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Geneva High School

Student Handbook

Achieve Excellence and Empower Students to Succeed

Educate and prepare students with the **KNOWLEDGE**, **SKILLS**, and **PERSONAL QUALITIES** to be productive citizens.

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GENERAL NOTICES AND EDUCATIONAL PROGRAMMING

Requirements for High School Graduation

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

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

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

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

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

Cross Reference
Board Policy 6:300; *Graduation Requirements*

Course Load

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

Dual Credit Coursework

Geneva High School offers a number of courses designated as Dual Credit, meaning that students can earn high school and college credit simultaneously. Students and parents should consult the GHS Course Catalog for full details about how these courses work.

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

Students are placed into honors and Advanced Placement courses based on teacher recommendations, standardized achievement test scores, district placement exams, and sometimes a student writing sample.

Enrich and Empower (E2)

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

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

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

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

PLCs

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

During the PLC period, a variety of opportunities will exist for students to enrich their learning, collaborate with their peers, receive extra help on assignments in various tutoring centers, and participate in different ac tivities. In addition to these choices, there will be some required sessions for specific groups and grade levels held during the PLC time. Attendance will be taken at these mandatory sessions and app ropriate behavioral and disciplinary consequences will be issued for unexcused absences. The dates of these required sessions as well as additional information are listed on the high school website (h ttp://www.geneva304.org/PLC.aspx).**Personal Learning Choices available each week:**

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

Guidelines for Acceptance of External Credit

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

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

Courses taken for credit outside of Geneva High School will not be accepted or entered onto the student's official transcript unless the conditions listed on the Counseling and Advising website are met.

Cross Reference
Board Policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Waiver of 1st or 10th Hour Study Hall

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

Early Graduation

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

An Important Notice for Early Graduation Candidates:

I. After graduating:
- Early graduates may continue to be admitted to athletic events and dances at student prices with a current school ID, so long as the person abides by all rules regulating students.
- Early graduates may participate in senior activities as listed on the next page.
- Early graduates may compete for local, state, and national scholarships.

II. After graduating early, a person may not:
- Receive the diploma until the spring commencement exercises. When necessary, a letter will be given to the student stating graduation requirements have been fulfilled.
- Be a participant in any school activities including the following: interscholastic or intramural sports, drama, band, choir, clubs, Viking Revue, awards, banquets, newspaper or yearbook staff, contests (speech, math, poetry, essay), etc.
- Participate as a speaker in the graduation ceremony.
- Visit the high school, except with permission from an administrator.

III. Early graduates are responsible for:

- Getting all information regarding commencement exercises, practices, dates, and deadlines related to graduation.
- Ordering graduation announcements and cap and gown through the high school during the announced times.
- Attending graduation rehearsal.

Students who graduate one semester early will have their pictures included in the yearbook with the rest of the graduating class in the year they are eligible to participate in the graduation ceremony, provided they have met the deadlines and requirements set by the yearbook staff.

During the graduation ceremony, students with academic averages in the upper 5% will be recognized as determined by class rank at the end of seven semesters.

Parameters for Early/5th Year Graduates

Early Graduates (One semester early- January Grad)					
Prom	Y	Senior Breakfast	Y	Awards Assembly	Y
Graduation	Y	PTO Awards (For Seniors)	Y		
5th Year (Either 1 semester or 2 semesters late) (January or June Grad)					
Prom	Y	Senior Breakfast	N	Awards Assembly	N
Graduation	Y	PTO Awards (For Seniors)	N		
Y= Yes N=No					

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

Graduation Ceremony

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

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

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

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

ACT and PSAT/NMSQT Exams

During their time at GHS, students participate in a variety of required school-day standardized assessments from ACT, including the PreACT 9 Secure, PreAct Secure, and ACT. These are multiple-choice assessments of verbal, mathematics, and writing skills. Students will take subtests in English, reading, science, and math. The ACT also includes a written essay.

Additionally, sophomores and juniors have the option to take the College Board PSAT/NMSQT exam at GHS in October. Both ACT and the College Board provide students with a questionnaire that connects students with colleges and scholarship organizations. ACT and the College Board share student information with eligible colleges, universities, scholarships, and educational opportunity programs, who may in turn communicate with students about topics limited to the following areas:

- Colleges and universities that match a student's academic interests

- Scholarships and financial aid
- Majors, courses, and degree options

Enrollment in these services is not automatic; students can select this option on test day (and sometimes shortly thereafter online). By agreeing to the conditions set forth in this handbook, parents/guardians have given consent allowing their son or daughter to opt into the questionnaire and the services offered. If you do not wish to consent to your son or daughter making this choice on their own, please notify the GHS Main Office in writing of your request before the testing dates each year. More information is available at www.act.org and www.collegeboard.org

End of Semester Assessments

All students must take end-of-semester assessments or participate in an end-of-semester activity or project for a course.

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

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

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

Student Requests for Withdrawal from Class/Level Change

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

Textbook Collection Procedures

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

Report Cards/Unofficial Transcripts

Printed unofficial transcripts are mailed to the student's home approximately two weeks after the end of the school year. During the school year, grades can be accessed online.

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

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

A	Excellent	I	Incomplete
B	Above Average	WP	Withdraw Passing
C	Average	WF	Withdraw Failing
D	Below Average	WM	Withdraw Medical
F	Failure		

GPA

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

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

Grade Replacement

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

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

Weighted Grades

1. Geneva High School uses a dual grade reporting system. All students are eligible to select weighted courses.
2. Courses receiving additional grade weighting will include advanced placement (AP) courses and honors courses.
3. Transfer credits receive weighted credit only for weighted courses offered at Geneva High School.
4. The method of weighting consists of adding one additional grade point (1.0) to semester grades.
5. To receive additional grade weighting in Honors or AP classes, students must achieve a semester grade of C- or higher.
6. Cumulative grade point average (GPA) appears two ways on report cards and transcripts. One G.P.A. is computed without weighting. A second GPA using the weighted system is reported. Both weighted and unweighted GPA will be used in calculating semester honor rolls, National Honor Society eligibility, scholarships and for college admission purposes. This reporting method is available for college or university admission purposes and state or national scholarship/award programs. Geneva High School no longer reports individual rank in class. Instead, a grade point average (GPA) distribution statistic is provided at the conclusion of the sophomore, junior and senior years that communicates a student's relative standing within their graduation class. Colleges receive information

regarding weighted and unweighted GPA distributions via the GHS school profile, which contains the cumulative GPA information. The following data points are listed: The highest GPA as well as the following percentages: top 5%, top 10%, top 25%, and top 50%.

7. In lieu of choosing a valedictorian and salutatorian, the top five percent (5%) of the unweighted and the top five percent (5%) of the weighted GPA. list will be recognized during the graduation ceremony.

Late Work Protocol

1. Students can turn in work after the initial due date for 70% of its regular value up until the end of that chapter or unit
2. The late work policy may not need to apply to:
    a. Daily practice assignments that are graded for completion instead of accuracy (for example, math practice problems and world language vocabulary practice)
    b. Lower point value assignments gone over in class (for example, reading guides in English)
3. Course syllabi will clearly identify the types of assignments that are excluded from the late work policy

National Honor Society

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

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

P.E. Exemption

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

1. The student is participating on an athletic team or in marching band, dance, or cheer team as certified by the athletic director.

2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. A counselor must verify that the student's present and proposed schedule will not permit completion of the needed course.

3. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

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

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

OBLIGATIONS

It is the student's responsibility to clear all obligations at the end of each school year. Examples of obligations are to pay all district fees, return all books, pay library fines, turn in athletic equipment, pay for books, detention hours not yet served, etc.

STUDENT RECORDS

The Board of Education has established **Policy 7:340: Student Records** to ensure the privacy of student educational records as required by federal and state law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such

as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[1] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. The destruction schedule for your or your student's school records as required by rule of the Illinois State Board of Education, Section 375.40(c) is as follows:

Graduate, Transfer, or Withdraw 2026-2027 School Year:
Temporary records will be destroyed no earlier than July 1, 2033
Permanent records will be destroyed no earlier than July 1, 2087

Graduate, Transfer, or Withdraw 2027-2028 School Year:
Temporary records will be destroyed no earlier than July 1, 2034
Permanent records will be destroyed no earlier than July 1, 2088

Graduate, Transfer, or Withdraw 2028-2029 School Year:
Temporary records will be destroyed no earlier than July 1, 2035
Permanent records will be destroyed no earlier than July 1, 2089

Graduate, Transfer, or Withdraw 2028-2029 School Year:
Temporary records will be destroyed no earlier than July 1, 2036
Permanent records will be destroyed no earlier than July 1, 2090

6. The right to prohibit the release of directory information.

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 submitted materials, and materials will be kept confidential.

Throughout the school year, the District may release directory information regarding students, limited to: Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. 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.

Release of Information to Non-Custodial Parent
Upon the written request of either parent of a student whose parents are divorced, copies of the following, which are furnished by the School District to the custodial parent, will be mailed to the non-custodial parent:

- Reports or records which reflect the student's academic progress
- Reports of the student's emotional and physical health
- Notices of school-initiated parent-teacher conference

Transcripts

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

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

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

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

Requesting a Transcript

For GHS Students who need an unofficial transcript:
* Fill out a Records Request Form and return it to the Counseling & Advising Office
* Transcripts are typically ready for pick-up within 24 hours of receipt

For GHS Student who need an official transcript sent to college or scholarship:
* Fill out a Records Request Form and return it to the Counseling & Advising Office
* Request transcript for college in SchooLinks
* Allow 5-7 business days for processing of request
* Allow several additional days for processing if application or scholarship requires a recommendation or school report from a counselor

Directory Information

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

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

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

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

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

If you do not want Geneva Community Unit School District to disclose directory information concerning your child, in its entirety or in part, please indicate so in a letter to the principal. Upon receipt, school personnel will make reasonable efforts to comply with the request. In the event that a child is photographed and releases his or her own name to a non-school photographer, the district will not be responsible for the subsequent publication of the student's name.

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

ACADEMIC AND STUDENT SUPPORT SERVICES

SchooLinks Software Platform

Geneva High School utilizes the SchooLinks software platform to help students manage the processes involved with college applications and/or post-high school employment. Specifically, the SchooLinks modules of College Application Manager, Record Center, and Work-Based Learning may be used by students to manage a variety of important tasks as they progress through high school. Part of this process involves Geneva High School staff utilizing SchooLinks software to send student-specific documents to colleges, universities, and/or prospective employers on behalf of students (i.e. transcripts, letters of recommendation, etc.). Parents, guardians, and students over the age of 18 acknowledge that Geneva High School staff have consent to share this information with colleges, universities, and/or prospective employers on behalf of students. Parents, guardians, and students over the age of 18 who do not want Geneva High School to share this information with colleges, universities, and/or prospective employers must contact the GHS Main Office in writing.

Study Hall

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

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

Library

The library is open from **7:00 a.m. to 4:00 p.m.** on student attendance days. Students may use the library before and after school, during PLC, lunch, study hall (with a pass), scheduled classes, and blended learning periods.

Library materials are selected by certified district librarians in accordance with **American Library Association** guidelines. Materials are chosen to:

- Support the curriculum and students' interests and learning.
- Be appropriate for students' age, developmental level, and educational needs.
- Provide diverse perspectives and represent a variety of cultures, authors, and experiences.

Check-Out Procedures

Books and eBooks may be checked out for four weeks. Teacher Reserve materials are available for overnight checkout only.

Research database usernames and passwords are available on the school website. Chargers may be checked out for use within the library, and poster board for class projects is available for purchase.

Students are responsible for returning materials on time and paying any associated fees. Students with overdue materials or unpaid fines for more than 10 school days may lose checkout privileges and library access, except when attending with a class. Replacement costs will be assessed for lost or damaged materials.

Guidance and Counseling

The Student Services Department offers a wide variety of support services to students and their families. The guidance department work responsibilities include but are not limited to:

- Provide students with social emotional, academic, and executive functioning supports, when necessary
- Provide resources to parents

- Act as a liaison between community agencies and the school.
- Assist in planning for transition between levels

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross Reference
Board Policy 7:290, *Suicide and Depression Awareness Prevention*

Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Students who are parents, expectant parents, or victims of domestic or sexual violence have the right to access support and resources to help them continue their education and participate fully in school programs and activities.

Each school has designated resource persons available to assist students with accessing support services, educational accommodations, and community resources as provided under Illinois law. In Geneva CUSD 304, school counselors and school social workers serve as the designated Article 26A Resource Persons for students who are parents, expectant parents, or victims of domestic or sexual violence. Students seeking support are encouraged to contact their school counselor or social worker. Information will be handled with sensitivity and confidentiality to the extent permitted by law.

Cross Reference:
Boad Policy 7:250, *Student Support Services*

Sexual Abuse Response and Prevention Resource Guide

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference:
Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*
Board Policy 5:120, *Expectations and Guidelines for Employee-Student Boundaries*

Work Permits

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

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

College Representative Visits

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

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

Education of Children with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The District provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

The "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" is available on the District's website and a printed copy can be requested by contacting the guidance department.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the building principal.

Prioritization for Urgency of Need for Services (PUNS)

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included in the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. or information regarding PUNS, please visit: Illinois Department of Human Services - PUNS - Division of Developmental Disabilities or refer to the following documents:
Understanding PUNS (pdf)

Understanding PUNS - Spanish (pdf)

You may also contact the following District employes for assistance:

Shannon DelRe (sdelre@geneva304.org): Geneva High School
Jamie Cosentino jcosentino@geneva304.org): Elementary and Middle Schools
Melissa Groot (mgroot@geneva304.org): Early Childhood, Elementary, and Middle Schools
Laura Anderson (landerson@geneva304.org): MidValley Special Education Cooperative

Independent Evaluations/Diagnostic Rating Scales

A parent/guardian may request that staff complete diagnostic rating scales for outside providers by adhering to the following procedures:

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

Parents can request a copy of the protocol from their physician.

School Resource Officer

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

HEALTH, SAFETY, AND WELL-BEING

Allergen Awareness

Geneva CUSD304 is committed to creating a school environment as safe as possible. Some people entering our buildings may be at risk for developing a life-threatening allergic reaction (anaphylaxis). Potential allergens in the environment and foods are of greatest concern in the school setting. The most common food allergens are peanuts, tree nuts, milk, eggs, 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.

At the high school level,

- Powdered latex products including latex balloons, craft supplies, gloves, and other medical products should not be used throughout the school setting including, not limited to, within the curriculum or at school-sponsored events. Powdered latex products release latex into the air and can circulate through building HVAC systems. If balloons are utilized, the suggested alternatives would be mylar or non-latex balloons.

Animals

- State and federal laws allow students with disabilities to be accompanied by a service animal trained to perform specific tasks. These animals may attend all school functions, both in and outside the classroom. The school will inform students and parents if a service animal is assigned to a student in their school and will collaborate with families affected by allergies to develop an appropriate plan if needed.
- There are times when animals are allowed in the school setting. Because allergies, asthma, immune concerns, and other health conditions may make animal contact unsuitable for some students, the school will provide notice to families if there are animals in a school building. The school will work closely with families with medical concerns to develop an appropriate plan if needed.

Food

- Teachers should make every attempt to avoid food items in the curriculum. However, if there is not a suitable alternative, the teacher should contact students with food allergies, and their parents, in advance to discuss alternative options.
- There are some individuals who have medical conditions that necessitate eating throughout the school setting (ex. individuals with diabetes, hypoglycemia)
- If food is allowed in a classroom, no food should be shared between students and food should NOT contain peanuts or tree nuts. Additional restrictions or allowances may be necessary due to medical diagnoses within the classroom.
- In Foods classes, teachers will work with individual students and their parents to support the student's medical, and allergy needs. Alternative assignments may be provided when needed.
- Food items are discouraged as an incentive or reward overall. Allowances may be necessary for students with formalized educational plans.
- Food should not be eaten on the school bus except for individuals who have medical conditions that necessitate eating throughout the school setting (ex. individuals with diabetes, hypoglycemia). If food will be available or served at an off-campus activity (ex. field trip, sporting event, or club activity), the student and parent will communicate with, in advance, the staff / coach/ or sponsor coordinating the activity, to develop a plan supporting the student's medical and allergy needs.

School Food Services

- School food services will provide ingredient lists and nutritional information for all food and drink served. Information is available online and at the point of service.
- Students as well as parents/guardians are encouraged to reach out to food service managers with any questions including information on food preparation and ingredients.

- Prepared foods sold in the cafeteria are generally free from peanut and tree nut products; an exception to this is at Geneva High School- food services may have a limited number of prepackaged items for sale (ex. peanut butter and jelly sandwich, ice cream snickers).
- Food should not be shared between students.
- Students should review ingredients and nutritional information for other items sold on campus; if an item does not have a commercial ingredient label, students should assume these items are not allergen safe. Students with food allergies may bring their own food to all events.
- Lunchroom tables and benches will be cleaned routinely after each sitting with district approved cleaning agents. Depending on student needs, a designated allergy safe area may be determined by the administration and a Certified School Nurse.
- Staff Training: Staff participate in regular training covering allergy recognition, emergency response, and the administration of emergency medications (e.g. Epinephrine).

Use of Pesticides and Herbicides

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Facility Operations at (630)463-3000.

Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

For additional information regarding reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds, refer to Board Policy 4:160, *Environmental Quality of Buildings and Grounds.*

Annual Student Health Summary

An annual student health summary must be completed by the parent/guardian and submitted to the school nurse at the start of each new school year as 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.

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 before 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 must comply with the physical examination and immunization requirements of the grade they are entering. Out-of-state transfer students will need a physical exam/ immunization completed in compliance with Illinois standards and dated no more than one year before the enrollment date. 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 take place within 18 months before 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 a 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 emergency room. Attempts to contact parents will be made.

Illness/Injury

The District utilizes guidance from the Illinois Department of Public Health regarding school exclusion for diagnosed illnesses. Additionally, the Kane County Health Department may specify symptoms which need to be reported to the school for disease surveillance at times of high disease prevalence. 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:

- Conjunctivitis – Exclude if conjunctivitis is accompanied by symptoms of systemic illness or if the child is unable to keep hands away from the eye.
- Cough- Exclusion is recommended if the child is experiencing 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.
- Diarrhea/ Vomiting- Exclusion until diarrhea and/or vomiting have ceased for at least 24 hours without anti-diarrheal medication. Prior to returning to school, the child should have resumed a typical diet and fluid intake.

- Fever - A temperature of 100.4 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 unless diagnosed with a communicable disease (refer to IDPH communicable disease charts for further exclusion criteria).
- Mouth Sores- Undiagnosed mouth sores should be assessed by an appropriate health care provider.
- Rash- Undiagnosed rashes need appropriate health care provider'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. Athletic policies may have additional guidelines.

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

As per Board 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. Except 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 building administrator's direction.
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 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 a *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan (e.g., diabetes), (3) an Allergy Emergency Action Plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. The District shall incur no liability, except for willful and wanton conduct, because 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 an undesignated glucagon supply in its name. The provision for undesignated medications will be VOID when the District cannot secure a prescription for, or the medication supply. 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 card will be checked at the State's verification site.
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 card will be checked at the State's verification site.
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 way that, in the District or school's opinion, would disrupt the educational environment or expose 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's 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.

Cross Reference:
Board Policy 7:270, Administering Medicines to Students

Medical Excuses from Physical Education

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.

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 student has an order to self-carry an emergency medication, the parent/guardian is responsible for ensuring that the student has emergency medication with him/her at the event. A 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 off-campus event.

OPERATIONAL SERVICES

Visitor Guidelines

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

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

Fee, Fines, and Charges; Waiver of Student Fees

PushCoin is the District's online payment system and is used to process student fees, food service payments, school store purchases, field trips, and webstore transactions. Wallet funds may also be transferred to pay outstanding student fees. For students with outstanding balances, PushCoin applies payments to the oldest unpaid charges first. All prior-year fees must be paid in full before payments can be applied to current-year fees.

Parents and guardians are encouraged to add only amounts that can reasonably be used by their student during the school year. Unused wallet balances will remain in the student's account and carry forward to the following school year. Automatic refunds will not be issued.

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

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

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

Athletic participation fees may be refunded in cases of non-participation. Refunds will not be processed for account balances totaling less than $5.00. Additionally, refunds will be issued to the student's PushCoin wallet.

Parent/Guardian of students transferring out of the District must complete a refund request to receive a refund. For students who leave the District during the school year, fees will be refunded according to the following schedule:

Date Enrollment Ends	**Registration**	**Activity**	**Technology**	**Course**
Thru September 30th	100%	100%	100%	100%
Oct 1 – Nov 30	50%	50%	No refund	Semester 1 only – no refund Full Year – no refund Semester 2 only – 100%
Feb 1 – end of year	No refund	No refund	No refund	No refund

*All schools have the right to handle refunds on a case-by-case basis. Students who drop-out or are expelled will not be refunded.

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

For graduating seniors, any remaining account balance will be transferred to a younger sibling's account, and the parent/guardian of record will be notified of the credit by email. Upon receiving the notification, the parent/guardian may

request a full refund if the balance exceeds $5. If a graduating senior has a credit balance greater than $5 and no younger sibling is enrolled in the District, the parent/guardian of record may request a full refund. Refunds are not issued automatically and must be requested. All approved refunds will be issued by check to the parent/guardian of record. No refunds will be issued for balances of less than $5.

Fee Waivers

The school establishes fees and charges to fund certain school activities. During registration, all student fees are automatically charged to the student's PushCoin account. Students will not be denied the opportunity to participate in curricular and extra-curricular programs of the school District due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardians are unable to afford student fees may complete a Fee Waiver Application for their household.

If a family experiences a change in household or income status, they may apply or re-apply for a fee waiver at any time throughout the year. A family that is paid in full but qualifies for a fee waiver after the start of the second semester, under the above circumstance, will receive a refund of 50% of the fee waiver eligible fees paid to date upon request.

Eligibility is effective on the date the application is received by the Business Office. Any fees accumulated from past school years are still owed. If you need further information concerning waiver of school fees, please contact the Business Office at 630-463-3030.

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. As a member of this insurance cooperative, student accident insurance is provided to all District 304 students. The plan provides medical coverage for (not all) most accidents occurring during school-sponsored activities. 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 maximum lifetime 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 child's care. For more information on this program, visit the website at www.allkids.com.

Free and Reduced-Price Food Services: Meal Charge Notification

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

The eligibility requirements and the application process for the free and reduced-price food services are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. Applications for the Illinois Free Lunch Program are available on the District's website. Applications are also available at the school or Coultrap Educational Services Center.

Medicaid Reimbursement

Geneva CUSD 304 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP), 504 plan, or health plan. 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 now or at any time in the future, please email your child's principal. Regardless of your decision, the District must continue to provide, at no cost to you, the services listed in your plan. 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 school plan.

Transportation

Bus transportation is provided for students who live more than a mile and a half from school. Bus routes are arranged by the Director of Transportation. Students are required to walk to pick-up points. After a.m. bus drops off, all students are to report to the building. The bus driver is responsible for the students during transportation to and from Geneva High School. The right of students to ride on the bus is based on good behavior and observance of rules and regulations. The safety of all passengers and the driver requires the cooperation of all students. The driver has the authority to designate assigned seating to ensure bus safety and compliance with bus and school rules. If a student persists in violating rules and regulations, he/she may lose bus privileges. The length of time for removal from the bus will be determined by the high school administration.

STUDENT ATTENDANCE

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

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.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

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

Unexcused Absences and Truancy

Any absence without a valid cause is unexcused. Truancy is a serious issue and will be dealt with in a manner by the school and District that is aligned to Illinois School Code. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (unexcused absences) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants may be offered support services and resources aimed at correcting the truancy issue including but not limited to referrals to an appropriate agency.

The determination of what work may be made up for credit following an unexcused absence is at each teacher's discretion. Please note that the district does not approve of nor sanction any form of Senior Ditch Day.

Additional consequences apply to unexcused absences:

- When a student receives an unexcused absence from a single class period, they are assigned a one (1) hour extended detention and the determination of what work may be made up for credit is at each teacher's discretion.
- Ifa student is unexcused from two periods on a given day, they are assigned a two (2) hour extended detention.
- If a student is unexcused absent from more than two periods, they are assigned a three (3) hour extended detention.

- If a student is unexcused absent from all periods during the school day, they may be assigned a one (1) day in-school intervention
- In the event that a student continues to accumulate an excessive number of unexcused absences in one or more class periods, they may be subject to additional extended detention hours or In-School Intervention, as determined at the discretion of a GHS administrator.
- If a student's attendance does not improve, a meeting with a parent/guardian and the student may be arranged, and an attendance contract may be put in place.

Tardies

Tardies to all classes are considered any arrival after the bell within the first five minutes (10 minutes for first period) of the class period. Any tardy after the first five minutes (10 minutes for 1st period) through the midpoint of the class period, will be considered an excessive tardy. Students will receive a one (1) hour detention for each excessive tardy for each class period each semester. If student timeliness to class does not improve, they may receive additional disciplinary consequences as determined at the discretion of a GHS administrator.

If a student is tardy to class without a valid excuse, the following consequences will apply for each unexcused tardy each semester:

- 1st Unexcused Tardy: Student warned by teacher
- 2nd Unexcused Tardies: Student warned by teacher
- 3rd Unexcused Tardies: Teacher assigns an one (1) hour detention
- 4 or more Unexcused Tardies: Students are assigned a one (1) hour extended detention by their dean.

Reporting Absences

Parents and guardians should record their child's absence in ParentVue. If the parent/guardian is unable to submit the absence electronically, parents can call the attendance hotline at (630) 463-3801 or email ghsattendance@geneva304.org and include your student's name, ID number and reason for the absence. If the school is not contacted, a parent will be called to verify the absence.

If you should need to take your student out of class during the school day, please submit this absence in ParentVue. The student will be issued a pass reflecting the time of dismissal and the student should sign out of the office before leaving school grounds.

If unable to submit the absence in ParentVue, you may send a handwritten note or email stating the reason for the early dismissal, along with the date, time, and your signature. Your student should bring the note to the deans' office first thing in the morning. They will then be issued a pass reflecting the dismissal time requested. Students must sign out of school when leaving and sign in when returning.

To participate in extracurricular activities, student must be in school at least a half a day on the day of the activity.

Vacations during the academic year are discouraged. Students will miss instruction and may not be able to make up teacher presentations, small-group collaboration, daily assignments, or work involving laboratory set-ups. Absences due to vacation may affect academic progress and grades.

<u>In the event of pre-planned trips and college visits, students must communicate directly with their teachers before leaving.</u>

Interventions for Excessive Absences

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

considered in this total.

If a student accumulates an excessive number of absences, whether excused or unexcused, a conference may be scheduled with a member of the GHS Student Services and/or administrative team, along with the student and their family. During this meeting, an attendance contract may be developed to support improved attendance. If a student's attendance does not improve after an attendance contract has been implemented, a student may be removed from one or more class periods, assigned a failing grade for those classes, and placed in a study hall.

STUDENT EXPECTATIONS, CODE OF CONDUCT, AND DISCIPLINE

The purpose of the Code of Conduct is to promote a safe, orderly, respectful, and productive learning environment where all students can thrive academically, socially, and emotionally. Through clear expectations and consistent practices, we strive to foster personal responsibility, self-discipline, respect for others, and positive decision-making.

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

School administrators reserve the right to address behaviors that interfere with the safety, well-being, or orderly operation of the school, even if they are not specifically listed in this document.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of Board Policy 7:190.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Administration, all electronic devices must be kept powered off or silenced during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions*, *non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

17. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Expected Student Behaviors

Students are expected to contribute to a safe, respectful, and productive school environment. The following expectations apply to all students. Failure to meet these expectations may result in disciplinary action as determined by the severity, frequency, and circumstances of the incident.

Maintain an Appropriate Learning Environment: Students are expected to refrain from behaviors that disrupt teaching or learning. Students are expected to obey directions and instructions of school personnel. Use of obscene, vulgar, or abusive language or gestures is not tolerated. Students should not be in the possession of any printed/written/drawn material that is deemed inappropriate. Each teacher has their own set of classroom expectations which include progressive consequences. Classroom disruptions may result in classroom consequences, an teacher-issued detention, or a referral to a dean for additional interventions.

Respect School and Personal Property: Students are expected to treat school property and the property of others with care. Damage, vandalism, or defacement of property may result in disciplinary action, restitution, and/or police involvement. Students are not allowed to throw food or other inappropriate items. Littering violations will result in the following consequences:

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

Respect the Dignity of Others: Students are expected to respect the personal dignity and physical boundaries of others. Behaviors such as depantsing are strictly.

Carry and Present Identification Upon Request: An ID card is furnished to each student at the beginning of the school year. This card must be carried at all times. Students will not be admitted to school dances, extracurricular activities without ID. Additionally, a student ID is required for student pricing at athletic events. Students who lose their ID should report to the Deans' Office for a replacement that will cost $5.00. Students who do not carry their school-issued identification card and or accurately identify themselves when requested by a staff member are subject to consequences.

- 1st Offense: 30-minute detention
- 2nd Offense: 1-hour detention
- 3rd Offense: 1-hour extended detention

Report Promptly When Directed by Staff: Students must report immediately to the designated location when issued a pass by a staff member.

- 1st Offense: 30-minute detention
- 2nd Offense: 1-hour detention
- 3rd Offense: 1-hour extended detention

Resolve Conflicts Appropriately: Students are expected to avoid verbal or physical altercations and to leave the area of a conflict when directed by staff. For school purposes, "self-defense" is not "fighting back" Self-defense is the prevention of harm by blocking, holding, or at best, moving away from the aggressor. Retaliation is considered fighting, not self-defense. Any student involved in a verbal or physical altercation will be referred to administration.

Follow Food and Drink Expectations: All food and drink with the exception of water, should be confined to the cafeteria area or the Food's room unless permission is granted by a staff member.

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

Follow School Food Delivery Procedures: Students may not arrange for food deliveries from restaurants, delivery services, parents/guardians, or other outside sources during the school day. People attempting to deliver food (including parents/guardians) to any GHS student will not be permitted to do so.

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

Be Honest and Truthful: Students are expected to provide accurate information and may not forge, alter, or falsify passes, notes, signatures, or other school documents, nor falsely represent a parent or guardian.

- 1st Offense: 3-hour extended detention
- 2nd Offense: 1-day In-School Intervention

Treat All Staff with Respect: Students are expected to demonstrate courtesy and respect toward all school personnel, including teachers, administrators, paraprofessionals, administrative assistants, custodians, bus drivers, and cafeteria staff.

Remain in Authorized Areas: Students are expected to be only in areas where they are authorized to be and that are appropriately supervised. Loitering in restrooms is prohibited. Multiple students may not occupy a single restroom stall or single-user restroom at any time. Student may not leave campus without permission. Students found in unauthorized areas, including on school grounds after the school day or a school-sponsored activity has ended without authorization, may be considered trespassing.

Do Not Possess Lighters, Matches, or Flammable Materials: Students may not possess lighters, matches, or other flammable materials on school property or at school-sponsored activities. Such items will be confiscated and disciplinary consequences will be assigned as follows:

- 1st Offense: One (1) hour extended detention; confiscation of material
- 2nd Offense: Two (2) hour extended detention; confiscation of material
- 3rd Offense: Three (3) hour extended detention; confiscation of material
- Additional Offenses: In-School Intervention; confiscation of material

Follow Physical Education (P.E.) Dress Expectations: Students are expected to wear appropriate attire for Physical Education class. Students who do not change into the required P.E. clothing and remain in school attire will be subject to the following consequences:

- 1st Offense: Five (5) points deducted from the student's grade
- 2nd Offense: Five (5) points deducted from the student's grade and a 30-minute detention
- 3rd and Additional Offenses: Five (5) points deducted from the student's grade and a one hour detention.

Student Dress and Appearance

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

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

- Clothing that contains images or language depicting or promoting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity) may not be worn at school.
- Clothing that contains hate speech, violent language or imagery, profanity, or pornography is prohibited.
- Clothing that contains Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups may not be worn at school.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed) or does not fully cover their genitals or buttocks may not be worn at school.
- Caps, hats, or head coverings may be worn in the building during the school day provided they do not compromise the ability to identify a student, compromise academic integrity, or cause a disruption to the learning environment.

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

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day. Shirts may be turned inside out if wording can be hidden, or a cover-up can be put on to fix the problem.
2. Students will be provided with temporary school clothing to be dressed to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Depending on the nature of the dress code violation, the inappropriate item in question may be held for an extended period of time and parent pick up may be required. Students who have been requested to change their attire must keep it changed throughout the school day.

Repeated offenses may result in further consequences.

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

Academic Integrity

- At Geneva High School, we strive to achieve excellence and empower students to succeed by providing them with the knowledge, skills, and personal qualities to be productive citizens. Academic Integrity is essential to this mission. It ensures that grades reflect a student's knowledge and guarantees a fair, respectful environment for everyone. Upholding academic integrity means doing your own work, acknowledging the contributions of others, and taking responsibility for your intellectual growth.

Procedures

- Maintaining a culture of academic integrity is a shared responsibility among students, staff, administrators, and families. Geneva High School is committed to fostering an environment in which honesty, accountability, and ethical decision-making are expected and valued.

- Students are expected to:
- Complete their work honestly and independently unless collaboration has been specifically authorized.
- Properly cite and acknowledge the work, ideas, or contributions of others.
- Seek clarification when they are uncertain about academic expectations.
- Respect assignment and assessment procedures and classroom guidelines.
- Teachers are expected to:
- Clearly communicate expectations regarding independent work, collaboration, technology use, and academic honesty.
- Design learning experiences and assessments that encourage authentic student learning.
- Address concerns regarding academic dishonesty in a fair and consistent manner.
- Support students in developing the skills necessary to work with integrity.
- Families are encouraged to support honest academic practices and reinforce the importance of personal accountability and ethical conduct.
- Academic integrity is ultimately about character as much as academics. Geneva High School believes that mistakes can be opportunities for growth. While violations of this policy will result in academic consequences, the primary goal of our response is to help students develop the habits of honesty, responsibility, accountability, and ethical decision-making that will serve them throughout their lives.
- Examples of academic dishonesty may include, but are not limited to, the following:
- Giving, receiving, and exchanging information with another student during an examination or quiz;
- Using notes, devices, websites, or other resources during an examination or quiz;
- Submitting false, altered, or fabricated information for academic credit;
- Obtaining assessment materials, including an answer key, without teacher authorization;
- Submitting a paper or project that is not the student's work;
- Copying another person's assignments or allowing another person to copy one's assignment;
- Plagiarizing or presenting material taken from another source without proper documentation, including when AI is used;
- Submission of work that is identical to that of another student when collaborating. Study or homework collaboration is not considered academic dishonesty. However, students may not submit identical work. Teachers will clearly communicate expectations for collaboration and independent work;
- Removing or photographing an examination or parts of an examination without permission;
- Impersonating a student to assist the student academically or, having another person impersonate the student to assist academically;
- Stealing or accepting stolen copies of an examination or answer key;
- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- Altering a teacher's grade book;
- Falsifying information for applications (e.g., National Honors Societies, college scholarships);
- Using technology, electronic devices, calculators, software, online resources, artificial intelligence tools, or communication devices in ways that violate teacher guidelines;
- The use of any smart glasses or any similar wearable device with built-in cameras, microphones, or AI assistants is strictly prohibited in all academic settings unless given permission by a GHS staff member;
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
- Unlawfully copying computer software or data created by others;
- Misusing school technology systems, accounts, or educational platforms for academic advantage; and/or
- Any other action intended to misrepresent a student's own learning or to gain academic credit dishonestly.

Consequences for Violations of Academic Integrity

- Consequences for violations of academic integrity may include, but not be limited to, academic consequences, which may include a zero, meeting with the parent(s)/guardian(s), detentions, extended detentions and ISI. Academic dishonesty offenses are cumulative throughout a student's enrollment at GHS.

Additional or More Serious Offenses Include, but are not Limited to:

- Stealing, distributing, selling, purchasing, or sharing exams, answer keys, or confidential academic materials;
- Accessing or attempting to access a teacher's personal possessions (e.g., bag, desk, computer, files, cabinet, etc.) to obtain or view an examination, quiz and/or answer key;
- Possessing assessment materials or answer keys without authorization;
- Altering grades or academic records in any paper or electronic system; and/or
- Removing or reproducing assessment materials from the Assessment Center without permission.
- A student who commits repeated academic integrity violations or engages in more serious offenses may face enhanced consequences, including the loss of course credit as reflected on the student's permanent academic record.

AI Introduction

- Geneva High School supports the safe and responsible use of Artificial Intelligence (AI) and Generative AI. The rapid rise of generative AI, chatbots, and other emerging technologies is transforming how we learn, work, and interact with the world. As these tools become increasingly integrated into daily life, it is essential that students develop the knowledge and skills to engage with them thoughtfully and responsibly. AI literacy – understanding what AI is, how it works, and its social and ethical implications – has become a critical component of the 21st century education.

Use of Artificial Intelligence

- AI is not a substitute for schoolwork that requires original thought. While some teachers may permit the use of AI on class assignments, others may have different expectations. Before using any AI tool for schoolwork, it is important to fully understand your teacher's expectations for the assignment.
- Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher is strictly prohibited. The use of AI for these purposes constitutes academic dishonesty or plagiarism and will result in an academic and/or disciplinary consequence.
- In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher.
- Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

Cell Phones and Other Electronic Devices

Students may bring cell phones and other personal electronic devices to school; however, their use is limited to specific times during the school day. Students may use cell phones only during passing periods and lunch periods. During all class periods, cell phones must be turned off, out of sight, and stored as directed by the teacher or school staff. Cell phones and other personal electronic devices use during instructional time is not permitted unless a teacher has clearly approved its use for a specific educational activity. Students are expected to follow all staff directions regarding cell phone use and storage.

The administration recognizes that not all students carry cell phones, and there may be times when they need to make a phone call during the school day. A student who needs to make a phone call may proceed, with permission from the teacher, to the Dean's Office where permission may be granted. Students may not receive phone calls directly while in class. All incoming call should be made to the Dean's office which will relay the information to the student.

Students are not allowed to take a picture or video of any staff or student without their consent. Students are not allowed to take or receive pictures of tests, quizzes, or other assessments.

Use of electronic devices in any locker room or washroom is strictly prohibited.

Electronic devices seized may be inspected by an administrator if the data indicates that the student has used the item for improper purposes, including, but not limited to cheating or the violation of any school rule. If a student attempts to

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

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

- 1st Offense: One (1) hour detention. Confiscation of the item.
- 2nd Offense: One (1) hour extended detention. Confiscation of the item.
- 3rd Offense: Two (2) hour extended detention. Confiscation of the item until a parent/guardian can pick it up.

For repeated violations, additional consequences may be imposed, including a three-hour extended detention, confiscation of the item until it is picked up by a parent/guardian, and/or a requirement that the student check their cell phone into the Dean's Office at the start of each school day. Students may also be prohibited from possessing a cell phone while at school.

Student Parking and Driving Expectations

Driving and parking on school property is a privilege, not a right. To help maintain a safe and orderly school environment, students who drive to school must register their vehicle(s) with the Deans' Office and obtain a valid parking permit. Parking permits authorize students to park only in designated student parking areas and must be properly displayed at all times.

Students are required to park only in marked spaces within their assigned lot. Parking is prohibited in spaces designated for staff, visitors, driver education vehicles, individuals with disabilities, loading zones, fire lanes, or any other restricted area.

The Geneva School District is not responsible for damage to, theft of, or loss of vehicles or personal property contained within vehicles parked on school property.

Parking permits are non-transferable and may not be shared, exchanged, altered, or reproduced. Students found using, creating, possessing, or distributing counterfeit parking permits may lose parking privileges and be subject to additional disciplinary action.

Vehicles parked on school property are subject to search in accordance with Board of Education policy and applicable law. By parking on school property, students acknowledge that vehicles and their contents may be searched by school officials.

Administration reserves the right to suspend, revoke, or deny parking privileges for violations of school rules, parking regulations, or safety expectations. Loss of parking privileges will result in forfeiture of any parking fees paid and may affect eligibility to participate in future parking lotteries.

The following behaviors may result in the loss of parking privileges, as well as additional disciplinary consequences:

- Driving at excessive speeds on school property
- Reckless or unsafe driving
- Repeated parking violations
- Being in the parking lot during the school day without authorization from the Deans' Office
- Leaving campus without permission during the school day
- Being on campus while serving an Out-of-School Suspension
- Possessing illegal substances, drug paraphernalia, alcohol, tobacco or nicotine products, weapons, look-alike weapons, or other prohibited items in a vehicle

Parking violations are cumulative within each semester and may result in the following consequences:

- 1st Offense: One (1) hour extended detention; student may be required to move the vehicle.
- 2nd Offense: Two (2) hour extended detention; student may be required to move the vehicle.
- 3rd Offense: Three (3) hour extended detention; student may be required to move the vehicle.
- Additional Offenses: In-School Intervention and/or loss of parking privileges.

Administration reserves the right to modify or revoke parking privileges and assign consequences based on the severity and circumstances of a violation.

Field Trips

Participation in field trips is a privilege. Students attending field trips are expected to follow all school rules and behavioral expectations. Violations of school rules during a field trip may result in disciplinary action and restrictions on future field trip participation.

For serious violations, including chemical use, fighting, theft, or gross disrespect, the following consequences may apply:

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

Administration may also restrict a student's participation in field trips due to academic, attendance, behavioral, or safety concerns.

Bulletin Boards and Displays

All materials displayed on bulletin boards or posted on school property must receive prior approval from the Student Activities Director or a designated school administrator. Unauthorized, altered, or defaced materials may be removed by school staff at any time.

Lockers

Freshmen and new students will be assigned a locker and lock during registration. Other students may request a locker through the Deans' Office. Students may use only their assigned locker. Unauthorized use of another student's locker is prohibited.

Students may personalize lockers with removable, school-appropriate items that do not damage or permanently alter the locker. Temporary notices, photographs, and magnetized items are permitted. Permanent adhesives, markings, stickers, gum, or any item that damages the locker are prohibited. Students should report any locker damage to the Deans' Office and are expected to keep lockers clean and free from damage or defacement.

Lockers and locks are the property of Geneva Community School District 304 and may be inspected or searched by school officials in accordance with Board policy and applicable law. Students are responsible for removing all personal belongings from lockers at the end of the school year.

Students may be financially responsible for any damage caused to their locker.

Physical Education Lockers

Athletic locker rooms are not available for student use during the school day. Students enrolled in Physical Education will be issued a lock for use with their assigned P.E. locker. Students should store P.E. clothing and personal belongings in their assigned locker. The school is not responsible for lost, stolen, or damaged personal property.

Transportation Expectations for Fox Valley Career Center

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

- 1st Offense: One (1) hour extended detention.

- 2nd Offense: Two (2) hour extended detention.
- Additional Offenses: Three(3) hour extended detention

Skateboards, Rollerblades, and Heelys

The use of skateboards, rollerblades, Heelys® shoes, or similar devices is prohibited on school property. Items used on campus may be confiscated and held in the Deans' Office.

Student Publications

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

Dances

The following rules apply to all Geneva High School dances:

- All students must present a current student I.D. card to gain admittance to the dance.
- Students who wish to bring non-Geneva High School students as guests to a dance must register them prior to the deadline using the GHS Guest Form in the Deans' Office.
- Attendees must be enrolled in high school or no older than 19 years of age.
- All students must arrive within one hour of the beginning of the dance.
- Students who leave a dance for any reason may not re-enter.
- All school rules are in effect during dances, including those held off-campus.
- All students attending a dance sponsored by Geneva High School acknowledge that it is a school-related event, and all school rules apply.
- Guests that are removed from any dance, for any reason, will no longer be welcome at future GHS functions.
- The administration reserves the right to remove any student from a dance for any type of behavior that is deemed inappropriate.

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

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

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District and school goals.

Bullying Prohibited

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, assistant principal, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it. Anonymous reports are also accepted through the District's Safe Tip Line.

Harassment Prohibited

No person, including a school District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using

derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IV)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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.

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Cross Reference:
Board Policy 7:20, *Harassment of Students Prohibited*
Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*
Board Policy 7:185, *Teen Dating Violence Prohibited*

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Cross Reference
Board Policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*

Search and Seizure

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

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

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

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

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may 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 the school's disciplinary rules or school District policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

Seizure of Property

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

Cross Reference:
Board Policy 7:140, *Search and Seizure*

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:
Board Policy 7:150, *Agency and Law Enforcement Requests*

Behavioral and Disciplinary Measures

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

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

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral and disciplinary interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Cross Reference:
Board Policy 7:190, *Student Behavior*

Extended Detentions

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

- Weekday extended detention begins at 4:00 for students assigned one hour of extended detention. Students who are assigned more than one hour of extended detention may start their detention at 3:00. Saturday detention begins at 8:00 a.m. Any student arriving late or failing to attend may be subject to increased extended detention hours or an In-School Suspension.
- Students are to bring their necessary textbooks, assigned reading material, paper, pens, pencils and supplies to detention. If they complete all of their schoolwork, students may read quietly. Locker trips will not be permitted.
- Students will sit in seats assigned by the supervisor and may not leave them without permission.
- Students must remain seated at all times in an upright position. Sleeping is not permitted.
- No talking is permitted unless the student raises his/her hand and is granted permission to ask a question of the supervisor.
- The student is responsible for his/her own transportation to and from extended detention.
- The District's regular discipline policies will apply while the students are on campus for extended detention.
- If a student is asked to leave extended detention at any time for inappropriate behavior, arriving late, sleeping, etc., he/she will not have successfully completed the extended detention and may be subject to additional extended detention hours or an In-School Suspension.

Failure to Serve an Assigned or Extended Detention

If a student fails to attend their assigned detention or extended detention, the following additional consequences will be implemented:

- If the assigned extended detention is one (1) hour in length, a two (2) hour extended detention will be assigned.
- If the assigned extended detention is two (2) hours in length, a three (3) hour extended detention will be assigned.
- If the assigned detention is three (3) hours in length, an In-School Intervention will be assigned (intervention to replace suspension)

If a student fails to serve an assigned teacher detention, regardless of it's length, a one (1) hour extended detention will be assigned.

Social Suspension

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

Actions that may result in students being placed on social suspension include, but are not limited to, drug or alcohol violations, use of tobacco, use of electronic cigarettes/vaping, fighting, theft, or any type of misconduct that takes place at a school-related activity.

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

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

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

Out-of-School Suspension and Expulsion Procedures

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

The dean will collect available evidence and review comments from staff and any witnesses. The student accused of an alleged infraction will be given an opportunity to respond to the charges.

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

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

Re-Engagement of Returning Students

A school administrator 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.

TECHNOLOGY

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.**

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;
h. 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;
i. 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;
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 user's responsibility (e.g., student, employee, guest) to abide by this policy. For additional information regarding the safeguards in place for students while using District Technology, please visit our Internet Safety &Security page. To ensure the safe use of technology by all stakeholders, it is important that parents, students, and staff work together. If you see something, say something.

World Language Students: Third Party Privacy Policy for Voces, Digital

Voces Digital, an approved operator that provides World Language curriculum resources in some World Language courses at the middle and high school levels, outlines in their privacy policy a detailed list of the information they collect and their practices. Student work may include written, audio, video, an/or image submissions. Parents have the right to elect to opt-out their child from using the Voces platform and/or request at any time a description of the types of personal information collected, or to review, delete, and prevent further use or collection of the child's personal information.

Google Workspace for Education's Additional Google Services

Geneva CUSD 304 uses Google Workspace for Education's additional Google services: Google Earth and YouTube at the middle and high school levels. Due to Google Workspace for Education's policies, for all students under 18, the District must seek parent/guardian permission to continue student access to their account.

As background, Google collects account information; activity while using the core services; settings, apps, browsers and devices while accessing the services; location information; and direct communications. However, Google will not share this information other than with its affiliates or the District.

The District provides opt-out for student participation in Google Workspace for Education's additional Google services. This opt-out waives the expectation that your student will have a school issued account which may limit their ability to access school related resources. To opt your student out, please send a letter to your child's principal. This does not preclude your student from accessing these services as a non-signed in user or with a personal account.

Social Networking Website Access

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. During an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination**.**

Additional consequences may be taken if the action falls under the School Code of Conduct.

One-to-One Devices

Student/Parent Portable Device Guidelines

School-issued devices should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens. 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.

LEGAL AND ETHICAL USE

All aspects of the Acceptable Use Policy and Student Handbook remain in effect.

1. File Sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e., music, video, images).
2. The technology department staff distribute school-related software to devices. Software may be delivered in multiple ways:
    - Silent/background installations which require no user intervention;
    - Self-service installation by users of approved software as made available;
    - Manual installation by technology department staff;

3. Students may NOT allow others to use his/her portable computing device.
4. Students may NOT share user account information with other students.

EQUIPMENT

1. Geneva CUSD #304 retains the sole right of possession of the device and grants permission to use the device according to board policy and District guidelines.
2. Device configuration must be maintained and not altered.
3. It is the sole responsibility of the student to back up any data stored on the device.
4. 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.

GENERAL PROCEDURES AND PRECAUTIONS

1. The student is responsible for the 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 devices in situations where damage is likely to occur.
2. Students must bring their fully charged, ready-to-use device to school every day.
3. Students are responsible for securing their device. It should be in their possession or stored in their locker.
4. Device care guidelines:
   - Do not use extreme pressure.
   - Heavy objects should never be placed on top of the device.
   - Ensure that there is nothing on the keyboard before closing the lid.
   - When cleaning the screen, use a soft, dry microfiber or antistatic cloth.
   - Device must remain free of any unapproved writing, drawing, stickers, and labels.

RESPONSIBILITY FOR MAINTENANCE, DAMAGE, REPAIR, REPLACEMENT, AND LOSS

1. Follow maintenance alerts and guidance provided by school technology personnel.
2. Promptly report any malfunction, loss, damage, or theft to the District's technology department.
3. 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 replacing the device.
4. The student/parent will be responsible for payment of all applicable repair/replacement fees.
5. If the device, or associated accessories, are lost or intentionally damaged, the student/parent will be responsible for paying the full replacement cost. For intentional damage incidents, the building administrator will develop a plan for the reissuing of a student device.
6. All accidental damage to a school-issued device must be reported promptly to the technology department. A temporary loaner device will be issued to the student, if available, while the device is being repaired or replaced. Technology staff will determine the repair/replacement cost, and the student/parent will be assessed for the repair fee.
7. Students will be asked to provide a statement which describes the events which led to the damage. In any 365-day period:
   - **First occurrence:** A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.
   - **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.
   - **More than 2 occurrences:** Damage will be assumed to be the result of neglect or intentional action unless proven otherwise. Parents 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 for the repair fee.
8. Identification/Asset Tags
   - Each device will be labeled with a District identification/asset tag. These tags may not be removed, modified, or tampered in any way.

- Students can be charged up to full device replacement cost for tampering with District identification/asset tag or turning device in without tag.

Cross Reference:
Board Policy 6:235, *Access to Electronic Networks*

Student Use of Personal Electronic Devices

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 of 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, Tablet PCs, iPods, iPads, E-Readers, etc.) on school District property and at school-related functions. Although students may possess these devices, use is restricted. Student cell phones should be off and in the student's lockers throughout the school day unless specifically used for an educational purpose as instructed by the teacher or authorized by school for a specific purpose.

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.

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. District administrators 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 confidentiality expectation will exist in 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. 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 to its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to contact 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 must report the violation to a building administrator.

Cross References:
Board Policy 6:220, *Student Use of Personal Electronic Devices*
Board Policy 7:190, *Student Behavior*
Board Policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*

EXTRA -CURRICULAR ACTIVITIES

Code of Conduct

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

- a positive attitude
- self-discipline
- commitment
- leadership
- teamwork
- respect for rules, themselves, and others
- healthy living habits

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

General Expectations and Consequences

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

Academic and Attendance Expectations and Consequences

A student who participates in an extra-curricular sport or activity (ECP) are expected to attend all classes, all the time, unless excused by a parent/guardian. Unexcused absences are not acceptable. Participants who have unexcused absences or are truant during a season, including tryouts and/or auditions, may be ineligible to participate in the next contest or performance. Individual team or organization sanctions may also be applied.

Academic Eligibility

A student must pass at least five academic classes each week and every semester to be eligible to participate in practice or contests. If a student has less than five academic classes, they must be passing all academic classes.

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

Attendance Eligibility

A student must attend a minimum of four academic classes a day to be eligible to practice, compete, or perform on any given day. Students not scheduled for four or more academic classes will be reviewed on a case-by-case basis.

Team/Organization Expectations and Consequences

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

1. Attend practice, contests, awards nights, and/or any other function related to the activity.
2. Travel on school-arranged transportation to all events related to the activity, unless pre-approved and accompanied with a written note.

3. Be responsible for all equipment, materials, and/or clothing issued and the return of same at the conclusion of the activity.
4. Display appropriate conduct always including respect for persons and property.
5. Follow all team/organization rules as outlined by the coach/sponsor.

If a problem occurs with the Team/Organization Expectations, the sponsor/coach with assistance from the Principal, Athletic Director, or Designee will be responsible for appropriate disciplinary action.
This may include losing the privilege of participating in extra-curricular activity.

Behavioral Expectations and Consequences

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

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

Chemical Use Expectations and Consequences

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

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

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

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

Code of Conduct Points of Emphasis

- If the season concludes before suspension is completed, ineligibility will carry over to the next activity in which the student participates.
- If the period between a violation and an activity is 12 months or more, the athlete shall not serve an additional penalty.
- An ineligible student shall attend all practices or rehearsals but will not "suit up" for games or performances.

- If a student fails to complete an activity in which they are serving a penalty for a code of conduct violation the full penalty will be attached to the next activity in which the student participates.
- All penalties involving the Code of Conduct are cumulative throughout high school.

NCAA College Freshman Eligibility

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

Division I	**Division II**
4 years of English	3 years of English
3 years of mathematics (Algebra I or higher)	2 years of mathematics (Algebra I or higher)
2 years of natural/physical science	2 years of natural/physical science
-1 year of lab	-1 year of lab
1 year of additional, English, mathematics, or natural/physical science	3 years of additional English, mathematics
2 years of social science	2 years of social science
4 years of additional courses (from any area above, foreign language or comparative philosophy, religion/religion philosophy)	4 years of additional courses (from any area above, foreign language or comparative philosophy, religion/religion philosophy)

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

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

For a complete list of ISHA eligibility rules, please Constitution, By-laws & Policies - IHSA

Parental Rights Notifications

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. 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. Letters verifying participation in this program are available from the school office upon request.

Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians

- Other activities that are for the use and benefit of the school District

For additional information, please see Board Policy 7:345

Sex Offender and Violent Notification Law

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Cross Reference
Board Policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*