Geneva Middle School Student Handbook (2026-2027)

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General Notices and Educational Programming

Emergency Closing

The District's number one priority is to have students in person at school as much as possible. Please refer to the District's website for further information regarding School Closings and Late Starts.

General School Information

School Hours and Supervision

School hours are **8:35–3:24**. Morning supervision begins at 8:05. Students may enter the building before 8:05 only with a pass from a teacher. The building is otherwise closed to students until 8:20.

Upon entering the building, students should report directly to their grade level area. At the end of the school day, all students must leave the building by 3:35 unless they are under the direct supervision of a staff member.

Students should not be dropped off before 8:05 unless they have prior permission from a teacher or staff member. Students arriving before 8:20 will not have access to the building.

Regular Bell Schedule

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

2 Hour Late Start

Grade 6	Time	Grade 7	Time	Grade 8	Time
Period 1	10:35-11:05	Period 1	10:35-11:05	Period 1	10:35-11:05
Period 2	11:08-11:38	Period 2	11:08-11:38	Period 2	11:08-11:38
Period 3	11:41-12:11	Period 3	11:41-12:11	Period 3	11:41-12:11
Lunch	12:14-12:39	Period 4	12:14-12:44	Period 4	12:14-12:44
Period 4	12:42-1:12	Lunch	12:47-1:12	Period 5	12:47-1:17

Period 5	1:15-1:45	Period 5	1:15-1:45	Lunch	1:20-1:45
Period 6	1:48-2:18	Period 6	1:48-2:18	Period 6	1:48-2:18
Period 7	2:21-2:51	Period 7	2:21-2:51	Period 7	2:21-2:51
Period 8	2:54-3:24	Period 8	2:54-3:24	Period 8	2:54-3:24

Half-Day Schedule – All Grade Levels

Period 1	8:35-8:58
Period 2	9:01-9:24
Period 3	9:27-9:50
Period 4	9:55-10:16
Period 5	10:19-10:42
Period 6	10:45-11:08
Period 7	11:11-11:34
Period 8	11:37-12:00

Educational Program

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

6th and 7th Grade Program		
Required Courses	Music Based Electives	Exploratory Electives
Language Arts I & II	Band *	Art
Mathematics	Choir *	General Music
Science	Orchestra *	Stem
Social Studies		Family & Consumer Science
Physical Education		

8th Grade Program		
Required Courses	Music Based Electives	Exploratory Electives
Language Arts I & II	Band*	STEM
Mathematics	Choir*	Art
Science	Orchestra*	FACS
Social Studies		Media Production
Physical Education		Digital Music
		French
		German
		Spanish

*Student Commitment to Performing Ensembles

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

Accelerated Classes

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

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

is used for the selection of students for math classes. Students who do not qualify utilizing the identification matrix may be identified using a placement test.

Students with superior abilities in Language Arts are offered accelerated classes at all three grade levels. These students exhibit several of the following characteristics: superior verbal ability, well-developed vocabularies, the ability to think abstractly, strong writing skills, and a high level of performance in previous Language Arts classes. An identification matrix, which can be found on the District's website, is used for the selection of students for these classes.

Homework and Make-Up Work

Homework is considered an integral part of the educational process. Homework is assigned to help students prepare for class, practice new skills, and extend learning. Homework assignments are posted on StudentVUE and ParentVUE (Synergy). Supervised study time is provided during the school day for students who are not enrolled in band, orchestra, or choir. Questions or concerns regarding the amount of homework assigned, whether excessive or insufficient, should be directed to teachers or a school counselor.

Grading Scale

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

Honor Roll

Honor rolls are based on semester grades and are published at the conclusion of each semester. Grades in language arts, mathematics, science, social studies, and foreign language are used to determine honor roll status. The High Honor Roll includes students with straight A's for the semester. The Honor Roll includes students who

have an average of B or better. Grades of D or F in any subject automatically exclude students from the Honor Roll.

Progress Reports and Report Cards

At the midpoint of each semester, progress reports are available through ParentVUE. ParentVUE also provides access to weekly grade updates, allowing families to monitor academic progress throughout the school year. Report cards are available through ParentVUE at the conclusion of each semester. Printed reports are available upon request through the school office. Questions regarding a student's academic performance should be directed to the appropriate teacher.

Parent-Teacher Conferences

The school calendar accounts for designated parent-teacher conference days. Parents are invited to conferences if there is a need to have a conference. Should concerns arise outside of the designated conference days, parents should contact their child's teacher.

Standardized Testing Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms. Students in grades 6th-8th participate in the NWEA MAP assessment three times a year. The Illinois Assessment for Readiness and Illinois Physical Fitness Assessment is administered in the spring to students in grades 6th-8th. Students in eighth grade also participate in the Illinois Science Assessment once a year. All students are asked to complete survey questions pertaining to the Illinois 5 Essentials Survey. Some students may be required to take the Dynamic Learning Maps (DLM) or the WIDA ACCESS. Further information regarding timelines and procedures for standardized assessments will be provided at the time of the assessment. Additional information can also be found on the District's website.

Visitors

Geneva Middle School is an educational environment, and it is important that students come to learn. As a result, visitors are not permitted to attend classes, lunch, or school parties. All visitors between the hours of 8:00-3:30 are required to bring their driver's license or state ID which will be processed through the Raptor Visitor Management System. Security cameras are used to monitor school entrances, grounds, and hallways. All visitors must report to the main office.

Lockers

Lockers remain the property of the school and are assigned to students for their convenience and use during the school year. Hall lockers are assigned at the beginning of each school year, and physical education staff assign gym lockers.

All hall and gym lockers are equipped with school-issued built-in combination locks. The use of personal padlocks or other unauthorized locking devices is not permitted.

Students are responsible for maintaining the security of their lockers and should not share locker combinations with other students. Questions regarding hall locker assignments or combinations should be directed to the main office.

Students wishing to decorate a locker for a special occasion must obtain approval from the school office at least one school day prior to the event. School staff reserve the right to deny or remove locker decorations that are inappropriate, disruptive, or inconsistent with school expectations.

Students may not write directly on lockers or attach materials that could damage school property. All decorations must be removed promptly after the event, and the locker area must be left clean and free of debris.

Lost and Found

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

Physical Education Uniform

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

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.
Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Any student may file a sex discrimination or sex equity complaint under the District's Title IX Grievance Procedure.

Cross Reference:
Board Policy 2:260, *Uniform Grievance Procedure*
Board Policy 7:10, *Equal Educational Opportunities*

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*

Student Services and Special Education

Guidance and Counseling

The Student Services Department at Geneva Middle School 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*

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

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.

Attendance, Promotion, and Graduation

Student Absences

Regular school attendance promotes academic success. It is the policy of the Board to enforce the compulsory education requirements of the State of Illinois and to encourage regularity of attendance to ensure the maximum educational benefit for students. Students are expected to be in school daily except in case of illness or family emergencies.

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.

Parents and guardians should record their child's absence in ParentVue before 8:30 a.m. If the parent/guardian is unable to submit the absence electronically, they may report the absence by calling the main office attendance line before 8:30 a.m. A reason for the absence must be included in the message. If the school is not contacted by 9:30 a.m., 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 main 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.

School 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.

Tardies

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

Truancy

Student attendance is critical to the learning process. Truancy is therefore 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.

Physical Education Exemption

Students may be excused from participation in 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 health reasons requires a note from a licensed provider. The school District reserves the right to request updated medical notes from the provider to document continued need for PE and/or recess excusal.

Additionally, 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.

Students excused from PE due to a health condition must contact their PE teacher to discuss makeup requirements.

Home Hospital Instruction

Students must be enrolled in a Geneva CUSD 304 school to receive home or hospital instruction. Home or hospital instruction is not intended to supplant school services and is by design temporary. The student's inability to attend school for medical reasons must be certified by a licensed medical Physician, Advanced Practice Nurse, or Physician Assistant. The licensed medical provider determines whether a student will, due to a medical condition, be out of school for a minimum of two consecutive weeks (10 school days) or on an ongoing intermittent basis.

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Operational Services

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.

Refunds of school fees will be issued only upon request by a parent or guardian. 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.

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.

School Lunch Program

The school cafeteria offers a daily hot lunch as well as a variety of à la carte items. Students may also choose to bring a sack lunch from home.

Students are expected to remain on campus during the lunch period. Leaving school grounds during lunch requires prior approval from both a parent/guardian and the school. When time and weather permit, students may use the outdoor play area for recreation after eating.

Hot lunches and milk are available to students in the school cafeteria. Meals may be purchased through each student's individual lunch account. Families can add funds to a student's account through **PushCoin,** the District's online payment system. PushCoin provides a convenient way to prepay for meals using e-check, credit card, or debit card payment options and offers detailed purchase reports and low-balance notifications. Meal funds may also be added to the student's account by sending a check, clearly marked with the student's name, to the school office. *Please note that processing fees apply to credit and debit card transactions.*

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.

Transportation

Free bus transportation is provided for students who reside more than 1.5 miles from their school. Bus routes and schedules are established by the Transportation Department to ensure the safest and most efficient service possible.

Students are expected to be at their designated bus stop at least five (5) minutes prior to the scheduled pick-up time.

Activity buses are available to transport students following after-school activities and generally depart from the school at approximately 4:30 p.m. and 5:30 p.m. Information regarding activity bus routes and stops may be obtained from the school office. Activity bus transportation is provided at no cost to students.

Students are expected to ride their assigned bus. Any student wishing to ride a bus other than their regularly assigned route must provide a written request from a parent/guardian and receive approval from the school office prior to the end of the school day.

Health, Safety, and Well-Being

Allergen Awareness

Geneva CUSD 304 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.

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's health summary.

Physical Examination and 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 before October 15th of the school year. Noncompliance will result in exclusion from school. Also, to pick up their Fall schedule, High School students are asked to submit these documents or have proof of an appointment scheduled prior to October 15th.

In-state transfer students are required to comply with the physical examination and immunization requirements of the grade they are entering. Out-of-state transfer students will need 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.

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*

Field Trips or Off-Campus Events

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

Pre-school, elementary, and middle school: Emergency, provider-ordered, medications which the parent has provided to the building nurse's office will be sent on field trips. Parents/guardians are encouraged to speak to the building level nurse if additional planning is needed regarding their child's health conditions/medications.
High school: 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.

Elevator Use & Other Medical Accommodations

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

In general, student backpacks are to remain in their lockers during the school day. If a student has an illness or injury that would be aided by the use of a backpack during the school day, a pass may be issued with a note from parent and physician. These and other special privileges will be issued at the discretion of the school.

Extracurricular Activities and School Events

Student activities are considered an important component of the middle school experience and provide valuable opportunities for student engagement, leadership, skill development, and school involvement. The school takes pride in offering a variety of programs and appreciates the dedication and commitment of staff members who devote significant time and effort to making these opportunities available to students. Additional activities may be offered throughout the school year based on student interest, availability of sponsors, and program resources.

All Grades (6th, 7th & 8th)

Art Club	Band	Chamber Ensemble	Chess Club
Choir	Cross Country	Dance	Intramural Offerings
Leo's Club	Math Counts	Orchestra	Pit Band
Science Club	Social Studies Club	Student Council	Variety Show
Writers' Club	Yearbook	Viking Gamers Club	

6th Grade Only

6th Grade Play

7th & 8th Grades Only

Boys Basketball	Boys Volleyball	Cheerleading	Fiddle Club
Football	Girls Basketball	Girls Volleyball	Jazz Band
Musical	Track	Viking Voices	Wrestling

8th Grade Only

World Language Club

Athletic Eligibility

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

Academic eligibility for athletics is determined through a weekly review of student grades in all classes. Eligibility is reviewed each Tuesday by the coach and/or the Athletic Director. Students earning three or more grades of D or F at the time of the review will be declared ineligible beginning on Wednesday of that week. Ineligibility will remain in effect until a reinstatement form is completed, or through the next eligibility review.

Eligibility requirements apply not only to athletics but are also shared with performing music groups, drama programs, clubs, and other extracurricular activities.

Additionally, to participate in after-school extracurricular activities, students must be in school for at least half a day on the day of the activity.

Geneva Middle School Parent-Teacher Organization (PTO)

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

The PTO is funded by annual dues, fundraisers, and various other events. These funds support numerous projects such as the GMS School Directory, assemblies, the Honor Student Recognition, Jivin Geneva, drama productions, and teacher wish lists.

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

On-Campus Extra Curricular Activities

All school rules apply to extra-curricular activities, including appropriate use of technology. Students who violate these may lose the privilege of attending the next activity in addition to school consequences.

To support our staff and parent volunteers who supervise school events and activities, parents/guardians are expected to arrange transportation in advance and pick up students promptly at the conclusion of each event. Because activities end at their scheduled times, students should have transportation arrangements confirmed prior to the event and should not need to make transportation calls after the activity has concluded.

Students should be picked up within 15 minutes of the scheduled end time. If a student remains at school 30 minutes after the event has ended and a parent/guardian cannot be reached, local law enforcement may be contacted to assist in ensuring the student's safety. Students who are not picked up within 30 minutes after an event concludes may be subject to restrictions on participation in future extracurricular activities.

Off-Campus Extra-Curricular Activities

All school rules apply to extra-curricular activities, including appropriate use of technology. Students riding buses to extra-curricular activities are expected to ride the bus back to school for parent pick-up. If a parent picks their child up directly from the activity, the parent must sign the student out with the activity supervisor. A student can only be released to their parent/guardian unless prior approval is given by a building administrator.

Student Expectations, Code of Conduct, and Discipline

The Geneva Middle School Code of Conduct serves as a supplement to board policies relating to student conduct and student 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.

Student Expectations for a Positive Learning Environment

The following expectations are designed to help create a safe, respectful, and productive learning environment. While the examples below provide guidance, they are not intended to be an exhaustive list of all expected or prohibited behaviors within each classroom.

1. **Students Are Expected to Meet Their Academic Responsibilities**
   Expected Behaviors
   - Arrive to class on time and prepared to learn
   - Bring required materials and assignments to class
   - Complete and submit assignments on time
   - Participate actively and positively in classroom activities
   - Follow classroom procedures and teacher expectations

- Demonstrate effective listening, study, and organizational skills
- Use instructional time productively and responsibly
- Maintain academic honesty in all schoolwork

Unacceptable Behaviors
- Tardiness to class
- Failure to complete or submit assignments
- Coming to class unprepared or without required materials
- Disrupting instruction or the learning environment
- Failure to follow classroom rules and expectations
- Academic dishonesty, including cheating or plagiarism
- Misuse of class time

2. **Students Are Expected to Respect the Rights of Others**
   Expected Behaviors
   - Treat all individuals with courtesy, dignity, and respect
   - Contribute to a safe and inclusive school environment
   - Respect the right of others to learn without interruption
   - Honor individual differences and personal boundaries
   - Support a positive atmosphere for learning and personal growth

   Unacceptable Behaviors
   - Verbal, written, physical, or electronic harassment
   - Discriminatory conduct based on race, religion, sex, disability, or any other protected characteristic
   - Classroom disruption or interference with learning
   - Use of profanity, offensive language, or inappropriate gestures
   - Running, fighting, hitting, pushing, tripping, throwing objects, spitting, or other unsafe behaviors that could cause harm
   - Spreading rumors or intentionally damaging another person's reputation

3. **Students Are Expected to Respect the Dignity and Worth of Others**
   Expected Behaviors
   - Demonstrate politeness, courtesy, and good citizenship
   - Maintain a positive attitude toward peers and staff
   - Respect personal space and boundaries
   - Take responsibility for personal actions and choices
   - Respond appropriately to redirection and constructive feedback

   Unacceptable Behaviors
   - Teasing or taunting
   - Swearing or using inappropriate language
   - Making derogatory remarks or engaging in put-downs

4. **Students Are Expected to Respect School Property and the Property of Others**
   Expected Behaviors
   - Help maintain a clean, safe, and orderly school environment
   - Return materials and equipment to their proper locations

- Use school property, equipment, and technology responsibly

Unacceptable Behaviors

- Misusing, damaging, or destroying school equipment, materials, or property
- Littering or creating unnecessary messes
- Theft or possession of stolen property
- Vandalism or intentional destruction of property

Personal Items and Materials

In addition to items prohibited by Board Policy 7:190, students may not bring items to school that create safety concerns, disrupt learning, or interfere with the educational environment. Prohibited items include, but are not limited to:

- Skateboards, roller blades, roller skates, scooters, hoverboards, and toys.
- Radios, televisions, electronic games, electronic organizers, and other non-school-related electronic devices.
- Any item that distracts from learning or disrupts the educational setting.

Students may use e-bikes only when permitted by local ordinances and when appropriate for the student's age.

Students may not bring coats or backpacks into classrooms unless specifically authorized by a teacher or administrator.

Students may not possess or carry medication of any kind without authorization from the school nurse in accordance with district procedures. This includes prescription medications, over-the-counter medications, diet pills, and herbal supplements.

Food and beverages are not permitted in classrooms or hallways. Water may be permitted at the discretion of the classroom teacher.

Gum regulations are determined by individual classroom teachers. Students may chew gum only when permitted and must dispose of it properly.

Classroom teachers may establish additional expectations regarding classroom procedures and items such as snacks, beverages, gum, and other materials. Students are expected to follow the rules and expectations established by each teacher.

Bus Transportation Expectations

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

1. Students are expected to wait at their designated bus stop in a safe and orderly manner and remain clear of the roadway until the bus has come to a complete stop.
2. Students must respect private property and the rights of others while waiting at bus stops.
3. Students must keep all parts of their body, as well as personal belongings, inside the bus at all times. Throwing any object from the bus is strictly prohibited.

4. Students are expected to maintain a reasonable noise level to avoid distracting the driver. Complete silence is required when the bus stops at railroad crossings.
5. Students must remain seated and properly positioned in their assigned seat while the bus is in motion.
6. Students shall refrain from any behavior that distracts the driver, compromises safety, or interferes with the well-being of other passengers.
7. Bus drivers have the authority to assign or change student seating arrangements as needed to maintain a safe and orderly environment.
8. Students are expected to treat others with courtesy and respect and must use appropriate language at all times.
9. Eating and drinking are not permitted on the bus unless authorized by school personnel.
10. Students share responsibility for keeping the bus clean and free of litter. All trash must be disposed of properly.
11. The expectations for use of wireless communication devices apply for all areas of the school zone, which includes the bus and bus stops.

Lunch Period Expectations

To promote a safe, respectful, and enjoyable lunch environment, students are expected to follow the expectations outlined below. Students who do not meet these expectations may be assigned an alternative lunch setting or other consequences at the discretion of school staff.

1. Food and beverages must be consumed in the cafeteria unless permission is granted by a staff member.
2. Students are expected to remain in the cafeteria during their assigned lunch period unless otherwise directed by a staff member.
3. Students must wait in serving lines in an orderly manner. Eating or drinking while in the serving line is not permitted.
4. Students may select their seats; however, they are expected to remain at their chosen table for the duration of the seating cycle. Seating arrangements may be adjusted periodically, and school staff reserve the right to assign or reassign seats at any time to maintain a safe and orderly environment.
5. Students are responsible for cleaning their eating area before leaving. Tables, seats, and surrounding floor areas should be left neat and free of trash.
6. Students participating in outdoor recess or recreation during the lunch period must remain within designated supervision areas.
7. Lunch accounts must maintain sufficient funds for purchases. The food service provider does not permit students to charge meals or receive loaned lunch money.
8. Students may not share, distribute, or receive food deliveries intended for other students.
9. Students should have all necessary payment methods available before entering the serving line to help ensure efficient service.
10. Parents/guardians may deliver lunch only for their own child. Food brought by parents/guardians may not be shared with or distributed to other students.
11. Additional cafeteria expectations may be established by school staff as needed to maintain a safe, respectful, and orderly lunch environment. Students are expected to comply with all staff directions during the lunch period.

Dress and Student Appearance

Geneva Middle Schools expect all students to dress in a manner that is appropriate for the school day and all school-sponsored activities. Student attire should support a safe, respectful, and inclusive learning environment for all members of the school community.

The primary responsibility for a student's attire rests with the student and their parent(s)/guardian(s). The school District is responsible for ensuring that student dress does not compromise health or safety, disrupt the educational environment, or contribute to a hostile, intimidating, or discriminatory atmosphere. Dress code enforcement will be applied in a manner that is equitable and does not reinforce or increase the marginalization of any individual or group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural practices, socioeconomic status, or body type.

Students may not wear clothing or accessories that:

- Contains violent language or images
- Contains images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity)
- Contains hate speech, profanity, or pornography
- Contains images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Reveals visible undergarments (visible waistbands and visible straps are allowed) or do not cover their genitals or buttocks
- Obscures the face or ears such as a hat or hood. Exceptions may be made for medical necessity or religious observance

Students whose attire does not meet these expectations will be provided with an opportunity to correct the issue during the school day. Options may include:

1. Changing into alternative clothing already available at school.
2. Wearing temporary clothing provided by the school.
3. Contacting a parent/guardian to bring appropriate clothing to school.

Depending on the nature of the violation, prohibited clothing or accessories may be confiscated and held until the end of the school day or until a parent/guardian retrieves the item. Students may be required to remain in the office or another supervised location while appropriate arrangements are made. Repeated or ongoing violations of the dress code may result in additional disciplinary action in accordance with the school's student conduct expectations and disciplinary procedures.

Student Sales

Students are prohibited from selling items within the school or on school grounds unless the administration approves them.

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*

Multiple / Chronic Violations

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

Disciplinary Measures

For students to learn from their mistakes, the staff intends those consequences to be appropriate to the nature of the offense and that individual needs are considered.

Teacher Issued Consequences

The majority of student misbehavior can be effectively addressed by the teacher through redirection, reteaching of expectations, and other classroom-based approaches.

Parent Phone Call: At the teacher's discretion, parents/guardians may be notified of student misconduct, behavioral concerns, or repeated violations of classroom expectations.

Teacher Issued Lunch Detentions: Teachers will notify parents by a phone call or email.

Teacher Issued Detentions: When a student is assigned an after-school detention by a teacher, parents will be notified by phone or email of the student's date and time of the detention so that transportation arrangements can be made.

Administrator Issued Consequences

Administrative involvement is generally reserved for behaviors that are severe, repeated, or significantly disrupt the learning environment. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. 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 provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion by the Board of Education 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.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or 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

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*

Internet, Technology, & Publications

Acceptable Use

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

Terms and Conditions

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

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

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

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

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

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all emails. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the networks in any way that would disrupt their use by other users.
- 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. The user (i.e., student, employee, guest) is responsible for this

policy. For additional information regarding the safeguards in place for students using District technology, please visit our safety and security page on the website. To ensure the safe use of technology by all stakeholders, it is important that parents, students, and District personnel work together. If you see something, say something.

World Language Students: Third Party Privacy Policy for Voices, 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, and/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 actions fall 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*

Student Records & Privacy

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.**

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 copyrights 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 access. Within 10 business days, the District will respond to the request for student records. The District may request an additional 5 business days to respond to the request.

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.

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 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.

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, 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.**

Throughout the school year, the District may release directory information regarding students, limited to:

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.

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.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

9**. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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.

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.

Annual Notice to Parents about 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*