



# 2020-2021 Student Handbook



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## **PART I - GENERAL INFORMATION**

### **Bad Weather Closing**

School will be held on all scheduled days unless announced otherwise by the Superintendent of Schools. Families will be notified by the Geneva School District's emergency notification system, and additional information can be found at [www.geneva304.org](http://www.geneva304.org) and through various Geneva 304 social media sites.

### **Daily Schedule**

School hours are from 8:35 a.m. until 3:24 p.m. Supervision before school hours begins at 8:05 a.m. Students may only be admitted to the building before 8:05 a.m. with a pass from a teacher; otherwise, the building is closed to students prior to 8:20. Students should report to their own team centers once admitted to the building. All students should be out of the building by 3:35 p.m. unless they are under the direct supervision of a teacher. **Please do not drop off your student before 8:05 a.m. unless they have a pass or permission from a teacher. Students arriving without a pass before 8:20 a.m. will not have access to the building.**

### **Bell Schedule**

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

### **2 Hour Late Start**

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

### **Half-Day Schedule-All Grade Levels**

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

### **Lost & Found**

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

### **Visitors**

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

to bring their driver's license or state ID and will be processed through the Raptor visitor management system in the main office. Security cameras are used to monitor school entrances and grounds.

### **Student Supplemental Insurance**

Geneva CUSD 304 is a member of the Collective Liability Insurance Cooperative (CLIC), which is an insurance cooperative of 149 school districts in the northern Illinois area. CLIC was formed to save school districts money in the insurance marketplace. As a member of this insurance cooperative, student accident insurance is provided to all District 304 students. The plan provides accident medical coverage for (not all) most accidents occurring during school sponsored and supervised activities including sports. This supplemental plan pays the reasonable and approved charges **not paid by other insurance** for claims filed within 90 days of an accident. There is no deductible and the lifetime maximum benefit is \$5,000,000. In the event of an accident, claim forms can be obtained from the school office. Additional student accident insurance can be purchased separately for those incidents that may occur outside of the school day or in those activities that are not school sponsored.

### **All-Kids Health Insurance for Illinois Children**

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

### **Notification of Asbestos-Containing Materials**

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

### **Use of Pesticides & Herbicides**

Geneva CUSD 304 participates in the Integrated Pest Control Management Program for each school facility. This program uses a variety of non-chemical pest control methods as well as limited use of pesticide, when needed, to reduce pest infestations and to minimize children's exposure to pesticides. Also, the district does use herbicides to treat the lawn for crabgrass and dandelions. If you need to be notified prior of the use of a pesticide, herbicide, insecticide, or rodenticide by District 304, please call the office of the Director of Facility Operations at (630) 463-3000.

*The Director of Facility Operations 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 II - EDUCATIONAL PROGRAM**

### **Academic Program**

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

#### **6<sup>th</sup> GRADE PROGRAM**

##### **Required Courses:**

Language Arts I & II

Mathematics

Science  
Year)

Social Studies  
Year)

Physical Education

2D Art (1 Trimester),

3D Art (1 Trimester),

General Music (1 Trimester),  
(1 Trimester)

##### **Elective Courses:**

Band (Full Year)

Choir (Full Year)

Orchestra (Full Year)

Study Hall (Full Year)

#### **7<sup>th</sup> GRADE PROGRAM**

##### **Required Courses:**

Language Arts I & II

Mathematics

Science

Social Studies

Family & Consumer Science (1 Trimester)

Entrepreneurship (1 Trimester)

Technology Education/Project Lead the Way

##### **Elective Courses:**

Band (Full Year)

Choir (Full Year)

Orchestra (Full

Study Hall (Full

#### **8<sup>th</sup> GRADE PROGRAM**

##### **Required Courses:**

Language Arts I & II

Mathematics

Science

Social Studies

Physical Education

##### **Full Year Elective Courses**

Band

Choir

Orchestra

Spanish

German

French

##### **Trimester Elective Courses**

Automation & Robotics

Computer Science

Culinary Arts & Hospitality

Digital Design

Fashion & Design

Music Creation

Studio Art

### **Accelerated Classes**

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

Accelerated classes are offered in mathematics at all three grade levels. The accelerated 6th grade math class follows a 7th grade curriculum. The accelerated 7th grade math class is pre-algebra/pre-geometry, which is the 8<sup>th</sup> grade curriculum, and the 8th grade accelerated math class is high school algebra. An identification matrix is used for the selection of students for math classes. Students who do not qualify utilizing the identification matrix may be identified using a placement test.

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

### **Student Commitment to Performing Ensembles**

Each concert in band, choir, or orchestra is a unit of study. As members of an ensemble, it is each student's responsibility to complete all coursework assigned, and to perform with the ensemble at the concert.

Parents of students interested in a schedule change must contact the music teacher directly to discuss the schedule change and initiate the process.

**PLEASE NOTE: Sixth grade students may choose to drop from an ensemble group prior to the 3rd Friday of school, but will not start their new schedule until that following Monday regardless of when they initiate the drop. 7th and 8th graders are not allowed to drop once the school year starts until the first trimester ends. All other drops must be made at trimester end, and their new course will begin on the first day of the new trimester.**

### **Homework**

We believe that homework is an integral part of the educational process. Homework is assigned to help students prepare for class, practice new skills, and extend their skills. Homework will be posted on the school website under the homework tab. Supervised study time is provided during the school day for students who are not in band, orchestra or choir. If you have concerns about the amount of homework your child has, whether it is too much or too little, please contact your child's teachers or counselor.

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

### **Grading Scale**

Grade	Minimum Percent
A+	97.5
A	92.5
A-	89.5
B+	87.5
B	82.5
B-	79.5
C+	77.5
C	72.5
C-	69.5
D+	67.5
D	62.5
D-	59.5
F	0

### **Progress Reports & Report Cards**

At the mid-point of each trimester, a progress report will be available to parents through Home Access Center. Parents can access weekly reports of their student(s) grades through Home Access Center. A printed progress report may be requested through the office on an individual basis. If you should ever have any questions regarding your child's progress, please contact any one of the teachers.

Parents/Guardians are able to download a 'Home Access Center' cell phone application through your cell phone service provider's app store.

Report cards are accessible through Home Access Center at the end of each trimester.

### **Honor Roll**

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

## **Parent-Teacher Conferences**

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

## **Testing Program**

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

## **Learning Resource Center (LRC)**

1. The learning resource center is open from 8:20 a.m. to 4:00 p.m. each school day.
2. The function of the learning resource center is for research and information gathering and reading for pleasure.
3. Students are expected to work quietly and not disturb others.
4. Coats, backpacks, beverages, candy, gum, and other food items are not to be brought into the learning resource center.

### **Checkout information:**

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

### **Overdue materials:**

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

### **Computers & Printers:**

1. Learning resource center materials may be located using the online catalog. Please ask for assistance if you are not able to find the information you need.
2. Various online resources may be accessed on the computers to assist students with research projects. The online catalog and some databases are accessible from home. Please see the librarian for web addresses and passwords.
3. Printers are to be used for school related projects.
4. To avoid paper waste, please ask for assistance if you need help printing.

## **Special Education**

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

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 age three to twenty-two. Special education programs and services are available to students meeting qualifying conditions within the following categories:

- Developmental Delay
- Deaf-Blindness
- Deafness
- Intellectual Impairment
- Other Health Impairment
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including blindness)
- Autism
- Emotional Disability



- Multiple Disabilities
- Specific Learning Disability
- Hearing Impairment
- 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 therapists, 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.

### **Section 504 of the Rehabilitation Act**

Students with disabilities who do not qualify for an Individualized Education Program (“IEP”) may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973, if the student (1) has a physical or mental impairment that substantially limits one or more major life activity, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

If you believe your student meets one of the above categories and requires reasonable accommodations, you may contact your building principal for more information regarding the identification, assessment, and placement of your student.

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.

### **Right to Inspect Materials**

Parents have the right to inspect all instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation of their child (20 U.S.C. 1232h). These rights include:

1. The right to inspect a survey created by a third party before it is administered and distributed to their student and procedures for requesting and accessing surveys distributed to students;
2. Arrangements to protect student privacy with regard to surveys requesting particular personal information;
3. The right to inspect any instructional material used as part of their child's educational curriculum, and the procedures for accessing this information;
4. Physical examinations or screenings that the district may administer to the student;
5. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), and the parent's right to inspect any collection instrument used for this purpose.

### **Equal Educational Opportunities**

According to Board Policy 7:10, equal educational and extracurricular opportunities are available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using Board policy [2:260](#), *Uniform Grievance Procedure*.

### **Sex Equity**

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

Any student may file a sex equity complaint by using Board policy [2:260](#), *Uniform Grievance Procedure*.

### **Parents' School Visitation Rights**

The *School Visitation Rights Act* permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends (820 ILCS 147/1 et seq.). Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours.

### **Every Student Succeeds Act (ESSA) Notice**

#### **Qualification of Teachers and Paraprofessionals**

Any public school district that receives Title I funds must notify the parents of each student attending a Title I school that the parents may request, and the district will provide upon such request, information about the professional qualifications of the students' classroom teachers, including, at a minimum, the following:

- a. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### Waiver of Student Fees

This notice is to advise you that you may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set out in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the principal. Forms for submission of such requests are available in the principal's office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the school in which your child is enrolled.

## PART III - ACTIVITIES AND EVENTS

### Activities

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

### School Activities & Interscholastic Athletics

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

### Athletic Eligibility

Students who participate in interscholastic athletics are required to have a sports physical examination on file each year in the athletic director's office and be registered online through the school's 8to18 athletic website.

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

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

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

### Geneva Middle School Parent-Teacher Organization (PTO)

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

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

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

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

## **Student Social Activities**

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

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

## **OFF-CAMPUS EXTRA-CURRICULAR ACTIVITIES**

Students riding busses to extra-curricular activities such as athletic events are expected to ride the bus back to school for parent pick up. If a parent is picking up directly from the event, the parent will need to sign out the student with the activity supervisor. A student can only be released to the parent, unless prior approval is given by a building administrator.

## **PART IV - SCHOOL SERVICES**

### **Food Service**

The cafeteria provides both a regular hot lunch and a la carte items. Students may bring a sack lunch if they prefer. Students are not permitted to leave the school grounds at lunchtime without parent and school permission. If time and weather permit, students may go to the play area for recreation after eating. Hot lunches and milk are available to students in the school cafeteria and may be purchased one of two ways. Parents can pre-pay for lunches with an electronic check or with a credit card on the school District's online payment program or by sending a check with the child's name on it to the school. Every student has his/her own individual debit account to purchase meals. Students may bring a sack lunch if they prefer. Applications for the Illinois Free Lunch Program are available at the school or District office. PushCoin, <https://www.pushcoin.com>, is the district funding source providing parents and guardians a quick, convenient process to pay for hot lunch service. PushCoin delivers convenient reports on lunch purchases and low balance notices. The system accepts e-check, credit and debit card forms of payment to fund your child's account. \*Processing fees for credit/debit card apply

### **Free or Reduced Price Meals**

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

### **Guidance & Student Services**

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

- Helping students with emotional, academic, career, and social issues that are typical of this age (such as study skills, bullying/teasing, friendship issues, divorce and the like.)
- Providing small group counseling sessions.
- Providing short-term individual counseling.
- Teaching counseling-related curriculum in classrooms.
- Acting as a referral person for community support agencies.
- Providing resources for parents about adolescent development.
- Meeting regularly with your student's teachers to increase communication.
- Helping transition students from elementary to middle school, and middle school to high school.

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

## **Health Services & Policies**

### ***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/ immunizations 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.

- Note: At the time of the printing of this information, guidelines for the management of COVID 19 in the school setting have not yet been formalized. The Health Department may recommend further exclusion criteria in certain cases.

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. 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.
4. 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.
5. E. Coli infections- Student may not return until an appropriate health care provider or health department certifies that the child can attend school.
6. 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.
7. 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.

8. 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.
9. Hepatitis (other types) - Student may not return until an appropriate health care provider or the health department certifies that the child can attend school.
10. 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.
11. 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.
12. 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.
13. Mononucleosis - Student may return to school with a doctor's permit.
14. Mouth Sores- Exclusion is recommended if the child has excessive drooling.
15. Mumps- Student will remain out of school for 5 days after the onset of the swelling and return with doctor's permission.
16. Norovirus- Student will remain out of school until 24 hours after symptoms have stopped, or under the direction of the health department.
17. 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.
18. 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.
19. 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.
20. Rubella- Student will remain out of school until 7 days after an onset of rash and as directed by the health department.
21. 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.
22. Scabies- Student may return to school the morning after treatment has begun and should show proof of having purchased the recommended treatment.
23. 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.
24. 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.
25. 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.

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 (eg. 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 a 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.

### **Homebound Students**

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

### **Transportation**

Free bus transportation is provided for students living more than a mile and a half from school. Routes are arranged by the transportation office to provide the safest and most efficient transportation for students. Students are expected to be at pick-up points **5 minutes prior to** the scheduled times. Activity buses leave the school at approximately 4:30 and 5:30 p.m. daily. Contact the school office regarding the route of the activity bus. The Activity Bus is provided to students after school free of charge. A student who wishes to ride a bus other than their own must have a note from the student's parent/guardian that has been approved by the main office. In accordance with state guidelines regarding COVID-19, masks or face coverings must be worn at all times while anyone is on a school bus. There may be some limited medical exemptions.

**Purpose of Face Masks:** to protect each other from respiratory droplets produced when we cough, sneeze, talk, or raise their voice (example: while shouting or singing).

When are Face Masks Required: As required by Illinois Department of Public Health (IDPH), except while eating and during band, face coverings/masks must be worn at all times in school buildings and on school property, even when social distance is maintained. This includes all school settings including at the bus stop, arrival, dismissal, hallways, classrooms, and/or on the bus. There may be limited exemptions for those who are medically exempt.

Approved Coverings: District 304 is requiring the use of cloth face masks or medical masks. Current CDC and IDPH guidance recommends the use of cloth face masks or medical masks that fully covers the mouth and the nose and fit securely around the face. The use of masks with exhalation vents or valves are not allowed based on CDC recommendations. The use of face shields can be used as an additional layer of protection and must be worn in addition to a cloth face mask or medical mask. Face shields cannot be worn in place of a cloth face mask or a medical mask. Other face coverings such as 'gaiters', bandanas, athletic face coverings, or neck warmers may not provide an adequate level of protection (source control) and will not be allowable face masks in Geneva Schools based on a review of CDC and IDPH guidance.

Violations to the district's handbook face mask protocol may lead to disciplinary action including but not limited to reteaching opportunities, parent/guardian contact, school based consequences, contracts, and/or a change in learning election from in-person to online only.

## **PART V - POLICIES AND SCHOOL RULES**

### **Attendance**

Regular school attendance promotes academic success. It is the policy of the Board of Education both to enforce the compulsory education requirements of the State of Illinois and to encourage regularity of attendance to ensure the maximum educational benefit for students. Students are expected to be in school daily except in case of illness or family emergency. **The State of Illinois requires that a child be in classes, not including lunch or passing periods, for 5 clock hours (300 minutes) to be counted as in attendance**

**for a full day. This means that a student can miss only 52 minutes (a little over one regular class period) and still be counted as present for a full day.**

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

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

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

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

### **Tardies**

Students are considered tardy to school if they are not in their first hour class at 8:35 a.m. Tardiness is excused due to illness and doctor appointments. When a student has four or more unexcused tardies to school in a single trimester, may result in a detention. Teachers will maintain records of tardies for their individual classes and apply consequences.

### **Truancy**

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

### **Lockers**

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

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

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

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes, but is not limited to, principal, assistant principals and school liaison police officers. For complete policy see Board Policy 7:140.

### **Physical Education Uniform**

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

## **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.

An individual student record will contain all of the state and federal mandated information.

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

Permanent records include the following information:

Temporary records may include the following information:

1. Basic identifying information, including student's name and address, birth date and place, gender, and the names and addresses of the student's parents;
2. Evidence required pursuant to the Missing Children's Records Act;
3. Academic transcript;
4. Attendance record;
5. Health record;
6. A record of release of permanent record information; and
7. Scores received on all State assessment tests administered at high-school level;
8. Scores received on college entrance exams;
9. AP Computer Science course designated as math;
10. Student's achievement of the State Seal of Biliteracy and State Commendation Toward Biliteracy; and
11. Student's achievement of the Global Scholar Certification.

1. A record of release of temporary record information;
2. Scores received on the State assessment tests administered in elementary grade levels;
3. Completed home language survey form;
4. Information regarding serious disciplinary infractions that resulted in expulsion, suspension, or imposition of punishment or sanction;
5. Information provided under the Abused and Neglected Child Reporting Act;
6. Any biometric information;
7. Health-related information;
8. Accident Reports;
9. Family background information;
10. Intelligence test scores;
11. Aptitude test scores;
12. Reports of psychological evaluations;
13. Elementary and secondary achievement level test results;
14. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations (may alternatively be included in permanent record);
15. Honors and awards received (may alternatively be included in permanent record);
16. Teacher anecdotal records;
17. Other disciplinary information;
18. Special education and Section 504 Plan records;
19. Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student;
20. E-mail and correspondence records which contain student's personally identifiable information;
21. Residency and enrollment documents;
22. Class schedules;
23. Summer school/ESY records;
24. Transportation records;
25. Signed Student/Parent Handbook or other Policy Acknowledgement forms;
26. Authorizations, waivers, and/or request forms (i.e. for field trips, free and reduced lunch, medication administration, etc.);
27. Investigation determination letters;
28. Truancy documents;
29. Order of Protection; and
30. Report cards and progress reports

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

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

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

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

### **Directory Information & Photographs of Students**

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

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

The State of Illinois requires that student teachers submit video clips of their teaching and samples of student work for assessment by professional evaluators. In fulfilling this requirement, your child may be filmed. The materials gathered are submitted securely to electronic platforms maintained by Pearson, where only scorers may securely access them. No student’s name will appear on any materials that are submitted, and materials will be kept confidential at all times. Policy prohibits the dissemination of student information to business organizations or financial institutions that issue credit or debit cards. For more information about directory information and its uses, see **Board of Education Policy 7:340[LS1] Student Records**. If you do not want the School District to disclose directory information concerning your child, in its entirety or in part, please so indicate in a letter to your school’s principal.

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

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

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

## **TECHNOLOGY - 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](https://www.geneva304.org/InternetSafetySecurity.aspx) page: <https://www.geneva304.org/InternetSafetySecurity.aspx>.

### **Educational Use of Third-Party Web-Based Programs and Services**

The District strives to provide its students with the most effective web-based tools and applications for learning. To that end, the District may utilize web-based programs and services operated by third parties. For students to use these

programs, certain personally identifiable information, such as the student's name and email address, must be provided to the third-party operator.

The Children's Online Privacy Protection Act ("COPPA") requires that these web operators obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students.

## **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 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**

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 (Reference 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, SmartPhones, TabletPCs, 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.

## **PART VI - SCHOOL RULES AND STUDENT CODE OF CONDUCT**

All rules apply to Geneva Middle 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.

### **Articles Not Permitted at School**

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

1. Skateboards, roller blades, roller skates, scooters, hover-boards, and toys.
2. Radios, TV's, electronic games, electronic organizers, beepers, laser pens, and other non-school related electronic devices.
3. Alcohol, tobacco, controlled substances, related paraphernalia (includes but is not limited to wrapping papers, pipes, e-cigarettes/vaporizers etc.), matches or lighters.
4. Any item that might be dangerous to one's self or others, such as knives, guns, or any other item that may be considered a weapon, or fireworks.
5. Any item which would distract from learning or disrupt the classroom or the school.
6. Aerosol containers.

7. Students are not permitted to bring coats or backpacks to class.
8. Food and drinks are not permitted in classrooms or hallways, except for water in a transparent bottle at teacher's discretion
9. Each teacher has the right to enforce his/her own gum rules within the classroom
10. **Students may not carry medication of any kind without permission from the nurse. This includes prescription drugs, non-prescription drugs, diet pills and herbal supplements.**

### **Bicycles**

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

### **Bus Rules**

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

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

\*In response to COVID-19, all students must wear a mask while riding a school bus.

### **Cafeteria Rules**

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

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

\*Guests to lunch will be restricted due to COVID-19.

## **Damage to Property**

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

## **Dress & Hygiene**

Students are expected to dress in a manner that promotes a positive learning atmosphere. For purposes of hygiene, shoes must be worn at school. The wearing of jackets, hats, bandannas, or other headgear, dog collars or chains is prohibited without prior approval from administration. Also prohibited are articles of clothing or accessories that advertise alcohol, tobacco, or illegal drugs; which denigrate the worth of other individuals or groups; which imply sexual innuendo; or which display weapons. In accordance with state guidelines regarding COVID-19, masks or face coverings must be worn at all times while anyone is in a school. There will be some limited medical exemptions.

Purpose of Face Masks: to protect each other from respiratory droplets produced when we cough, sneeze, talk, or raise their voice (example: while shouting or singing).

When are Face Masks Required: As required by Illinois Department of Public Health (IDPH), except while eating and during band, face coverings/masks must be worn at all times in school buildings and on school property, even when social distance is maintained. This includes all school settings including at the bus stop, arrival, dismissal, hallways, classrooms, and/or on the bus. There may be limited exemptions for those who are medically exempt.

Approved Coverings: District 304 is requiring the use of cloth face masks or medical masks. Current CDC and IDPH guidance recommends the use of cloth face masks or medical masks that fully covers the mouth and the nose and fit securely around the face. The use of masks with exhalation vents or valves are not allowed based on CDC recommendations. The use of face shields can be used as an additional layer of protection and must be worn in addition to a cloth face mask or medical mask. Face shields cannot be worn in place of a cloth face mask or a medical mask. Other face coverings such as 'gaiters', bandanas, athletic face coverings, or neckwarmers may not provide an adequate level of protection (source control) and will not be allowable face masks in Geneva Schools based on a review of CDC and IDPH guidance.

Violations to the district's handbook face mask protocol may lead to disciplinary action including but not limited to reteaching opportunities, parent/guardian contact, school based consequences, contracts, and/or a change in learning election from in-person to online only.

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

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

## **Locker Decoration**

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

## **Student Sales**

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

## **Teen Dating Violence**

All students have the right to a safe learning environment. The Board of Education strictly prohibits any act of teen dating violence committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation. For more information, see Policy 7:185.

## **Code of Conduct**

The Geneva Middle School Code of Conduct acts as a supplement to Board Policies Section 7 relating to Student Conduct and Student Discipline. The purpose of the Code of Conduct is to provide a safe, orderly, and constructive environment where teaching and learning can occur. It is our goal to promote fair and consistent standards and to help students develop personal responsibility and self-discipline.

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

## **Expected Behaviors**

### **1. STUDENTS ARE EXPECTED TO FULFILL THEIR CLASSROOM OBLIGATIONS.**

#### **Expected Behavior**

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

#### **Unacceptable Behavior**

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

Turn in all assigned schoolwork on time

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

#### **Expected Behavior**

#### ***Respect others' rights to:***

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

#### **Unacceptable Behavior**

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

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

#### **Expected Behavior**

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

#### **Unacceptable Behavior**

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

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

#### **Expected Behavior**

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

#### **Unacceptable Behavior**

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

## **CODE OF CONDUCT AND CONSEQUENCES**

All consequences for Category I, Category II, Category III and student chemical use are defined as ***guidelines only***. Consequences may be assigned as deemed appropriate by teachers and/or administrators.

### **Category I**

Violation of classroom rules, minor disruptions to the classroom or school (Examples include but are not limited to chronic tardiness, running in the hall, disrupting class, offensive language, excessive body marking). Each teacher has individual classroom rules, expectations, and consequences for violation of those rules. In the case of repeated violations, the teacher will call the parents. When student behavior persists or when the behavior is serious enough, the teacher may write an office referral.

### **Category II**

Category II behaviors are defined as: any behavior that impairs the teacher's ability to teach or the student's ability to learn. Behavior that is injurious or potentially injurious to one's self or others. Behavior that is disrespectful to others. (examples include but are not limited to: serious classroom disruption, physical altercation, mean-spirited conduct, taunting, provoking, throwing objects, rude/discourteous behavior directed at a student or a staff member, defiance, negligent property damage, cheating, forgery, plagiarism).

### **Category III**

#### ***Behavior that:***

- Causes injury to the student himself or to others
- Seriously disrupts the classroom.
- Seriously disrupts the school
- Any reasonable person would label as gross misconduct.

#### **Examples include but are not limited to:**

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

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

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

### **Category III Consequences**

Major misconduct for Category III may result in a suspension for 1 to 10 days. Parents will be expected to arrange a conference with school administration upon the return of their son or daughter from a suspension. Loss of privileges may also result from any suspension. Police may be notified of some behaviors. In some cases, an expulsion hearing by the Board of Education will be held.

The following behaviors/incidents which may result in a suspension or possible recommendation for expulsion include but are not limited to:

- Insubordination/Defiance
- Stealing
- Harassment
- Intentional Property Destruction (Financial Responsibility)
- Possession/Use of Ammunition/Fireworks
- Tobacco / Tobacco Paraphernalia
- Gang, Gang Related Activities & "Secret Societies"
- Possession and/or use of e-cigarettes or vaporizers, including related paraphernalia

- Fighting (with and without injury)
- Verbal or written abuse/threats directed at faculty, staff, or students
- False fire, False “911”, or threatening phone calls
- Possession/Use of weapon
- Possession/Use of a firearm or explosives
- Substance/Chemical Abuse
- Possession/Use of alcohol or drug paraphernalia
- Threatening bodily harm to others
- Gross Misconduct

### **Unique Situations**

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

### **Multiple / Chronic Violations**

A student who accumulates excessive referrals or several referrals for serious behavior may be disciplined in light of the student’s overall record. The student and parent will be notified and made aware that the student is accumulating too many referrals. Any student who has been suspended for violations of this guideline may be recommended for increased levels of consequences, referral to the Instructional Support Team, referral to police/community resources or other consequences that administration deems appropriate to protect the learning environment.

### **Disciplinary Action**

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

#### **Time Out**

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

#### **Teacher Issued Detentions**

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

#### **Administration Issued Detentions**

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

### **The following consequences may only be issued by school administrators: In-**

#### **School Suspension (ISS)**

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

## **Out-Of-School Suspension (OSS)**

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

## **Recommendation for Expulsion**

A recommendation for expulsion may be made when a student has exhibited unacceptable behavior. The desired outcome is modification in behavior. A student may be expelled for up to two calendar years. Students who are expelled may not be on school grounds at any time. Parents will receive written notice of an expulsion hearing.

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.

## **Law Enforcement Official**

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

## **Alcohol / Chemical Substances**

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

## **Tobacco**

Use, possession of tobacco, e-cigarettes, vaporizers, or solicitation to procure/purchase tobacco or tobacco products or paraphernalia (lighters/matches/papers) at school, on school property, at any school activity, or anywhere during regular school hours is prohibited.

## **Sale / Distribution – Alcohol, Chemical Substances**

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

## **Definitions & Conditions:**

- "Inappropriate" chemical substances include look-alike, inhalants or any mood-altering chemical that has harmful physical, mental or social consequences.
- Aerosol containers will be considered a potential inhalant. Possession of an aerosol container is strictly prohibited. If a student is found with an aerosol container in their possession it will be confiscated and the student will be warned of the consequences. If the student has used the aerosol for inhalant purposes they will fall under the appropriate disciplinary response stated previously.
- Local police may be notified of the rule violation.
- Prior incidents of misconduct and interventions may be considered when assigning consequences.
- Parents/students are responsible for the cost of drug education programs, professional chemical dependency evaluations, and follow-up on recommendations from evaluation or for the cost of a stop-smoking program.
- Students who have committed a second or third offense and have satisfactorily completed treatment for chemical dependency may apply for reinstatement to school activities when they have reached the following: three months of exclusion following a second offense or six months of exclusion following a third offense. A hearing will be held to consider such an application.



- Students who sell or distribute alcohol or other illegal or inappropriate chemical substances or paraphernalia for drug use are not eligible to apply for reinstatement to school activities.
- If a student or a member of a student's family voluntarily discloses treatment for chemical dependency prior to a student's violation of disciplinary policy, the student will not be subject to the above penalties as a result of that disclosure. Penalties will apply, however, if the student uses or possesses illegal substances on school property or at school events.
- A student's participation in a drug education program or submission to a professional chemical dependency evaluation will not become part of his/her permanent record.
- The term 'firearm' means any weapon which will or is designed to be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any destructive device, or any 'look-a-like' of any firearms

### **Bullying Policies (Student Discipline – 7:180 & 7:20)**

Bullying is prohibited by Board Policies 7:180 & 7:20 – Prevention of and Response to Bullying and Aggressive Behavior. It includes cyberbully and is defined as any severe or pervasive physical or verbal act or conduct, including communication made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one (1) or more of the following:

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

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

### **Due Process – 7:140 & 7:190**

The district provides appropriate notification and "due process" as required in all issues involving suspensions and expulsions.

### **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.