GPA) |
|    |      |        | WP | 0.00 (Does not impact GPA)    |
|    |      |        | WM | 0.00 (Does not impact GPA)    |

## **GRADE REPLACEMENT**

Students may replace the grade they receive in a course by retaking the same course at GHS under the following conditions:

1. The course retake must be completed within 13 months of the conclusion of the initial course.
2. Students may not retake a course after completing the next course in a sequence. For example, students may not retake Algebra after completing Geometry.
3. When a student retakes a course at GHS, the most recent grade will be used for purposes of credit and grade point average. The course in which the lower grade was earned will remain on the transcript with an "R" (repeat).
4. Retaken courses do not earn duplicate credit.
5. Students choosing to retake a course they have already passed will have that option on a space-available basis.
6. All courses remain on the student transcript, with the exception of a course that a student fails repeatedly. The 'F' in the original course remains on the transcript until such time that a student earns a higher grade when repeating the course.
7. Students choosing to retake a course at GHS need to complete the Course Retake Form and submit it to their counselor.
8. Students choosing to retake a course at a location other than GHS will need to consult their counselor and complete the External Credit Pre-Approval Form. Note that credits earned externally do not impact the GPA.

## **WEIGHTED GRADES**

1. Geneva High School uses a dual grade reporting system. All students are eligible to select weighted courses.
2. Courses receiving additional grade weighting will include advanced placement (AP) courses and honors courses.
3. Transfer credits receive weighted credit only for weighted courses offered at Geneva High School.
4. The method of weighting consists of adding one additional grade point (1.0) to semester grades.
5. To receive additional grade weighting in Honors or AP classes, students must achieve a semester grade of C- or higher.
6. Cumulative grade point average (GPA) appears two ways on report cards and transcripts. One G.P.A. is computed without weighting. A second GPA using the weighted system is reported. Both weighted and unweighted GPA will be used in calculating semester honor rolls, National Honor Society eligibility, scholarships and for college admission purposes. This reporting method is available for college or university admission purposes and state or national scholarship/award programs. Geneva High School no longer reports individual rank in class. Instead, a grade point average (GPA) distribution statistic is provided at the conclusion of the sophomore, junior and senior years that communicates a student's relative standing within their graduation class. Colleges receive information regarding weighted and unweighted GPA distributions via the GHS school profile, which contains the cumulative GPA information. The following data points are listed: The highest GPA as well as the following percentages: top 5%, top 10%, top 25%, and top 50%.
7. In lieu of choosing a valedictorian and salutatorian, the top five percent (5%) of the unweighted and the top five percent (5%) of the weighted GPA. list will be recognized during the graduation ceremony.

## **NATIONAL HONOR SOCIETY**

### Selection Procedure:

Membership in the Geneva Community High School Chapter of the National Honor Society is both an honor and a responsibility. Students are selected by the National Honor Society Faculty Council. Junior and senior students who have completed a minimum of one semester at Geneva Community High School may be considered for membership. The selection procedure to be followed is outlined below:

1. Juniors and seniors with a weighted or unweighted, cumulative grade point average of 3.50 and above are notified late in the fall that they are eligible for membership in the Geneva Community High School Chapter of the National Honor Society. A junior or senior student with a weighted or unweighted, cumulative grade point average of 3.50, who has violated the Geneva High School Student Activities Code of Conduct during the previous year will not be considered for membership.
2. Eligible students are required to complete a Student Activity Information Form to be returned to the National Honor Society Advisor in the time period specified. Students who do not return this form in the designated time period will not be considered for membership. The Student Activity Information Form is forwarded to the National Honor Society Faculty Council which is responsible for the final selection of candidates.
3. Eligible students are encouraged to attend an informational meeting where the specific criteria are explained.
4. The Faculty Council evaluates each candidate on the basis of SCHOLARSHIP, SERVICE, LEADERSHIP and CHARACTER from the information on the Student Activity Information Form. In mid to late December all candidates are informed in writing of the decision of the National Honor Society Faculty Council.
5. Juniors and seniors selected by the Faculty Council are invited to join the Geneva Community High School Chapter of the National Honor Society. The selected students are inducted into the National Honor Society in a special ceremony in sometime after January 1.
6. The decision to admit a student into membership in the National Honor Society rests solely with the N.H.S. Faculty Council. All decisions of the National Honor Society Faculty Council are final.
7. Those selected to be members of the National Honor Society must continue to meet the standards of the organization.

## **P.E. EXEMPTION**

Juniors and seniors may request exemption without credit from physical education for the following reasons:

1. The student is participating on an athletic team or in marching band, dance, or cheer team as certified by the athletic director.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for

admission. A counselor must verify that the student's present and proposed schedule will not permit completion of the needed course.

Each request for exemption from physical education instruction is verified and eligibility determined on a case-by-case basis by the high school administration. Every student excused from physical education course requirements is provided a schedule which meets minimum school day requirements. Students are assigned to a study hall and cannot pick up another class.

Exemption forms for sports participation are available from the PE Department. A form must be submitted for each quarter. A student may be exempt for a maximum of two quarters per school year.

Exemption forms for academic reasons are available from the Counseling and Advising Office.

## **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 of the performance and the activities of any child enrolled in school. This record contains the state and federal mandated information and any other information necessary to evaluate a student's progress.

Student records are broken into two parts: the permanent 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 information useful for the rest of the student's life. The temporary record contains the set of information most important to have during the student's school years.

All school records are maintained under the student's legal name. A name may be changed on school records only by a court order. Geneva High School does not report disciplinary records to post-secondary institutions without student/parent permission.

School District #304 adheres to the following record destruction schedule:

- A. Permanent records are destroyed 60 years after a student has left the district.
- B. Temporary records are destroyed 5 years after a student's class has graduated.

Parents shall have the right to challenge the accuracy, relevance, or propriety of any entry in the school records, exclusive of academic grades of their child.

### **Transcripts:**

A transcript is a cumulative record of a student's courses, credits, grades, grade point average (GPA) and class rank earned during high school and is organized by semester. A student's attendance record and ACT/SAT test scores may also be included on a transcript. A transcript may be either official or unofficial:

Official Transcript – includes the principal's signature and is embossed with the school seal. An official transcript goes from institution to institution and is never given to a student or a parent as per school policy. GHS will forward an official transcript directly to a college, scholarship program or employer.

Unofficial Transcript – does not have either the principal’s signature or the school seal. It is imprinted “unofficial”, may be given to a student or parent and may be copied by the student.

Most colleges and many scholarship programs require official transcripts which must be mailed or faxed directly to the receiving institution by the Registrar in the Counseling and Advising Office and not delivered by the student or parent.

**Requesting a transcript:**

**For GHS Students who need an unofficial transcript:**

- \* Fill out a Records Request Form and return it to the Counseling & Advising Office
- \* Transcripts are typically ready for pick-up within 24 hours of receipt

**For GHS Student who need an official transcript sent to college or scholarship:**

- \* Fill out a Records Request Form and return it to the Counseling & Advising Office
- \* Request transcript for college in Naviance
- \* Allow 5-7 business days for processing of request
- \* Allow several additional days for processing if application or scholarship requires a recommendation or school report from a counselor

**DIRECTORY INFORMATION**

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, district- sponsored social media and web sites.

The following information has been designated as “directory information:”

Name; local student identifier (Student ID); email address; address; telephone number; 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.

Please be aware that federal law requires all high schools to provide students’ names, addresses and telephone listings to military recruiters when requested.

If you do not want Geneva Community Unit School District to disclose directory information concerning your child, in its entirety or in part, please indicate so in a letter to the principal. Upon receipt, school personnel will make reasonable efforts 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.

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.

## **OBLIGATIONS**

It is the student's responsibility to clear all obligations at the end of each semester. Examples of obligations are to pay all district fees, return all books, backpack passes, elevator keys, pay library fines, turn in athletic equipment, pay for books, detention hours not yet served, etc. Any outstanding obligations may prevent a student from registering and receiving a schedule for the next school year.

## **PART II - SCHOOL SERVICES**

Geneva High School provides significant opportunities for students with special abilities and talents. Honors courses and/or Advanced Placement examinations are available in art, English, world languages, mathematics, science, and social studies. Geneva High School students participate in Upstate Eight Conference contests in a variety of extracurricular areas, as well as the Worldwide Youth in Science and Engineering (WYSE) competition and other regional academic contests. Independent study opportunities are also available.

Students are placed into honors and Advanced Placement courses on the basis of teacher recommendations, standardized achievement test scores, district placement exams, and in some cases, a student writing sample.

## **ENRICH AND EMPOWER (E<sup>2</sup>)**

Sophomore, junior, and senior students will be invited to join Enrich & Empower at the beginning of the school year based on their cumulative weighted GPA and PSAT scores from the conclusion of the previous school year. Sophomore, junior, and senior students need to meet two of the three criteria listed below to be eligible for consideration in the Enrich & Empower program (E<sup>2</sup>):

- National 95th percentile PSAT 9, PSAT 10, or PSAT score in Reading (administered at GHS)
- National 95th percentile PSAT 9, PSAT 10, or PSAT score in Math (administered at GHS)
- A minimum cumulative weighted grade point average (GPA), rounded up to the nearest tenth of a point as follows:

| Year in School: | Minimum GPA:                     |
|-----------------|----------------------------------|
| Sophomore       | 4.1 at the end of freshman year  |
| Junior          | 4.2 at the end of sophomore year |
| Senior          | 4.3 at the end of junior year    |

Students who meet at least two of these criteria will be eligible for participation in the E<sup>2</sup> program and will receive an invitation to join. Once students become E<sup>2</sup> participants, they will not need to re-qualify in future years and can participate through graduation.

## **COUNSELING AND ADVISING DEPARTMENT**

Our mission as the Geneva Community High School Counseling & Advising team is to provide a comprehensive school counseling program that addresses the personal/social, academic, and post-secondary needs of all students. Through collaboration with all stakeholders, school counselors foster

the skills of advocacy, resiliency, and accountability, as well as inspire students to be self-directed, proactive lifelong learners.

### **COLLEGE REPRESENTATIVE VISITS**

All college representative visits are listed on Naviance and are posted in the window of the Counseling and Advising Office as well.

Any Junior or Senior student wishing to attend a college representative visit must sign up through Naviance. Students must first go on to Naviance, click on the “Colleges” tab, click on “View All Upcoming College Visits,” and then click on “Sign up.” Students should then print out the confirmation page to use as a pass to and from class.

### **THE COLLEGE BOARD ASSESSMENTS AND COLLEGE PLANNING OPTIONS**

During their time at GHS, students participate in a variety of school-day standardized assessments from The College Board, including the PSAT 9, PSAT 10, PSAT/NMSQT, and SAT. These are multiple-choice assessments of verbal, mathematics, and writing skills. Students will take subtests in reading, language, and math. The SAT also includes a written essay.

As part of the PSAT 10, PSAT/NMSQT, and SAT, The College Board provides students with access to a student questionnaire as well as the free Student Search Service program that connect students with colleges and scholarship organizations. The College Board shares student information with eligible colleges, universities, scholarships, and educational opportunity programs, who may in turn communicate with students about topics limited to the following areas:

- Colleges and universities that match a student’s academic interests
- Scholarships and financial aid
- Majors, courses, and degree options

Enrollment in the Student Search Service is not automatic; sophomore and junior students are able to select this option when completing their answer sheet. By agreeing to the conditions set forth in this handbook, parent/guardians have given consent allowing their son or daughter to opt into the questionnaire and the Student Search Service. If you do not wish to give consent to your son or daughter making this choice on their own, please notify the GHS Main Office in writing of your request in advance of the testing dates each year. More information is available at [www.collegeboard.org](http://www.collegeboard.org)



## **HEALTH SERVICES (NURSING)**

### **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 as a part of the annual, electronic student verification and registration process. Parents should document their child's chronic health conditions, life-threatening conditions, medications, and therapeutic regimens on the annual student health summary. Parents are also advised to make personal contact with the nurse at the start of each new school year.

### **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. The form requires both completion and signatures from the parent/guardian and the examining practitioner.

The physical examination and immunization summary are due prior to October 15th of the school year. Noncompliance will result in exclusion from school. Additionally, in order to pick up their Fall schedule, High School students are requested to submit these documents or have proof of an appointment that is scheduled prior to October 15th.

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/ immunization completed in compliance with Illinois standards and dated no more than one year prior to the date of enrollment. All forms must be submitted within 30 days.

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

Specific immunization schedules and additional health requirement forms are available through the school's nurse office or the District website, <https://www.geneva304.org/HealthServices.aspx>

### **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 examining clinician or nurse shall use the "Childhood Lead Risk Assessment Questionnaire" provided by IDPH.

### **Additional Health Examinations**

As per the Illinois Child Health Examination Code additional health examinations and further evaluations of students may be required when deemed necessary by local school authorities.

#### Dental Examination Requirement

Before May 15th of each school year, all children in Kindergarten, Second, Sixth, and Ninth 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. Students who do not submit a Dental Examination may have their report cards held.

#### 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 an examining clinician. 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.

#### Emergencies

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

#### Illness/Injury

When a student is too ill or injured to attend school, parents/guardians should notify the school administrative office each day of the student's absence. Parents/ guardians should state the reason for absence, and if illness related, note the diagnosis and the current symptoms of illness being exhibited each day. The Kane County Health Department may specify symptoms which need to be reported to the school for disease surveillance.

Parents/ guardians should follow the recommended procedures given below for a student's re-admission to school if the student has been absent due to:

1. Chicken pox - Student must remain out of school for at least 5 days after the appearance of the first eruption of chicken pox. All skin eruptions must be dry and crusted 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 should be brought to school. The student may not return until the eyes are free of purulent drainage, extreme redness, and itching.

3. Coronavirus COVID 19 – case management will be based upon IDPH/KCHD/ISBE guidelines.
4. Cough- Exclusion is recommended if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty controlling their secretions, having difficulty breathing, becomes red or blue in the face, makes high-pitched whooping sounds after coughing or vomits after coughing.
5. Diarrhea- Exclusion is recommended until clinical recovery, i.e., absence of diarrhea for 24 hours without anti-diarrheal medication. Prior to returning to school the child should have resumed a typical diet and fluid intake.
6. E. Coli infections- Student may not return until an appropriate health care provider or health department certifies that the child can attend school.
7. Fever- A temperature of 100 degrees or higher is considered to be a fever. If the student has been ill with a fever, they may return to school after being fever free for 24 hours WITHOUT the use of fever reducing medicines.
8. Head Lice - All live lice and the majority of nits should be removed prior to the student returning to the classroom. A student may return to school after shampoo treatment. Proof of having purchased the recommended treatment and follow-up treatment should be submitted to the health office.
9. Hepatitis A - Student may not return until an appropriate health care provider certifies that the child can attend school, usually 2 weeks after an onset of illness or 1 week after onset of jaundice.
10. Hepatitis (other types) - Student may not return until an appropriate health care provider or the health department certifies that the child can attend school.
11. Impetigo - Student may return to school after 24 hours of treatment. Student should show proof of having purchased the recommended prescription medication. All sores must be covered with a band-aid or gauze bandage during the school day and during after school activities. Athletic policies may have additional guidelines.
12. Methicillin Resistant Staphylococcus Aureus (MRSA)- Students may return to school after initiation of treatment as long as the area is able to be covered. Students may be excluded from PE and/or sports if active lesions are too large to be covered. Athletic policies may have additional guidelines.
13. Measles (Rubeola) - Student will remain out of school for at least 4 days after the appearance of the rash and may then return with doctor's permission. Susceptible contacts: those who do not receive a measles vaccine within 72 hours of exposure shall be excluded for 21 days after onset of the last case.
14. Mononucleosis - Student may return to school with a doctor's permit.
15. Mouth Sores- Exclusion is recommended if the child has excessive drooling.
16. Mumps- Student will remain out of school for 5 days after the onset of the swelling and return with doctor's permission.
17. Norovirus- Student will remain out of school until 24 hours after symptoms have stopped, or under the direction of the health department.
18. Pertussis- Student will remain out of school until at least 5 days after start of antibiotic therapy and/or as directed by the health department.
19. Rash- Undiagnosed rashes need doctor's clearance to return to school. Rash may be a sign of many infectious diseases; it is important to try to identify the cause of any rash-related illness.
20. Ringworm - Student may return to school after treatment has begun and should show proof of having purchased the recommended treatment. The affected area must remain covered. If the lesion cannot be covered the student should be excluded from school until 24 hours after the start of treatment. Athletic policies may have additional guidelines.
21. Rubella- Student will remain out of school until 7 days after an onset of rash and as directed by the health department.
22. Salmonella- Student will remain out of school until clinical recovery, i.e., absence of fever and diarrhea as directed by the child's medical provider.

23. Scabies- Student may return to school the morning after treatment has begun and should show proof of having purchased the recommended treatment.
24. Strep Throat/Scarlet Fever- Student may return to school after 24 hours of antibiotic treatment, provided treatment is continued and the student has been fever free for 24 hours WITHOUT the use of fever reducing medications.
25. Tuberculosis- Student will remain out of school until a health care provider or health department certifies that the child is in appropriate therapy and can attend school.
26. Viral Illness– Students ill with fever, sore throat and/or cough (influenza like illnesses), vomiting or diarrhea may not return to school until they are without symptoms for 24 hours without the use of medicine. The Health Department may recommend further exclusion criteria in certain cases.
27. For illnesses and infections, the district may consult with the Kane County Health Department and/or the treating doctor. 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 it necessary for the health of the student and school.

### Infectious Disease Reporting

Mandated reporters such as health care providers, hospitals, schools, and laboratories, must report suspected or confirmed cases of certain infectious diseases to the local health department as directed by the Illinois Department of Public Health. All reports are confidential and include the following: disease, patient demographic information, physician name and method of diagnosis if available. Please refer to the Illinois Department of Public Health for a list of Illinois Reportable Diseases.

### Medications

#### Prescription and Non-prescription Medications

As per BOE Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian may request that the school dispense the medication to the child and follow the District's procedures on dispensing.

No school district employee shall administer to any student, nor supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

#### Procedure for Standard Medication Administration

1. The parent/guardian and health care provider will complete the School Medication Authorization Form (SMA Form) before the administration of any prescription or non-prescription medication at school.
2. The SMA Form must be completed annually (each new school year) or whenever there is a change in medication and /or dosage.

3. All medications should be provided to the school in an original container or vial, as provided by the pharmacist, with the prescription label affixed. Upon request, a pharmacist will supply two properly labeled containers, one for home and one for use at school.
4. The parent/guardian should discuss with the building nurse the supply of stock non-prescription (over-the-counter) medications.
5. With the exception of emergency medication and otherwise approved medications; students may not possess or have on their person any prescription or non-prescription medication during school hours or school-related activities.
6. The parent/guardian is responsible for bringing medication to the school and for taking unused medication from the school when no longer required.
7. Medication will only be received by and/or returned to the parent/guardian by a nurse or building administrator.
8. Upon drop off, parent/guardian, nurse and/or building administrator will count and sign off for all controlled substances.
9. Medication will be administered by the registered nurse or under the direction of the building administrator.
10. NO herbal, vitamin, or mineral supplements shall be possessed or administered during school hours.

#### Procedure for Emergency Medication Administration and Self-Administration

A student may possess and self-administer an epinephrine injector, asthma medication, or diabetic medications and supplies during school hours and/or school-related activities. The student's

parent/guardian should complete and sign a SMA Form along with having proof of the prescription label (inhaler or epinephrine) and an Emergency Action Plan.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian and licensed provider has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan (e.g., diabetes), (3) an Allergy Emergency Action Plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### School District Supply of Undesignated Medications

The District may secure and maintain a supply of undesignated asthma medication, epinephrine, and naloxone, when available, in the name of the District and provide or administer them as necessary according to State law. Registered Nurses or trained personnel may administer an undesignated medication to a person when they, in good faith, believe a person is having a related health crisis.

Additionally, the District may maintain a supply of undesignated glucagon in the name of the District. When a student's individually prescribed glucagon is not available or has expired, a Registered Nurse or

delegated care aide may administer undesignated glucagon when authorized to do so by a student's diabetic orders.

The provision for undesignated medications will be VOID when the District is unable to secure a prescription for, or the supply of the medication. Undesignated medications are not intended to replace individual student medications.

#### Medical Cannabis Infused Products

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student under one of the following procedures:

##### By A Designated Caregiver

1. A designated caregiver is a parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian as designated by the parent/guardian.
2. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if both the student and the designated caregiver possess valid registry identification cards issued by IDPH.
3. Copies of the registry identification cards must be provided to the District. The registration identification cards will be checked at the State's verification site.  
<https://medicalcannabispatients.illinois.gov/>
4. The student's designated caregiver and provider must complete, sign, and submit a School Medication Authorization Form.
5. After administering the product to the student, the designated caregiver immediately will remove the product from school premises or the school bus.

##### By School Personnel or School Supervised Self-Administration

1. A trained Registered Nurse or administrator will be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property, or while being transported on a school bus.
2. The student may self-administer under the direct supervision of a Registered Nurse or administrator after the appropriate paperwork and process have been identified.
3. Copies of the registry identification cards must be provided to the District. The registration identification cards will be checked at the State's verification site.  
<https://medicalcannabispatients.illinois.gov/>
4. The student's designated caregiver and provider must complete, sign, and submit a School Medication Authorization Form.
5. The product will be counted and checked in by a Registered Nurse and administrator (or two Registered Nurses) and stored in a designated locked area in limited quantity (2-week supply).

## Key Points

- Medical cannabis infused product includes oils, ointments, foods, patches, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited, as is rectal, ocular, or injectable administration.
- CBD oils are unregulated and are not a substitute for medical cannabis and therefore are not allowed in the District.
- The products must be purchased by the designated caregiver from a licensed dispensing organization in a verifiable container.
- The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.
- A school employee shall not be required to administer the product.
- Discipline of a student for being administered a product by a designated caregiver, or by a Registered Nurse or administrator, or who self-administers a product under the direct supervision of a Registered Nurse or administrator pursuant to this policy is prohibited.
- The District may not deny a student attendance at a school solely because they require administration of the product during school hours.
- The administration of medical cannabis infused products by school employees will be VOID and the District reserves the right not to implement if the District or school is in danger of losing federal funding.
- Please refer to the BOE Policy 7:270 and related discipline and behavior policies for further details.

## 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 PE 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 Use & Special Privilege Passes

When a student cannot walk stairs because of illness or injury, elevator service is available.

In general, 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 may be issued with a note from parent and physician.

These and other special privileges will be issued at the discretion of the school. A monetary amount may be charged as a replacement fee for failure to return a special privilege pass or elevator key when issued.

#### 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.

Pre-school, elementary, and middle school: Emergency, provider-ordered medications which the parent has provided to the building nurse's 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.

High school: If a student has an order to self-carry an emergency medication, the parent/guardian is responsible to ensure that the student has emergency medication with him/her at the event. At high school, student's emergency medications will not be sent from the nurses' office unless previous arrangements have been made. Parents/guardians are advised to speak to the nurse if planning is needed regarding an upcoming field trip or off campus event.

#### Allergen awareness- supporting health and safety

Geneva CUSD #304 is committed to creating as safe a school environment as possible. Some persons entering our buildings may be at risk for developing life-threatening allergic reactions (anaphylaxis). Potential allergens in the environment and foods are of greatest concern in the school setting. The most common food allergens are peanut, tree nut, milk, egg, soy, wheat, fish, and shellfish. Some environmental allergens that may lead to anaphylaxis include insect stings, animal dander, and latex. Efforts are made at each level and in all school environments to reduce or minimize the presence of high-risk allergens.

#### **Special Education**

In accordance with state and federal legislation regarding the education for students with disabilities, Geneva School District offers a wide range of programs and services to eligible students aged three to twenty-two. Special education programs and services are available to students meeting qualifying conditions within the following categories:

- |                                  |   |
|----------------------------------|---|
| Developmental Delay              | • Visual Impairment (including blindness) |
| • Deaf-Blindness                 | • Autism                                  |
| • Deafness                       | • Emotional Disability                    |
| • Intellectual Impairment        | • Multiple Disabilities                   |
| • Other Health Impairment        | • Specific Learning Disability            |
| • Speech and Language Impairment | • Hearing Impairment                      |
| • Traumatic Brain Injury         | • Orthopedic Impairment                   |

Students are identified eligible for services under the regulations set forth by the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible, services will be delivered by learning behavior specialists or speech pathologists. Student may qualify for services provided by other related service providers as



deemed necessary including speech and language pathologists, occupational and physical therapists, school psychologists, school social workers, teachers of the visually impaired, and hearing itinerants.

Students with disabilities receive special education assistance within the learning environment determined most appropriate: within their home schools and the regular classroom environment; within special education classrooms; or within non-district facilities when alternatives to the public-school setting are needed. In accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Geneva School District has also developed policies and procedures designed to assure an appropriate education to eligible students.

Additional information regarding these programs and services can be obtained by contacting your building principal.

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.

### **Independent Evaluation/Diagnostic Rating Scales**

PARENT REQUEST FOR COMPLETION OF DIAGNOSTIC RATING SCALES FOR A PRIVATE EVALUATION:

Procedure:

1. Parent contacts the school requesting a rating scale to be completed.
2. Parent is referred to the building psychologist.
3. Parent completes the Release of Records Form and the "Request to Complete Diagnostic Forms for Evaluation" and gives to school psychologist.
4. Building psychologist distributes rating scales and assists staff with directions when necessary.
5. Forms are returned to building psychologist. Once all forms are complete, building psychologist will send the forms to the professional completing the evaluation via U.S. mail (if copyright protected), fax or scan/email.

Note: Protocols will not be copied or kept at the school in violation of copyright protections. Parents can request a copy of the protocol from their physician.

## **Section 504**

Section 504 of the Rehabilitation Act is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funding from the U.S. Department of Education. Geneva 304 provides a free and appropriate education for students who are eligible for a 504 plan by individually designing accommodations/modifications and or services to meet their educational needs in the same manner as their non-disabled peers.

It is important to note, that students with a Section 504 plan are considered general education students.

In order to be eligible for services within a Section 504 plan, a student must have a mental or physical impairment that substantially limits one or more major life functions.

### **Child Find/Identifying Students for 504 plans**

Students who are currently enrolled in grades K-12 and attending a District 304 school may be referred for a Section 504 evaluation. This referral may be initiated if a student has a mental or physical impairment that is adversely impacting the student in the classroom. The outcomes of the Section 504 evaluation will determine if the student is eligible under Section 504 and requires a 504 plan.

### **504 Plans**

A team of individuals that have knowledge of the student develops a written plan that identifies the accommodations/modifications and services a student needs to access the general education.

## **LIBRARY**

The library is open 7:00 a.m. to 4:00 p.m. on student attendance days. Students may use the library:

- Before school, after school, and during PLC
- As part of a class
- On “blended” days for blended classes
- During study hall with a pass from either a study hall or classroom teacher
- During lunch

Students should follow library attendance procedures and are expected to act in accordance with all school guidelines and in a manner that is respectful to library staff, library materials, and each other.

### **Check-Out Procedures:**

Books/Ebooks: Four weeks or overnight for Teacher Reserve books.

Research database username and passwords can be found at <https://www.geneva304.org/GHSLibrary.aspx>

DVDs: DVDs are primarily for classroom use but are available for student checkout with teacher permission. A portable DVD player is available for students to use if they missed watching a program in class.

Magazines: Current issues of magazines are available for in-library use. Older issues of magazines may be checked out. The online database Student Resources in Context has full-text articles and is available to students 24/7.

Phone Chargers: Charging cords may be checked out for in-library use.

Posters: Posters for class projects can be purchased in the library.

It is the student’s responsibility to return materials on time and pay any accumulated fees. Students with overdue materials and/or fines more than 10 school days overdue, will be restricted from checking out additional materials or using the library (except with a class) until the materials are returned and fines are paid. Fines are 10 cents per school day. Replacement cost is charged for lost and/or damaged materials.

**Refunding of School Fees**

No school fees will be refunded unless specifically requested by parents or guardians with the following exceptions:

- AP testing fees for tests not taken
- Sports fees for non-participation
- Parking passes that are resold

No refunds will be issued for accounts with a balance of less than \$5.

**Fee Refund Procedure:**

For students who leave the District during the school year fees\*† shall be refunded according to the following schedule (those dropping out or being expelled no refund will occur):

**Fees Refunded**

| <b>Date Enrollment Ends</b>     | <b>Registration</b> | <b>Activity</b> | <b>Technology</b> | <b>Course (High School &amp; Middle Schools)</b>                               | <b>Graduation (High School only)</b> |
|---------------------------------|---------------------|-----------------|-------------------|--|--------------------------------------|
| Thru September 30 <sup>th</sup> | 100%                | 100%            | 100%              | 100%   | 100%                                 |
| Oct 1 – Nov 30                  | 50%                 | 50%             | No refund         | Semester 1 only – no refund<br>Full Year – no refund<br>Semester 2 only – 100% | 100%**                               |
| Feb 1 – end of year             | No refund           | No refund       | No refund         | No refund  | No refund                            |

\*All schools reserve the right to handle refunds on a case-by-case basis.

\*\*From Dec 1 – Feb 1, no refund for Graduation Fees if the student is an early graduate or will be receiving a Geneva High School diploma.

†Including transportation student paid-rider fee.

For accounts with a credit balance at the conclusion of a school year, the balance will be credited to next year's beginning balance. For any unpaid student balance, PushCoin automatically applies fee payments to the oldest debt first. Any prior year unpaid fees must be paid off before applying to the current year fees.

The PushCoin system processes District payments including student fee payments, food service, school store, field trips and webstore purchases. Refunds for payment or purchases will be made to your student's PushCoin Wallet. Balances in a student's wallet can be used to pay for food service, school store, field trip(s) and webstore purchases. Money in a student wallet can be transferred to "fees" pay for any incurred fees, the parent just needs to transfer the money to the proper account (or request assistance from the school's front office).

Contributions to a student's PushCoin wallet should be made in amounts that can be reasonably expended by the student each school year. No automatic refunds will occur.

Refunds from a student wallet will only be processed when there is a qualifying event: graduation or transfer out of the District. Parent/Guardian of students transferring out of the District must complete a refund request to receive a refund. Graduating seniors, any remaining balance will be transferred to a sibling's account and notice of the credit sent to the parent/guardian of record via email. After receiving the credit notice, the parent/guardian may opt for a full refund if the balance exceeds \$5. If a senior's account has a credit balance in excess of \$5 and no younger sibling is enrolled, a full refund shall be issued to the parent/guardian of record. No automatic refunds will occur. All refunds will be made by check to requestor. No refunds will be issued for accounts with a balance of less than \$5.

## **LOST AND FOUND**

Lost books should be taken to the Main Office and may be claimed there. All other items should be inquired about in the Deans' Office.

## **SCHOOL RESOURCE OFFICER**

Geneva High School offers the services of a full-time school resource officer to the students. As an officer in the Geneva Police Department, the school resource officer will work to establish a positive working relationship between the police department and the school community. The goal of the police liaison officer is to assist in the maintenance of a safe and secure school environment which would allow for the educational process to occur in a natural and uninhibited manner. In addition to general supervision and assistance, this liaison is available to counsel students, complete interventions, when necessary, make referrals when appropriate, and provide law related education.

## **TRANSPORTATION**

Bus transportation is provided for students who live more than a mile and a half from school. Bus routes are arranged by the Director of Transportation. Students are required to walk to pick-up points. After a.m. bus drop off, all students are to report to the building. The bus driver is responsible for the students during transportation to and from Geneva High School. The right of students to ride on the bus is based on good behavior and observance of rules and regulations. The safety of all passengers and the driver requires the cooperation of all students. The driver has the authority to designate assigned seating to

ensure bus safety and compliance with bus and school rules. If a student persists in violating rules and regulations, he/she may lose bus privileges. The length of time for removal from the bus will be determined by the high school administration.

### **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 School District 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 School District does use herbicides to treat the lawn for crabgrass and dandelions. If you need to be notified by District 304 prior to the use of a pesticide, herbicide, insecticide, or rodenticide, please call the office of the Director of Facility Operations at (630) 463-3020. The Director of Facility Operations working with the Technology department will maintain a registry of parents and employees who want prior notification. In addition, the District will post notice of pesticide and herbicide application(s) four business days prior to the action on the "Home" and "Facility" web pages located on Geneva 304's website. ([www.geneva304.org](http://www.geneva304.org))

## **PART III - SCHOOL EXPECTATIONS AND GUIDELINES**

### **ATTENDANCE PHILOSOPHY**

In accordance with the requirements of the Illinois School Code, it is the belief of the faculty and administration of Geneva High School that students shall attend school on a regular basis. Common sense, as well as research, tells us that regular daily attendance is essential for student success. We believe absences, repeated tardiness, and trancies can only have a negative effect on the student's overall classroom experience, and therefore, on his/her classroom grade. In addition, each student's attendance not only impacts his/her individual performance but also the educational experience of every student in the class. While it is true that some students may be able to pass tests and even get good grades on them despite absences, tests are only one measurement of what is learned at school. We believe that daily attendance, timeliness to class, and participation will foster the probability of successful performance and development of self-discipline and responsibility. These are qualities that will continue to be important to the students throughout their lives.

## **ATTENDANCE DEFINITIONS AND PROCEDURES**

Parents must call the attendance office within 24 hours of a student absence or the absence will be considered unexcused. Parents should call the attendance hotline at (630) 463-3801. Messages can be left on the attendance hotline 24 hours a day. The administration of Geneva High School reserves the right to call and confirm with any parent and/or guardian the reason for a student's absence.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, or other reason as approved by the principal or his designee. All other absences are considered unexcused. According to the Illinois School Code, only the school has the authority to determine whether an absence is "excused" or "unexcused."

If a student is excused, he/she is responsible to arrange with his/her teachers to make up the class work missed during the absence for full credit. In order to earn credit, class work must be made up by the student within the timeframe defined by the teacher. All missing work at the end of a semester must be made up within 2 weeks.

### **UNEXCUSED/TRUANT ABSENCES**

If a student is unexcused, he/she will not have the privilege of making up academic work missed as a result of the absence or work that was due on the day of the absence. In addition, in accordance with City Ordinance No. 97-64, the Geneva Police Department issues tickets to any student who is enrolled in school, regardless of age, and truant during the school day. The student is subject to a minimum twenty-five dollar fine. Please note that the district does not approve of nor sanction any form of Senior Ditch Day.

### **PREARRANGED ABSENCES**

In the event of pre-planned trips and college visits, students are expected to communicate directly with their teachers prior to their departure.

### **INTERVENTIONS FOR EXCESSIVE ABSENCES**

All absences, excused, unexcused, and prearranged, that exceed 5% of the total number of days each semester are considered excessive. Any absences that are excused with a doctor's note will be considered medical excused absences and will not be included in the excessive absence total. Absences not included in this total are college visits and school sanctioned trips, such as field trips and athletic and academic contests. Finally, according to Illinois State Law, suspensions will not be considered in this total.

- A. When a student has accumulated eight (8) days of absences (whether excused or unexcused) in a given class, a conference may be scheduled, and an attendance contract may be established. If these absences are unexcused and the student is under seventeen (17) years of age, the Kane County Truancy Office may be contacted.

- B. At twelve (12) absences, a student may be dropped from the class with a failing grade and reassigned to a study hall during that class period and will become eligible to be placed on social suspension.

### **INTERVENTIONS FOR UNEXCUSED/TRUANT ABSENCES**

- A. At a student's first unexcused absence from a single class period, he/she is assigned a one (1) hour extended detention and credit is lost for any work the student missed. If a student is unexcused from two periods on a given day, he/she is assigned a two (2) hour extended detention. If a student is unexcused absent from more than two periods, he/she is assigned a three (3) hour extended detention. If a student is unexcused absent from all periods during the school day, he/she may be assigned a one (1) day In-School Suspension.
- B. At the second unexcused absence from the same single class, the student is assigned to a two (2) hour extended detention and credit is lost for any work the student misses. If the student missed more than one class, he/she is assigned to a three (3) hour extended detention and the student loses credit for any work missed.
- C. At the third Unexcused Absence from the same class, the student is assigned a three (3) hour extended detention. In addition, an attendance contract may be established stating that if he/she is unexcused absent again, he/she may be dropped from the class(es) with a failing grade(s) and placed into a study hall(s) during that time. A conference may be held to discuss the potential implications of further unexcused absences.
- D. At the fourth Unexcused Absence from the same class, the student may be dropped from the class with a failing grade and placed in a study hall that cannot be waived. If the student is not dropped from the class, he/she may be assigned (1) day of In-School Suspension.

### **TARDIES**

Tardies to all classes are considered any arrival after the bell within the first five minutes (10 minutes for first period) of the class period. Any tardy after the first five minutes (10 minutes for 1st period) will be considered an unexcused absence. The following consequences will apply for each unexcused tardy each semester:

1st Unexcused Tardy: Student warned by teacher

2nd Unexcused Tardy: Teacher assigns 30-minute detention; tardy form sent to Dean.

3rd Unexcused Tardy: Teacher assigns 1-hour detention; tardy form sent to Dean.

4th Unexcused Tardy: Student sent to Dean with a tardy form. Student is assigned a one (1) hour extended detention and student may be placed on a "Tardy Contract" for that class. Failure to successfully meet the needs of the "Tardy Contract" could result in the student being withdrawn from the class with a failing grade and placed into a study hall.

After a student has accumulated four (4) excused tardies to any class, all additional tardies will be considered unexcused and treated as such.

## **WAIVER OF 1ST OR 10TH HOUR STUDY HALL**

It is recommended that students make maximum use of the school day; however, parents and students may request that a 1st or 10th period study hall be waived. Students on waiver must provide their own transportation and may not arrive at school until 8:25 a.m. or must leave the school building and grounds by 2:00 p.m. unless prior arrangements have been made. All students on a 10th period waiver may not return to campus until after 2:45 p.m. Students who violate the terms of their waiver or are not in good academic standing at the start of the semester will have the privilege withdrawn and will be reassigned to a study hall for the semester. In addition, a student may not waive a study hall which he/she has as a result of dropping a class. Waiver forms and procedures are available via Naviance.

## **DISCIPLINE**

Students have a right to a safe, orderly learning environment. The guidelines set forth in this handbook help to ensure that students experience such an environment. Any disruption to the learning environment will not be tolerated as it prohibits other students from learning. As a community of life-long learners, we accept that students will occasionally make mistakes and we hope that by accepting their mistakes and serving any consequences for those mistakes, students will learn and mature. Our goal is to produce responsible young adults who are able to think for themselves and become productive members of society. To that end, we strive to maintain a fair and expedient process for handling any misconduct or disruptions to the learning process. This handbook acts as supplement to board policy 7:190 relating to student conduct and student discipline.

All school rules apply to Geneva High School students while in the school zone. A school zone is defined as any school owned building or property; any vehicle designated by the school for transportation of the student to and from a school or to and from a school activity, thereby, placing the student within the school zone while they are riding on the designated vehicle for that designated purpose; any school-sponsored activity.

## **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 resource 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, in accordance with School Board Policy 7:140.



## **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.

## **BEHAVIORAL AND DISCIPLINARY MEASURES**

Potential behavioral and disciplinary measures include, without limitation and in no particular order, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Social suspension (withholding of privileges).
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school detention or extended detention.
8. Restrictions on student movement throughout the building during the school day.
9. Escort by a staff member during the school day.
10. Community service.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Threat assessment.
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alike" controlled substances, alcohol, weapons, or "look-alike" weapons in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral and disciplinary interventions, other than a suspension or expulsion, will not be appropriate

and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **SUSPENSION, EXPULSION, AND DUE PROCESS PROCEDURES:**

The great majority of classroom management and student discipline is handled by teachers before involving a dean. Any staff member may bring a student alleged to have violated school rules to the attention of a dean.

The dean will collect available evidence and review comments from staff and any witnesses. The student accused of an alleged infraction will be given an opportunity to respond to the charges. Oftentimes, the deans will work with the police liaison officer to investigate an alleged infraction.

If the dean determines that appropriate administrative action involves behavioral and/or disciplinary interventions against the student, the dean will inform the student. Disciplinary interventions are reviewed in the Student Handbook. If the disciplinary action includes suspension or expulsion from school, a letter will also be sent to the parents informing them of the infraction and their due process recourse for appeal. A student whose presence poses a continued danger to persons or property or poses ongoing threats or disruption to the academic process, may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.

An Out-of-School Suspension is also a suspension from all athletic and activity practices and events; suspended students are not allowed on school property or at any school-related activity during the period of suspension. It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The rights of due process do not extend to such a privilege. A separate, compatible participation code covers conduct by students involved in athletics/activities both in and out of season. The decision in cases of alleged misconduct will include both the regular school discipline and the extracurricular discipline.

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

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **DISCIPLINARY APPEAL PROCESS:**

Any student and/or parent wishing to appeal an out of school suspension must contact the high school principal in writing within 5 days. If a parent wishes to appeal an out of school suspension, he/she may appeal according to the due process procedures. Appeal hearings are held at school or the District Office.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- A. Students subject to out of school suspension:

A student must be given notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension. The length of a suspension shall not exceed ten (10) days. Students who are suspended out of school will be provided with appropriate and available support services during the period of their suspension. A suspension may be appealed to the Board of Education.

B. Students subject to long-term out of school suspension and expulsion:

A student and his/her parent or guardian must be given written notice via certified or registered mail of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board or a hearing officer appointed by the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

Appeals must be in the following order:

1. Principal or designee
2. Superintendent, designee, or school board at the discretion of the administration.

Any request for appeal of an out of school disciplinary suspension of ten (10) days or less shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review, disciplinary records will be revised in the student record, as necessary, to reflect the result of any review.

## **SOCIAL SUSPENSION**

Social suspension is the suspension of the privilege to attend activities conducted on an extra-curricular basis at Geneva Community High School due to disciplinary or attendance related issues. These activities may include, but are not limited to, attending school dances, sporting events, musical performances, and other school sponsored events. Students on social suspension may attend after school tutoring, detention/extended detention, be part of an athletic or extracurricular team, attend a club meeting, participate in productions or attend an after-school event if it is required for academic reasons.

Actions that may result in students being placed on social suspension include, but are not limited to, drug or alcohol violations, use of tobacco, use of electronic cigarettes/vaping, fighting, theft, multiple parking violations, not serving multiple detentions, or any type of misconduct that takes place at a school-related activity. Excessive absences (12 in a semester) and excessive tardiness (8 in a semester) would also make students eligible for social suspension.

Students placed on social suspension may also have their movements restricted throughout the school day for the duration of their suspension.

The length of a social suspension will be determined by the administration. The length of social suspension for disciplinary related issues will be a minimum of thirty school days but may be extended to 180 school days depending on the severity or repeated nature of the disciplinary infraction. For

attendance related issues, students will be placed on social suspension for the remainder of the semester.

The length of the suspension will be set by the administration. At the half-way point of any social suspension, a student may submit in writing an appeal to the Deans' Office to have the length of their social suspension reduced. In this appeal, students will need to show how their actions that landed them on social suspension have changed. After the written appeal has been received by the Deans' Office, the student will meet with the deans to discuss the possibility for suspension reduction.

## **STUDENT CONDUCT AND BEHAVIORAL AND DISCIPLINARY INTERVENTIONS**

The following examples of violations of high school and school district rules and the corresponding levels of behavioral and disciplinary interventions are for illustrative purposes only and in no way limit the administration's ability to impose appropriate behavioral and disciplinary interventions. The high school administration reserves the right to take appropriate disciplinary action, including recommendation to the Board of Education for expulsion, as needed on a case-by-case basis. Police may be notified depending on circumstances. Note: New or amended policies and consequences for the 2018-2019 school year are in italics.

### **1. Academic Dishonesty:**

Geneva Community High School believes that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of parents, students, and teachers. Although there is pressure to excel placed on students by the society in which we live, academic dishonesty will not be tolerated nor condoned.

Examples of cheating /academic dishonesty include, but are not limited to, the following:

- Using a "cheat sheet" or other unauthorized information to complete a test, quiz, or assignment
  - Copying from another student's test or helping another student during a test
  - Providing another student with information regarding a test
  - Submitting another person's work as one's own
  - Copying another student's homework, test, quiz, project, book report, or take-home test, etc.
  - Allowing another student to copy homework, test, quiz, project, book report, or take-home test, etc.
  - Plagiarizing or presenting material taken from another source without documentation
  - Changing answers on a test, assignment, project, etc. after grading
  - Changing grades in a grade book or altering a computer grading program
  - Using programmable calculators or other electronic devices such as cell phones in a manner not specified by the teacher
  - Using language translation programs in a manner not specified by the teacher
  - Taking or receiving pictures of tests, quizzes, assignments, or other assessments
- 
- 1st Offense: Student will receive academic consequences that may include a zero, at the discretion of the teacher, on the assessment in question. Teacher notifies parents. Referral to the dean for file.
  - 2nd Offense: Student will receive academic consequences that may include a zero, at the discretion of the teacher, on the assessment in question. Teacher notifies parents. Referral to

the dean for file. A conference may be held with parents to discuss possible additional consequences.

## **2. Backpacks/Purses:**

Students will be allowed to carry backpacks during the 2021-2022 school year.

Students may use bags and large purses to and from school but are required to leave them in their lockers after the school day has begun.

- 1st Offense: Warning. Student will be asked to put the backpack/purse in their locker.
- 2nd Offense: One (1) hour detention; backpack/purse will remain in the Deans' Office for the remainder of the day.
- 3rd Offense: One (1) hour extended detention; backpack/purse held for parent pick up.

## **3. Being in an unauthorized area**

Students are not to be in an unauthorized area. An unauthorized area is an area that is not supervised and/or the student is not authorized to be present.

At no time are multiple students allowed in a single bathroom stall or a single user bathroom. If more than one student is found in a bathroom stall or single user bathroom or in any unauthorized area, they will be subject to appropriate behavioral and disciplinary interventions, including, but not limited to, a search of their person and/or the student's personal effects.

## **4. Cell Phones and Other Electronic Devices:**

Students are extended the privilege of possessing and using portable electronic devices on school grounds. However, where a quiet atmosphere is expected, such as classrooms, detention, computer labs, etc., these devices must be powered off and may not be visible. Students who violate this policy are subject to appropriate disciplinary consequences.

Students are allowed to utilize portable electronic devices in the hallways during passing periods as well as in the cafeteria during lunch periods. At a teacher's discretion, students may be allowed to utilize electronic devices for educational purposes. 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.

If a student attempts to disable the device prior to surrendering it, the device shall be considered forfeited to the school until the device is reactivated for examination by the school administration.

The administration recognizes the fact that not all students carry cell phones and there may be times when those students need to make a phone call during the school day. A student needing to make a telephone call during the school day may proceed, with the permission of a classroom teacher, to the Deans' Office where permission may be granted to make such a call. Students may not receive telephone calls directly while in class. All incoming calls should be made to the Deans' Office which will relay the information to the student.

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

Violation of the above stated policy regarding cell phones and other electronic devices will result in:

- 1st Offense: One (1) hour detention. Confiscation of the item.
- 2nd Offense: One (1) hour extended detention. Confiscation of the item.
- 3rd Offense: Two (2) hour extended detention. Confiscation of the item and held for parent/guardian to pick up.

Additional offenses: Three (3) hour extended detention. Confiscation of the item and held for parent/guardian to pick up. Student may be required to either to check in their cell phone in the Deans' Office at the start of the school day or be prohibited from possessing a cell phone while at school.

If an electronic device is used to take a picture or video any student or staff without their consent, the student responsible will face the appropriate behavioral and disciplinary interventions.

If a student is found to have taken or received pictures of tests, quizzes, or other assessments, the student will face the appropriate behavioral and disciplinary interventions.

Use of electronic devices in any locker room or washroom is strictly prohibited. Any student found to have inappropriately used an electronic device in a locker room or washroom will face the appropriate behavioral and disciplinary interventions. Police may be notified.

Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting," is prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone. Such conduct will result in appropriate behavioral and disciplinary interventions. Police will be notified.

The Geneva School District is not responsible for the loss, damage, or theft of any electronic device.

## **5. Classroom Disruptions:**

Behavior that disrupts the normal classroom learning environment will not be tolerated. Each teacher has his/her own set of classroom behavioral expectations which includes appropriate progressive consequences.

Classroom disruptions may result in a teacher-issued detention or a referral to a dean who will apply the appropriate behavioral and disciplinary interventions.

## **6. Depantsing:**

It shall be the determination of the administration as to the consequences. Consequences may range from an In-School Suspension through a multiple day Out- of-School Suspension.

## **7. Disorderly Conduct:**

A person commits disorderly conduct when he or she knowingly transmits or causes to be transmitted a threat of destruction of a school building or school property, or a threat of violence, death, or bodily

harm directed against persons at a school, school function, or school event, whether or not school is in session.

It shall be the determination of the administrator as to the severity of the disorderly conduct and the appropriate behavioral and disciplinary interventions. Consequences may range from warning through suspension.

**8. Display, possession, or use of unauthorized club, cult, drug, or hate symbols or materials that depict or promote violence:**

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions.

**9. Dress Code:**

Geneva High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

The following guidelines for student dress and appearance will be in effect:

Students Cannot Wear:


- Clothing that contains violent language or images.
- Clothing that contains images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Clothing that contains hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed) or does not cover their genitals or buttocks.
- Any item, such as a hat or hood, that obscures the face or ears. Exceptions may be made out of medical necessity or religious observance.

Students in violation of the dress code will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Depending on the nature of the dress code violation, the inappropriate item in question may be held for an extended period of time and parent pick up may be required. Students will be held in the office until such contact can be made.

Repeated offenses may result in further consequences.

- 1st Offense: Warning 
- 2nd Offense: One (1) hour detention
- 3rd Offense: One (1) extended detention

Depending on the nature of the dress code violation, the inappropriate item in question may be held for an extended period of time and parent pick up may be required.

**10. Failure to produce a current school I.D. card when asked to do so by a staff member:**

- 1st Offense: Half (1/2) Hour Detention
- 2nd Offense: One (1) Hour Detention
- 3rd Offense: One Hour (1) extended detention

**11. Failure to respond to a pass from any staff member:**

If you receive a pass to report to a staff member, you must report promptly. If you do not, you will be subject to the following:

- 1st Offense: Half (1/2) Hour Detention
- 2nd Offense: One (1) Hour Detention
- 3rd Offense: One Hour (1) extended detention

**12. Failure to serve an assigned extended detention:**

If the assigned extended detention is one (1) hour in length, a three (3) hour extended detention will be assigned. If the assigned extended detention is two or three hours in length, an In-School Suspension(s) will be assigned.

**13. Failure to serve an assigned teacher detention, regardless of its length:**

- One (1) hour extended detention

**14. Fighting:**

Any student involved in a verbal or physical altercation will be addressed by the administration. This will include failure to leave the area of a fight or altercation when directed to do so by a staff member. For school purposes, “self-defense” is not “fighting back.” Self-defense is the prevention of harm by blocking, holding or at best, the moving away from a fighter. Retaliation is considered fighting, not self-defense.

It shall be the determination of the administration as to the severity and/or repetition of the offense and the appropriate behavioral and disciplinary interventions. In addition, a student who is involved in repeated altercations may be recommended for expulsion to the board of education or in lieu of an expulsion, an alternative placement. Police will be notified.

**15. Food/drink in the classroom:**

All food and drink should be confined to the Cafeteria Area or Foods room unless permission is granted by a staff member. Students may remove their mask while eating.

- 1st Offense: Warning
- 2nd Offense: One (1) hour detention
- 3rd Offense: One (1) hour extended detention



#### **16. Food/lunch delivery:**

No student is permitted to order pizza or have food from any restaurant delivered to them school during the school day. Persons attempting to deliver food (including parents/guardians) to any GHS student will not be permitted to and the student(s) who ordered the food will be subject to the following consequences:

- 1st Offense: Warning
- 2nd Offense: One (1) hour extended detention
- 3rd Offense: Three (3) hour extended detention

#### **17. Forgery/Misrepresentation/Deception/Altering School Documents:**

False calls to the school attempting to represent a parent or guardian or the forgery/altering of passes, notes from teachers or parents, or other school documents are never acceptable.

- 1st Offense: Three (3) hour extended detention
- 2nd Offense: One (1) day In-School School Suspension

#### **18. Gambling/Card Playing:**

Gambling and/or contests for money are prohibited by state law, and are, therefore, not allowed on school grounds. Card-playing (including magic cards) in the building and on the grounds is prohibited.

It shall be the determination of the administrator as to the severity and/or repetition of the offense and the appropriate behavioral and disciplinary interventions.

#### **19. Gang Activity:**

Gang activity and attire are strictly prohibited anywhere on school grounds in the district or on any school bus. A "gang" is herein defined as any group that participates in illegal and/or violent activities. Gang activity includes, but is not limited to:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other items which are evidence of membership in or affiliation in any gang
- Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, signs, etc.) showing membership or affiliation with a gang
- Drawing gang-related graffiti or distributing gang-related literature
- Any other activity in furtherance of the gang which violates school board policy

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions.

#### **20. Gross Disrespect:**

This is defined as failure to recognize and treat teachers, administrators, paraprofessionals, secretaries, custodians, bus drivers, and cafeteria staff with proper respect.

It shall be the determination of the administration as to the severity and/or repetition of the offense

and the appropriate behavioral and disciplinary interventions.

## **21. Hazing, Assault, Battery, Bullying, Threatening, Intimidating, Racial or other Harassment:**

Students need to report such instances to a teacher, counselor, social worker, dean, assistant principal or principal.

- Hazing: Hazing is defined as “to irritate, to annoy, to oppress, punish or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horseplay, practical jokes and tricks, often in the nature of humiliation or painful ordeals”.
- Assault: A person commits an assault when, without lawful authority, they engage in conduct which places another in reasonable apprehension of receiving a battery.
- Battery: Intentionally, or knowingly, without legal justification and by any means, a) causing bodily harm to an individual, or b) making physical contact of an insulting or provoking nature with an individual.
- Threats/Intimidation: Intentionally, or knowingly, threatening another with imminent injury.
- Threats made via the Internet
  - Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature, such as a) crude or suggestive remarks directed at an individual based on an individual’s gender; b) sexual proposition advances; c) requesting sexual favors by threat. Harassment occurs when such conduct unreasonably interferes with an individual’s performance or creates an intimidating, hostile, or offensive academic environment.
- Harassment: Extreme or inappropriate communications (oral or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, sexual orientation, or physical characteristics are absolutely forbidden. Harassment occurs when such conduct unreasonably interferes with an individual’s performance or creates an intimidating, hostile, or offensive academic environment.

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary measures, which may include an out-of-school suspension and/or school board hearing to consider expulsion. Police may be notified.

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

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate.

Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to a building administrator or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school. Anonymous reports are also accepted by phone call or in writing. 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.

## **Sexual Harassment & Teen Dating Violence**

### **Sexual Harassment Prohibited**

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

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

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

### **Teen Dating Violence Prohibited**

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

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to a building administrator or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **22. Inappropriate Magazines or Printed/Written Material:**

A student in the possession of any magazines or printed/written/drawn material deemed inappropriate by the administration will result in the following consequences:

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions.

**23. Insubordination:**

Insubordination is defined as refusal to comply with school rules and regulations or refusal to obey reasonable directions or instructions of school personnel. It is expected that students cooperate with, are honest with, and respect the authority of all adult personnel: teachers, administrators, paraprofessionals, secretaries, custodians, bus drivers, and cafeteria staff.

It shall be the determination of the administration as to the severity and/or repetition of the offense and the appropriate behavioral and disciplinary interventions.

**25. Intentional defacing/damaging property:**

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions. Police may be notified so that appropriate charges can be filed. Restitution may be sought if the item or property in question belongs to the school district.

**26. Language:**

Use of obscene, vulgar, abusive, or inappropriate or discriminatory language or gestures is not tolerated.

It shall be the determination of the administration as to the severity and/or repetition of the offense and the appropriate behavioral and disciplinary interventions.

**27. Leaving campus during the school day without permission:**

For all infractions, consequences for an unexcused absence will apply. Any student who is suspected of leaving campus during the school day may be subject to search

**28. Leaving litter anywhere on campus:**

- 1st Offense: One (1) hour Detention.
- 2nd Offense: One (1) hour extended detention.
- 3rd Offense: Three (3) hour extended detention.

**29. Making bomb threats/Falsely setting off fire alarms/Arson/Attempted arson:**

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions, which may include an out-of-school suspension and/or school board hearing to consider expulsion. Police will be notified.

**30. Misconduct/Gross Misconduct; Disrupting the Educational Process:**

Rules and guidelines are intended to encourage responsible student behavior and provide an environment conducive for learning. Inappropriate behavior that interferes with the teaching process or the learning of others will not be tolerated.

It shall be the determination of the administrator as to the severity of the gross misconduct and the appropriate behavioral and disciplinary interventions. Consequences may range from warning through suspension.

### **31. Parking:**

In order to maintain a safe and orderly environment at and around Geneva High School, all students who drive to school must register their vehicles and obtain a parking permit from the Deans' Office, which will enable them to park in authorized lots.

Students must park in the marked parking spaces within their assigned lot. No student parking is allowed in spaces reserved for staff, visitors, driver education, handicapped, loading zones, or fire lanes. Parking stickers must be displayed at all times.

Vehicles are subject to search if the Administration has reasonable suspicion that the search will produce evidence that the student-owner of the vehicle has violated or is violating either the law or the school or district's student rules and policies.

In return for the privilege of parking on school property, students consent to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

Any student found to have been involved in the production of a counterfeit parking sticker or who is found to be in possession of a counterfeit parking sticker will lose parking privileges for the remainder of the school year in addition to other disciplinary consequences.

The Geneva School District is not responsible for damage or loss of vehicles or items within vehicles.

Parking permits are non-transferable.

#### **VIOLATIONS THAT MAY RESULT IN A LOSS OF PARKING PRIVILEGES:**

- Driving at excessive speed
- Reckless driving
- Numerous parking violations
- Being in the parking lot without permission from the Deans' Office during the school day
- Leaving campus without prior permission from the Deans' Office
- On campus during an Out-of-School Suspension
- Being in possession of illegal/inappropriate substances or paraphernalia, alcohol, tobacco products, weapons or look alike weapons in your vehicle

Loss of campus parking privileges due to a violation(s) will result in a forfeiture of the parking fee. In addition, students who violate parking rules may also be barred from participating in the parking lottery the following semester.

#### **Student Parking Violations (per semester):**

- 1st Offense: One (1) hour extended detention. Student may need to move his/her vehicle.
- 2nd Offense: Two (2) hour extended detention. Student may need to move his/her vehicle.
- 3rd Offense: Three (3) hour extended detention. Student may need to move his/her vehicle.
- Additional Offenses: Student may receive an In-School Suspension(s).

Students who are parked either in staff parking or who are parked in student parking without the proper permit will also be subject to a \$25 parking citation from the Geneva Police Department

### **32. P.E. dress policy**

If a student remains in school clothes for P.E. Class:

- 1st Offense: 5 points will be deducted from the student's grade.
- 2nd Offense: 5 points will be deducted from the student's grade. Half hour detention.
- 3rd Offense: 5 points will be deducted from the student's grade. One hour detention.
- The student's parent/guardian will be contacted by the teacher.
- All Additional Offenses: 5 points will be deducted from the student's grade. The student will be referred to the Deans' Office and will be assigned a consequence that may range from an extended detention to In-School Suspension. Students may be withdrawn with a failing grade if there are repeated offenses.

### **33. Possession/use of laser pointer: Being in possession or using a laser pointer in any school zone.**

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions.

### **34. Possession of Lighter/Matches: Being in possession of any lighter, matches, or flammables.**

- 1st Offense: Three (3) hour extended detention. Confiscation of material.
- Additional Offenses: In-School Suspension. Confiscation of material.

### **35. Possession of or setting off fireworks, smoke bombs, stink bombs, etc., on school property:**

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions.

### **36. Possession/Use of Weapon or any look-alike weapon:**

Possession or use of a weapon or other object which may reasonably be considered to be a weapon on or about the student's person or car or upon the school premises and/or at any school sponsored activity will be dealt with severely.

It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions, which may include an out-of-school suspension and/or school board hearing to consider expulsion. Police will be notified.

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

### **37. Theft:**

The theft or attempted theft of any property, or possession of any stolen item or mislaid property that belongs to the school, cafeteria, or another individual may result in:

It shall be the determination of the administration as to the severity and/or repetition of the offense

and the appropriate behavioral and disciplinary interventions. Students suspected of being involved in a theft are subject to search. Police may be notified so that appropriate charges can be filed. Restitution may be sought if the item or property in question belongs to the school district.

**38. Throwing of food or other inappropriate items in the building or on campus.**

It shall be the determination of the administrator as to the severity and/or repetition of the offense and the appropriate discipline. Consequences will range from a warning through a suspension.

**39. Trespassing:**

Students found by school personnel or police on school grounds after the school day or a school activity has ended will be considered trespassing. It shall be the determination of the administration as to the severity of the offense and the appropriate behavioral and disciplinary interventions. Police may be notified.

**40. Violating transportation policy for Fox Valley Career Center:**

Students are required to ride the bus when one is provided for transportation to and from the Fox Valley Career Center. If it is necessary for a student to drive to the Center, that student must obtain a driving permit from the Fox Valley office, or the specialty teacher involved in the case of auto mechanics. It must be signed by all designated persons before being used. Drivers are expected to follow the bus to and from Geneva Community High School, unless permission is granted otherwise. Passengers are not permitted except for the designated instances when it is necessary. At the discretion of the Deans, certain justifiable exceptions may be granted.

- 1st Offense: One (1) hour extended detention.
- 2nd Offense: Two (2) hour extended detention.
- Additional Offenses: An In-School Suspension(s) for all or part of the student's school day.

**41. Voyeurism/Exhibitionism/ Mooning:**

It shall be the determination of the administrator as to the severity of the gross misconduct and the appropriate behavioral and disciplinary interventions. Consequences may range from In School Suspension through a multiple day Out of School Suspension.

**Student Chemical Use Policy**

Geneva Community Unit District #304 believes the health and well-being of students is of vital importance. Our primary goal is to educate the "whole person" within a caring and supportive learning environment.

Geneva Community Unit District #304 recognizes that the use of tobacco, alcohol, and other illegal or inappropriate chemical substances is a serious problem in our society. Use of these chemical substances may impair physical, mental, social, and emotional development in children and adolescents. A young person's chemical use can have lifelong consequences, compromising development as a "whole person." Furthermore, chemical dependency is a chronic, progressive, and life-threatening disease, characterized by denial, and children and adolescents become addicted more quickly than adults. Consequently, we strongly believe that our students should not use tobacco, alcohol, or other illegal or inappropriate chemical substances.



Geneva Community Unit District #304 has a major role, along with parents in our community, in helping our students abstain from illegal or inappropriate chemical use. When the use of tobacco, alcohol, or other chemical substances interferes with the learning process, prompt and appropriate assistance should be available. Therefore, Geneva Community Unit School District #304 is committed to the development of programs addressing education, prevention, intervention, and assistance for all students in our school community. The programs will be district-wide and address such issues as peer relationships, self-concept, individual potential, and responsible decision-making. Clear rules prohibiting the possession and use of tobacco, alcohol, and other chemical substances shall be established, and a commitment to enforce these rules shall be demonstrated. District 304 recognizes that fair and consistent enforcement of consequences will help each student achieve a life-style free of illegal or inappropriate chemical use. Accordingly, appropriate consequences for behavior shall be an integral part of our educational program.

The Geneva Community Unit District #304 Board of Education is committed to sharing with parents and the community of Geneva the responsibility of dealing with these serious chemical- use issues. Therefore, the Board of Education shall assume the responsibility of monitoring the development and implementation of appropriate programs by the school district's administration and staff.

In response to the school board policy above, the administration at Geneva Community High School has developed and will impose the following consequences with the sole intent of providing a healthier and safer school environment for our students.

Over-the-counter and "look-alike" drugs which are used in an inappropriate manner will be treated the same as the use of illegal chemical substances. "Look-alike" drugs mean a substance, other than a controlled substance, which by overall appearance including shape, color, size, markings, or lack thereof would lead a reasonable person to believe that the substance is an illegal drug. Furthermore, a person who expresses or implies a substance to be a drug and/or is distributing a substance in a way which would lead a reasonable person to believe it is an illegal drug, it will be treated the same as the use of illegal chemical substances.

All over-the counter medications and prescriptions are to be dispensed through the Health Office. Students found self-medicating or providing medication to others will be subject to behavioral and disciplinary actions.

"Use" means use before or after school as well as during school or any school-sponsored activity. "Inappropriate" chemical substances include look-alikes, inhalants, or any mood-altering chemical which has harmful physical, mental, or social consequences.

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

"Paraphernalia" includes but is not limited to wrapping papers, pipes, e-cigarettes/vaporizers, etc.

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.

Parents/students are responsible for the cost of drug/smoking education programs, any drug screening, professional chemical dependency evaluation, and follow-up on recommendations from evaluation.

If a parent conference is necessary, a student may be excluded from attendance until the conference can be held.

Chemical use violations will accumulate throughout a student's four years of high school.

**Any contraband (including, but not limited to, tobacco products, e-cigarettes/vaporizers, etc.) confiscated by school officials will not be returned to students or their guardians and will be disposed of in an appropriate fashion.**

1. Using/Possessing/Being under the influence of/Purchasing/Attempting to purchase alcohol or other illegal/inappropriate chemical substances in a designated school zone (including medical marijuana), or at any school sponsored activity.

Possession of drug paraphernalia in a designated school zone, or at any school sponsored activity.

It shall be the determination of the administration as to the severity and/or repetition of the offense and the appropriate behavioral and disciplinary measures, which may include an out-of-school suspension and/or school board hearing to consider expulsion. Students may be asked to complete a school-approved assessment. Police will be notified.

2. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes (e-cigarettes):

It shall be the determination of the administration as to the severity and/or repetition of the offense and the appropriate behavioral and disciplinary measures. Students may be asked to attend an after- school class addressing the use of tobacco/e-cigarette products. Police will be notified.

3. Distributing or selling alcohol or other illegal/inappropriate chemical substances or drug paraphernalia in a designated school zone, or at any school- sponsored activity.

Arranging for the distribution or sale of alcohol or other illegal/inappropriate chemical substances or drug paraphernalia in a designated school zone, or at any school sponsored activity.

Intent to distribute or sell alcohol or other illegal/inappropriate chemical substances or drug paraphernalia in a designated school zone, or at any school sponsored activity.

It shall be the determination of the administration as to the severity and/or repetition of the offense and the appropriate behavioral and disciplinary measures, which may include an out-of-school suspension and/or school board hearing to consider expulsion. Students may be asked to complete a school-approved assessment. Police will be notified.

Additional sanctions will be imposed regarding participation in extra-curricular activities. Students found to be in violation of the chemical use policy while attending a school-sponsored event (athletic competition, play, concert etc.) may be banned from attending any further school-sponsored event(s)

for a duration determined by the administration.

The above discipline guidelines are used in most cases. Other behaviors deemed inappropriate and disruptive to the educational atmosphere of the school will be handled at the discretion of the Deans. Depending on the seriousness of the offense, the appropriate behavioral and disciplinary interventions may be more severe than listed above. If a student is reasonably suspected of violating school rules and concealing prohibitive items, the students is subject to search.

## **ADDITIONAL GUIDELINES:**

### **Dances:**

The following rules apply to all Geneva High School dances:

- All students must present a current student I.D. card to gain admittance to the dance.
- Students who wish to bring non-Geneva High School students as guests to a dance must register them prior to the deadline using the GHS Guest Form in the Deans' Office.
- Attendees must be enrolled in high school or no older than 19 years of age.
- All students must arrive within one hour of the beginning of the dance.
- Students who leave a dance for any reason may not re-enter.
- All school rules are in effect during dances, including those held off-campus.
- All students attending a dance sponsored by Geneva High School acknowledge that it is a school-related event, and all school rules apply.
- Upon entering the dance, all students will be issued a wristband that they must wear for the duration of the dance. Students are still required to have a ticket and a valid school issued ID.
- Students are expected to dance in a respectable manner. Dancing that is inappropriate, sexually explicit, or creates unsafe conditions is not allowed. This includes any form of grinding and back-to-front dancing.
- Students who are seen dancing inappropriately will be spoken to and may have their wristbands removed by an administrator or chaperone. The removal of the wristband will constitute the "official warning" that they may be removed from the dance should inappropriate dancing continue.
- Once a student has had a wristband removed, continued inappropriate dancing will result in removal from the dance. Should this occur, an administrator will follow up with the students' parent/guardian to inform them that their child was removed from the dance for sexually explicit or inappropriate dancing. If the dance is being held outside of Geneva, students who are removed will be sent to a designated area for the remainder of the evening.
- Students who are removed for inappropriate dancing at more than one dance during their tenure at Geneva High School are subject to being banned from subsequent dances.
- Guests that are removed from any dance, for any reason, will no longer be welcome at future GHS functions.
- The administration reserves the right to remove any student from a dance for any type of behavior that is deemed inappropriate.

General guidelines for dances may be supplemented by specific expectations for certain events during the school year such as:

- Freshmen will not be allowed to attend Prom.
- Students found to be under the influence of and/or in the possession of drugs or alcohol will be prohibited from attending any school dance until after the corresponding dance the next year. Additional consequences may be assigned.
- Senior students found to be under the influence of and/or in the possession of drugs or alcohol while attending Prom may be prohibited from participating in culminating activities including, but not limited to, Senior Breakfast and the graduation ceremony.

## **Field Trips**

Students attending a school field trip are expected to follow the rules as laid out in the student handbook. Students who violate school rules while attending a school field trip will receive appropriate behavioral and disciplinary interventions.

Consequences for disciplinary infractions such as chemical use violations, fighting, theft, or gross disrespect that occur on a field trip will be handled in a similar fashion to violations of the extra-curricular code of conduct.

- 1st Offense: No field trips for 9 school weeks
- 2nd Offense: No field trips for 18 school weeks
- 3rd Offense: No field trips for one year from the date of the infraction
- 4th Offense: No field trips for the remainder of high school.

Geneva High School administration and staff reserve the right to recommend that a student not attend a field trip due to academic and/or attendance concerns.

## **Student Performances:**

General guidelines for student performances may be supplemented by specific expectations for certain events during the school year.

## **Bulletin Boards:**

All materials placed on bulletin boards or in school hallways must have the approval of the Student Activities Director or other appropriate school officials. Any administrative or faculty member has the right and responsibility to remove any sign or poster that has not been approved or that has been defaced.

## **Elevator Use/Misuse:**

Unauthorized use of the elevator may result in disciplinary actions.

## **Identification Cards:**

An I.D. card is furnished to each student at the beginning of the school year without charge. This card must be carried by the student at all times. Students will not be admitted to school dances, Homecoming events, and other designated activities without the I.D. It will be needed for admission at student prices for athletic contests. Students who lose the I.D. should report to the Deans' Office and secure a replacement card for a fee of \$5.00. Refusal to show I.D. to a teacher or staff member will result in disciplinary action.

## **Lockers:**

All students will receive locker assignments and a lock during registration. Since lockers are for the safety and convenience of students, it is important to keep the locker locked. Keep the lock combination private and use only the assigned locker. Students are not permitted to make unauthorized moves into another student's locker.

All students should inspect their lockers at the beginning of the school year for any damage or cleaning

that might be needed. Report any trouble with your locker to the Deans' Office. Defacing of lockers is not permitted. Students will be assessed a monetary fine, to be determined by school personnel, if lockers are found to be damaged or defaced in any way. Routine locker inspections may be conducted. Each student has the responsibility to clean out and remove locker contents at the end of the school year. ALL STUDENTS' LOCKERS AND LOCKS ARE THE PROPERTY OF GENEVA COMMUNITY SCHOOL DISTRICT #304 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME. The locker and its contents are subject to search by school officials, especially if there is reason to suspect that unauthorized materials (example: drugs, alcohol, stolen property, etc.) are being housed in the locker.

Since the school cannot assume liability for any lost or stolen property, students are cautioned to keep their possessions under lock at all times. Large sums of money and personal valuables should never be brought to school.

**Acceptable Practices:**

1. Attachment of acceptable personal property to lockers, on the interior or exterior, shall be limited to taped items only.
2. Exterior: One day notices of celebrations, such as birthdays or extracurricular activities.
3. Interior: Magnetized mirrors, note pads, appropriate pictures affixed by scotch tape.

**Unacceptable Practices:**

1. Use of glues as an adhesive.
2. Pencil, pen, ink, marker, paint, nail polish, etc., markings on the interior or exterior.
3. Attachment of gum to the locker.
4. Adhesive backed stamps, posters, stickers.

**Physical Education Locker Rooms and Locks:**

Each student enrolled in Physical Education will be issued a Physical Education lock to be used in the Physical Education locker room ONLY.

Students will not have access to the Athletic Locker Rooms during the school day. Physical Education students will need to store their tennis shoes, gym suits, and sweatpants and shirts in their Physical Education locker. Since the school cannot assume liability for any lost or stolen property, students are cautioned to keep their possessions under lock at all times. Large sums of money and personal valuables should never be brought to school.

Students are responsible for any damage to their assigned hallway or physical education locker. Damage/defacing of lockers will result in assessment of restitution and appropriate behavioral and disciplinary interventions.

**PLCs**

Every Thursday will begin with a PLC period, which stands for Personal Learning Choices. This period will begin at 7:40 and will last until 8:25. Buses will run on the same schedule as they normally do. First hour will then begin at 8:30 with slightly shortened periods for the remainder of the day. The school day will still conclude at 2:45.

During the PLC period, a variety of opportunities will exist for students to enrich their learning,

collaborate with their peers, receive extra help on assignments in various tutoring centers, and participate in different activities. In addition to these choices, there will be some required sessions for specific groups and grade levels held during the PLC time. Attendance will be taken at these mandatory sessions and appropriate behavioral and disciplinary consequences will be issued for unexcused absences. The dates of these required sessions as well as additional information are listed on the high school website (<http://www.geneva304.org/PLC.aspx>). **Personal Learning Choices available each week:**

|   |                |
|---|----------------|
| Math Tutoring Center  | EE184          |
| Writing Center  | A101           |
| Science Tutoring Center   | H216           |
| World Language Tutoring Center                                  | A107           |
| Test Makeup Center (opens at 7:35, students must enter by 7:40) | CC154          |
| PE Make Ups   | Weight room    |
| Detention   | EE193          |
| Study Hall  | Library        |
| Study Hall & Breakfast  | Cafeteria      |
| Silent Study Hall   | A105           |
| Computer Labs   | EE188          |
| Open Gym: Basketball (open to all)                              | Contest Gym    |
| Technology Help Desk  | Library Office |

**Extended Detention Guidelines:**

The following rules need to be adhered to while serving extended detention.

- Evening Detention begins at 4:00. Saturday detention begins at 8:00 a.m. Any student arriving late or failing to attend may be subject to increased extended detention hours or an In-School Suspension.
- Students are to bring their necessary textbooks, assigned reading material, paper, pens, pencils and supplies to detention. If they complete all of their schoolwork, students may read quietly. Locker trips will not be permitted.
- Students will sit in seats assigned by the supervisor and may not leave them without permission.
- Students must remain seated at all times in an upright position. Sleeping is not permitted.
- No talking is permitted unless the student raises his/her hand and is granted permission to ask a question of the supervisor.
- The student is responsible for his/her own transportation to and from extended detention.

- The District's regular discipline policies will apply while the students are on campus for extended detention.
- If a student is asked to leave extended detention at any time for inappropriate behavior, arriving late, sleeping, etc., he/she will not have successfully completed the extended detention and may be subject to additional extended detention hours or an In-School Suspension.

#### **Skateboards/Rollerblades/Heelys Shoes/Hacky Sacks:**

Skateboards/rollerblades/Heelys Shoes are not to be used on school property at any time, before, during or after school. The playing of hacky sack at any time within the building is prohibited. Skateboards/rollerblades/Heelys Shoes/hacky sacks used on school property may be confiscated and held in the Deans' office.

#### **Student Publications:**

Student newspapers, as well as other publications distributed on or off campus, are free to express the views of students without censorship or prior restraint. Student editors, however, should be warned that they are responsible for the content of their publications and that they may be subject to lawsuits for printing libel, slander, known falsehoods, or reckless disregard for the truth.

#### **Study Hall Procedures:**

The study hall atmosphere should be quiet and conducive to study. Students may be granted the privilege of studying together by the teacher in charge as long as this studying can be done without disrupting the study hall.

Books and other materials needed for study are to be taken there at the beginning of the period. Students must have a hall pass to leave study hall. Passes to work in another teacher's room instead of study hall or passes issued from the Counseling and Advising Office for a scheduled appointment must be presented at the beginning of the period. Food and drinks are not permitted in study hall.

#### **Technology:**

Geneva High 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 Geneva High School users, we must prohibit activities that are detrimental to the network, are not in compliance with our Acceptable Use Policy, and are not beneficial to the educational program at Geneva High School.

#### **TECHNOLOGY - Acceptable Use (Reference Policy 6:235)**

##### **Acceptable Use (Reference Policy 6:235)**

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



## **Terms and Conditions**

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

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

- a. Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the networks for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the networks for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the networks while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the networks to be private property.

Under normal conditions, Internet access from District computers is filtered to block entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. It is the responsibility of the user (e.g., student, employee, guest) to abide by this policy. For additional information regarding the safeguards in place for students while using District Technology, please visit our [Internet Safety & Security](#) page: <https://www.geneva304.org/InternetSafetySecurity.aspx>. To ensure the safe use of technology by all stakeholders, it is important that parents, students, and District personnel work together. If you see something, say something.

## **Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (See Policy 7:345)**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## **Social Networking Website Access**

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites (Reference Policy 7:140)**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

- School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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

## **One-to-One Devices**

### **Student/Parent Portable Device Guidelines (Reference Policy 6:235)**

#### **1. RESPONSIBLE USE OF DISTRICT-ISSUED EQUIPMENT**

- a. School issued devices should be used for educational purposes. Students are to adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures at all times.
- b. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens.
- c. Students must perform software updates and upgrades, return devices for inspection, or otherwise make devices available as required by Technology Department staff or school
- d. administrators.

#### **2. LEGAL AND ETHICAL USE**

- a. All aspects of the Acceptable Use Policy and Student Handbook remain in effect.
- b. File Sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e., music, video, images).
- c. Technology Department staff distribute school-related software to devices. Software may be delivered in multiple ways:
  - i. Silent/background installations which require no user intervention;
  - ii. Self-service installation by users of approved software as made available;
  - iii. Manual installation by Technology Department staff;
- d. Students may NOT allow others to use his/her portable computing device.
- e. Students may NOT share user account information with other students.

#### **3. EQUIPMENT**

- a. Ownership - Geneva CUSD #304 retains the sole right of possession of the device and grants permission to use the device according to the guidelines set forth in this Agreement.
- b. Equipment Provided – Device configuration must be maintained and not altered.
- c. Responsibility for Electronic Data – it is the sole responsibility of the student to back up any data stored on the device.
- d. Pick up and return the equipment at the established due dates and times. There may be short periods of time when devices need to be collected for maintenance or other purposes.

#### 4. GENERAL PROCEDURES AND PRECAUTIONS

- a. Student is responsible for use and care of the device. Treat equipment with great care (keep it clean, avoid excessive heat/cold, keep food/drinks/pets away, etc.). Avoid using device in situations where damage is Likely.
- b. Bring your fully-charged, ready-to-use device to school every day.
- c. Device must be secured at all times by the student: in his / her possession or stored in his/her locker.
- d. Device care guidelines:
  - i. Do not use extreme pressure.
  - ii. Heavy objects should never be placed on top of the device.
  - iii. Ensure that there is nothing on the keyboard before closing lid.
  - iv. When cleaning the screen, use a soft, dry microfiber or antistatic cloth.
  - v. Device must remain free of any unapproved writing, drawing, stickers and labels.

#### 5. RESPONSIBILITY FOR MAINTENANCE, DAMAGE, REPAIR, REPLACEMENT, AND LOSS

- a. Heed general maintenance alerts and advice from school technology personnel.
- b. Promptly report any malfunction, loss, damage, or theft to Geneva CUSD #304 Technology Department.
  - i. In the event of a theft, a copy of a police report related to the incident must be provided to the Technology Department at the time the incident is first reported. Failure to do so may result in additional charges for the replacement of the device.
- c. The student/parent will be responsible for payment of all applicable repair/replacement fees.
- d. In the event that the device, or associated accessories, are lost or intentionally damaged, the student/parent will be responsible for paying the full device replacement cost. A temporary loaner device will not be issued to the student. A new device will be assigned when payment has been received.
- e. Accidental damage incidents – all accidental damage to a school-issued device must be reported promptly to the Technology Department. Students will be asked to provide a statement which describes the events which led to the damage. In any 365-day period:
  - i. **First occurrence:** A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.
  - ii. **Second occurrence:** Parents will be notified by the student's Dean or Building Administrator of the incident and informed that future damage incidents may result in repair fees up to the full replacement cost of the device. A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.
  - iii. **More than 2 occurrences:** Damage will be assumed to be the result of neglect or intentional action unless proven otherwise. Parent will be notified by the student's Dean or Building Administrator of the incident. Technology staff will determine the repair/replacement cost and the student/parent will be assessed the repair fee. A temporary loaner device will not be issued until payment has been received for the repair/replacement.
- f. Identification/Asset Tags
  - i. Each device will be labeled with a District identification/asset tag. These tags may not be removed, modified, or tampered with in any way.
  - ii. Students can be charged up to full device replacement cost for tampering with District identification/asset tag or turning device in without tag.

### **Student Use of Personal Electronic Devices (See Policy 6:220)**

Student cell phones should be off and in student's lockers throughout the school day unless specifically used for an educational purpose as instructed by the teacher, or as allowed by school administrators.

#### **Student Use of Personal Electronic Devices (See Policy 6:220):**

The Board acknowledges the increasing prevalence of Personal Electronic Devices (PEDs) in our society and recognizes that value that these technology tools can bring to the learning environment. To that end the Board fully supports the use PEDs that enhance and support the learning process and approves of uses of PEDs for instructional purposes. Students may possess PEDs, (e.g., cellular phones, smart phones, Tablet PCs, iPods, iPads, E-Readers, etc.) on school district property and at school-related functions. Although students may possess these devices, use is restricted and must adhere to the following conditions:

- A. The use of PEDs is supported during school hours for instructional purposes, in case of an emergency, or at any time deemed appropriate by the administration in a building. Use of PEDs is also permitted before and after school hours at all buildings, and, under normal circumstances, permitted while riding to and from school on a school bus or other vehicle provided by the School Board.
- B. Consult student handbook for specific guidelines.

PEDs with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists, except in case of an emergency. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PED is absolutely prohibited.

Students are prohibited from using PEDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. No expectation of confidentiality will exist in the use of PEDs on school premises/property. Students are prohibited from using PEDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 7:190, Student Behavior. In particular students are prohibited from using their PEDs to:

(1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using PEDs to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PEDs to receive such information.

Students are personally and solely responsible for the care and security of their PEDs. The School Board assumes no responsibility for theft, loss, damage, or vandalism to PEDs brought on to its property, or the

unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Possession of personal wireless communication devices by a student is a privilege, which may be forfeited by anyone who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

A person who discovers a student using a PED in violation of this policy is required to report the violation to a building administrator.

### **Student Participation in Virtual Meetings Notice**

Students and staff may participate in virtual meetings that are taking place as part of our learning environment through platforms such as Microsoft Teams. We have adapted to support this practice while prioritizing privacy and behavior expectations. We ask that all Geneva 304 families take a moment to review this notification regarding student participation in virtual meetings for the 2021-22 school year.

As part of supporting student learning, school staff may provide various virtual learning opportunities to students. These virtual opportunities will be provided through third-party virtual platforms such as Microsoft Teams and may include individual, small-group or whole group instruction, education or related service sessions via videoconferencing, livestreaming and/or recorded instruction or education sessions.

### **Student Privacy and Confidentiality Issues Related to Livestreaming or Recorded Lessons**

District staff may also utilize livestream in-person and remote classes and provide student access to recordings of in-person or remote instruction or education sessions. These livestream sessions and recording of livestream sessions will include students' questions, responses to teacher questions, and contributions to classroom discussions. These recordings are not student records under federal or state law and will not be maintained by the District on behalf of any students. The videos will only be available for a set period of time established by school staff. Students participating in livestream lessons or watching recorded lessons should be located in a quiet, school-work designated space and/or using headphones to promote privacy and confidentiality. Student devices should be non-public facing. Students and parents must maintain information learned about other students who may be participating in a discussion or educational activity in a confidential manner in the same manner a student is expected while attending in-person instruction. To promote privacy related to each individual student's offsite learning environment, students participating in livestream or virtual learning instruction and education sessions will be provided access to a District 304 virtual background and instructions as to its use.

### **Student Behavior Expectations while Participating in Virtual Instruction**

Students participating in virtual instruction or education sessions are subject to the District's behavior code and consequences for violations of the behavior code. School staff will establish class norms and expectations related to appropriate behaviors and expectations for students participating in virtual instruction or education sessions. These expectations will apply to whole-group, small-group and individual instruction or virtual sessions. School staff will periodically access small-group virtual instruction or education sessions to monitor behavior and instructional expectations and provide guidance or directions to the students but may not be present for an entire small-group session. Students are encouraged to report violations of the District behavior code or expectations and rules observed during virtual instruction or education sessions to a staff member.

### **Parent/Guardian and Student Recording or Publishing of Virtual Instruction or Education Sessions is Prohibited**

Parent, guardian or student recording, posting, publicizing or distributing any live or pre-recorded instruction or education sessions on any social media platforms or otherwise is strictly prohibited. If the District learns that an instruction or education session has been recorded, posted, publicized or distributed, the District will take steps to recover and/or remove the improperly recorded, posted or publicized instruction or education material and pursue all civil and criminal actions available against any parent, guardian or student who violates this expectation.

### **Privacy Issues Related to Provision of Virtual Instruction Via Third-Party Platforms**

Please be aware that the use of third-party virtual platforms creates potential privacy risks, such as risks related to encryption reliability, unauthorized access, data breaches and/or student access to non-school sponsored content. In addition, the virtual platform may use, maintain and/or disclose information gathered in connection with virtual instruction or education sessions for its own purposes, including purposes related to product development and/or marketing. While these privacy risks do exist, our staff will take reasonable measures to ensure security of information exchanged while instructing students through these virtual platforms.

### **Visitor Guidelines:**

All parents and visitors will be required to present a driver's license or other state-issue identification. The identification will be held in the main office and will be returned when the visitor leaves the building. The building secretary will enter the ID into the Raptor V-Soft Visitor Management System, which will cross-reference the visitor's information with the database of sex offenders throughout the United States maintained by Raptor Technologies and any court orders provided to the District to protect the students.

Individuals cleared by the V-Soft System will be issued a visitor badge and lanyard that must be visibly worn while in the school and returned to the school office upon leaving. If a potential threat is identified, the V-Soft system will instantly alert designated officials, such as an administrator or law enforcement. In these cases, visitors will be denied access to the building.

### **Work Permits:**

Work permits may be secured in the Counseling and Advising office. Students must provide the following documentation to be eligible for a work permit:

1. Birth certificate
2. Social Security card
3. Letter of intent to employ from the prospective employer

## **PART IV - EXTRA -CURRICULAR ACTIVITIES**

### **CODE OF CONDUCT**

Mission Statement: The goal of the extra-curricular program at Geneva High School is to provide students with opportunities and direction in developing:

- a positive attitude
- self-discipline

- commitment
- leadership
- teamwork
- respect for rules, themselves, and others
- healthy living habits

The Geneva High School administration and faculty believe that participation by students in a well-rounded extra-curricular activities (ECA) program is appropriate and desirable. An ECA program is defined as those activities which are outside of the regular curriculum and not related to coursework and grades. While participating in the regular educational program is a right afforded to each student, participating in any ECA program is a privilege that carries with it additional responsibilities and expectations. Therefore, in order to participate in the ECA program, students must not only follow all guidelines set forth in the Student Handbook but also the additional expectations set forth in the Code of Conduct. These expectations reflect the educational philosophy and mission of Geneva High School.

### **GENERAL EXPECTATIONS & CONSEQUENCES**

The Code of Conduct is in effect twelve months of the year, seven days a week, twenty-four hours a day, in and out of season, in and out school zones, until graduation. Violations of the Code of Conduct that occur in a school zone may include additional consequences.

### **ACADEMIC/ATTENDANCE EXPECTATIONS/CONSEQUENCES**

A student who participates in the ECA program is expected to:

1. Pass five academic classes each week and every semester.

A student not passing five academic classes each week will be ineligible to participate in contests/events/performances the following week. A student not passing five academic classes each semester will be ineligible to participate in contests/events/performances the following semester.

2. Attend four class periods to be qualified to practice, compete, or perform on any given day unless otherwise authorized by the Principal, Athletic Director, or Designee.

### **TEAM/ORGANIZATION EXPECTATIONS/CONSEQUENCES**

A student who participates in the ECA program is expected to:

1. Attend practice, contests, awards nights, and/or any other function related to the activity.
2. Travel on school-arranged transportation to all events related to the activity, unless pre-approved and accompanied with a written note.
3. Be responsible for all equipment, materials, and/or clothing issued and the return of same at the conclusion of the activity.
4. Display appropriate conduct including respect of persons and property at all times.
5. Follow all team/organization rules as outlined by the coach/sponsor.

If a problem occurs with the Team/Organization Expectations, the sponsor/coach with assistance from the Principal, Athletic Director, or Designee will be responsible for appropriate disciplinary action.

This may include losing the privilege of participating in the extra-curricular activity.



## **BEHAVIORAL EXPECTATIONS/CONSEQUENCES**

A student who participates in the ECA program is expected to follow all rules set forth in the Student Handbook.

If a problem occurs with a behavioral expectation set forth in the Geneva High School Student Handbook during the season or after auditions, the Principal, Athletic Director, or Designee, with assistance from the coach/sponsor, will be responsible for appropriate disciplinary action. In addition, in the case of every out of school or in-school suspension, a student will lose eligibility for a minimum of one competition or performance. Repeated behavior problems will result in losing eligibility for a longer period of time. Behavioral expectations will also include, but are not limited to, engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system.

## **CHEMICAL USE EXPECTATIONS/CONSEQUENCES**

A student who participates in the ECA program is expected to:

Not use/possess alcohol, other illegal/inappropriate chemical substances, tobacco in any form, and paraphernalia for drug use; arrange for the sale or exchange of any of the aforementioned; or attempt to obtain any of the aforementioned at any time during high school career including vacation periods.

If a violation of the Code of Conduct Chemical Use Policy occurs, a student will need to fulfill the following consequences in order to regain/maintain eligibility.

- **First Offense:** Must provide confirmation of enrollment and completion of a school approved prevention/intervention program and follow all recommendations. In addition, the student will be ineligible for 20% of a season's contests or performances (per IHSA scheduling guidelines). If the violation occurs out-of-season or the penalty cannot be completed prior to the end of the season, it will be applied to the next activity in which the student participates.
- **Second Offense:** Must provide confirmation of enrollment and completion of a school approved prevention/intervention program and follow all recommendations. In addition, the student will be ineligible for 50% of a season's contests or performances (per IHSA scheduling guidelines). If the violation occurs out-of-season or the penalty cannot be completed prior to the end of the season, it will be applied to the next activity in which the student participates.
- **Third Offense:** The student will be ineligible from all ECA programs for one calendar year. Reinstatement prior to one calendar year may be considered if confirmation of enrollment and completion of a school approved prevention/intervention program are provided. A meeting with parents and Principal, Athletic Director, or Designee will determine if reinstatement is warranted.
- **Fourth and/or Subsequent Offenses:** Permanent removal from all ECA programs.

### **CODE OF CONDUCT POINTS OF EMPHASIS:**

- If season concludes before suspension is completed, ineligibility will carry over to the next activity in which the student participates.
- If the period of time between a violation and an activity is 12 months or more, the athlete shall not serve an additional penalty.

- An ineligible student shall attend all practices or rehearsals but will not “suit up” for games or performances.
- If a student fails to complete an activity in which they are serving a penalty for a code of conduct violation the full penalty will be attached to the next activity in which the student participates.
- All penalties involving the Code of Conduct are cumulative throughout high school.

**NCAA COLLEGE FRESHMEN ELIGIBILITY**

The NCAA has established minimum academic requirements for all college freshmen who wish to participate in athletics at a Division I or Division II school. These requirements include successfully completing a core curriculum of at least 16 academic courses in the following areas:

**Division I**

**Division II**

4 years of English

3 Years of English

3 years of mathematics (Algebra I or higher)

2 years of mathematics (Algebra I or higher)

2 years of natural/physical science

2 years of natural/physical science

-1 year of lab

-1 year of lab

1 year of additional English, mathematics or natural/physical science or natural/physical science

3 years of additional English, mathematics

2 years of social science

2 years of social science

4 years of additional courses (from any area above, foreign language or comparative philosophy)

4 years of additional courses (from any area above, foreign language or comparative religion/religion philosophy)

Special education, remedial, vocational, and developmental courses do not meet these requirements. A student must pass every course used to meet the core curriculum requirements.

In addition, a student must earn minimum GPA and SAT or ACT score requirements. See the Counseling and Advising Department for further details regarding college eligibility.

**IHSA ELIGIBILITY RULES**

For a complete list of ISHA eligibility rules, please visit

[https://www.ihsa.org/documents/forms/current/elg\\_rules\\_lg.pdf](https://www.ihsa.org/documents/forms/current/elg_rules_lg.pdf)