

# District #205

## Code of Student Conduct

### 2016-2017

#### District Schools & Principals

**Bright Futures Preschool** at Lincoln  
Principal: TBD  
932 Harrison Street  
973-2031

**Gale Elementary School**  
Principal: Jenny Crock-Sibbing  
1131 W. Dayton Street  
973-2011

**Dr. Martin Luther King Jr. Elementary School**  
Principal: Joan Hoschek  
1018 S. Farnham Street  
973-2012

**Nielson Elementary School**  
Principal: Matt LeClere  
547 N. Farnham Street  
973-2014

**Silas Willard Elementary School**  
Principal: Tiffany Springer  
460 Fifer St.  
973-2015

**Steele Elementary School**  
Principal: Matt Lingafelter  
1480 W. Main Street  
973-2016

**Churchill Jr. High School**  
Principal: Tom Hawkins  
Asst. Principal: Sharon Gonzalez  
905 Maple Avenue  
973-2002

**Lombard Middle School**  
Principal: Nick Sutton  
Asst. Principal: Nick Young  
1220 E. Knox Street  
973-2004

**Galesburg High School**  
Principal: Jeff Houston  
Assistant Principal:  
William Bradford  
1135 W. Fremont Street  
973-2001

**GHS-North High School**  
Principal: Jason Spring  
1135 W. Fremont Street  
973-2003



***Our Mission: "Helping Students Achieve Their Dreams"***

*District #205 does not discriminate on the basis of race, creed, color, sex, age, sexual orientation, or disabling conditions.*

**Community Unit School District #205**

Mr. Ralph Grimm, Superintendent of Schools

# Important School Dates and Holiday - 2016/2017

## FIRST QUARTER

*(August 15, 2016 through October 14, 2016)*

August 15, 2016	Teacher Institute—No School
August 16, 2016	First full day of school, <b>55-minute Early Dismissal</b>
August 16-24, 2016	<b>55-Minute Early Dismissals</b>
September 5, 2016	Labor Day—No School
September 8, 2016	<b>GHS Parent/Teacher Conferences</b> , Grades 9-12 (3:15-7:30 p.m.)
September 14, 2016	SIP Day, <b>Half Day Early Dismissal</b>
October 10, 2016	Columbus Day—No School
October 12 & 13, 2016	<b>GHS Exam Days</b>
October 14, 2016	First Quarter Ends, Grading & Planning, <b>2-Hour Early Dismissal</b>

## SECOND QUARTER

*(October 17, 2016 through December 21, 2016)*

October 19, 2016	SIP Day, <b>Half Day Early Dismissal</b>
October 21, 2016	No School—Grades PreK-12—PreK-8 Parent/Teacher Conference
October 28, 2016	Teacher Institute—No School
November 9, 2016	SIP Day, <b>Half Day Early Dismissal</b>
November 10, 2016	<b>GHS Parent/Teacher Conferences</b> , Grades 9-12 (3:15-7:15 p.m.)
November 11, 2016	Veteran's Day—No School
November 23, 2016	<b>55-minute Early Dismissal</b>
November 24-25, 2016	Thanksgiving Break—No School
December 19 & 20, 2016	<b>GHS Exam Days</b>
December 21, 2016	Second Quarter Ends, <b>2-Hour Early Dismissal</b> -(Teachers leave 1-Hour early)
December 22, 2016	First Day Winter Break—No School
January 2, 2017	Last Day Winter Break—No School

## THIRD QUARTER

*(January 3, 2017 through March 10, 2017)*

January 3, 2017	School Resumes from Winter Break
January 11, 2017	SIP Day, <b>Half Day Early Dismissal</b>
January 16, 2017	Martin Luther King Birthday—No School
February 2, 2017	<b>GHS Parent/Teacher Conferences</b> , Grades 9-12 (3:15-7:30 p.m.)
February 8, 2017	SIP Day, <b>Half Day Early Dismissal</b>
February 17, 2017	Teacher Institute—No School
February 20, 2017	President's Day—No School
March-April 2017 (TBD)	<b>PARCC Assessment (Grades 3-11)</b>
March 8 & 9, 2017	<b>GHS Exam Days</b>
March 10, 2017	Third Quarter Ends, <b>2-Hour Early Dismissal</b>

## FOURTH QUARTER

*(March 13, 2017 through May 18, 2017)*

March 17, 2017	No School—Grades Pre-K-12—Pre-K-8 Parent/Teacher Conferences
March 29, 2017	SIP Day, <b>Half Day Early Dismissal</b>
April 6, 2017	<b>GHS Parent/Teacher Conferences</b> , Grades 9-12 (3:15-7:15 p.m.)
April 10, 2017	First Day Spring Break—No School
April 14, 2017	Last Day Spring Break—No School—Contractual Holiday
April 17, 2017	School Resumes from Spring Break
May 17 & 18, 2017	<b>GHS Exam Days (Tentative)</b>
May 18, 2017	Fourth Quarter Ends (If no emergency days have been used)
May 19, 2017	Teacher Institute—No School (If no emergency days have been used)
May 22-26, 2017	Emergency Days #1-#5
May 28, 2017	<b>GHS Graduation</b> , 4:00 p.m.

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## Description and Purpose

Every student attending School District #205 will be provided with a copy of the Code of Student Conduct within fifteen (15) days of starting classes. A written receipt from parents or guardians of students confirming receipt of the Discipline Code shall be required. New students will follow the same procedure.

A parent, student, teacher advisory committee shall meet with representatives of the administration to develop policy guidelines on student discipline. The Board of Education shall review recommended guidelines, revise where necessary and approve a final draft of the Code of Student Conduct.

## Philosophy

Community Unit School District #205 is committed to working together with teachers, parents, and the community to offer a comprehensive and challenging education for every student. We want each student to be well-prepared for life in an ever-changing society.

To that end, we emphasize essential critical thinking skills in addition to basic fundamentals in the language arts, sciences, mathematics, and social studies. Our curriculum, aligned with state and national standards, is both challenging and relevant to students. We hope this strong foundation helps them to adapt and succeed in their years beyond graduation.

As a District, we have high expectations for our students. Teachers, parents, and administrators work together in both building and district improvement teams in an ongoing effort to meet student needs and continue to achieve higher levels of excellence district-wide.

Professional development for all certified employees is a priority in District #205. We want all staff members to be knowledgeable about current learning theories while understanding how those trends may reflect and uphold the Instructional Beliefs adopted by the district's Board of Education.

As a whole, the attitude in District #205 reflects a feeling of pride and investment in our schools, our students, and our staff. As current goals are worked through and accomplished, new goals are developed. Our work toward continual improvement will never be finished while we still have children in our classrooms. (Board Policy 1:30)

# Illinois School Code

## **Maintaining Discipline in School** *(105 ILCS 5/24-24)*

Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds that are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, and approved by the Board of Education and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. (Board Policy 5:230)

Nothing in this Section affects the power of the Board to establish rules with respect to discipline. Each Board must establish a policy of discipline. The policy so established must provide that a teacher may use reasonable force as needed to maintain safety for other students, including the removal of a student from the classroom for disruptive behavior, and must provide due process to students.

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any student who violates such rules may be denied admission to school events for not more than one year, provided that written ten days notice of the violation is given such student and a hearing held thereon by the Board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

## **Student Right to an Education/Due Process**

The Constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." However, when a student acts irresponsibly, violates the rights of others or presents an actual or threatened danger to persons or property they are subject to the loss of their right to an education. When a student commits acts of disobedience or misconduct the right to an education may be temporarily forfeited. That right cannot be forfeited, however, without the opportunity for the student to present "their side of the story" to the administration and/or Board of Education for proper review and due process of law. (Goss vs. Lopez)

Homeless children have the right to a free, appropriate public education (McKinney-Vento Homeless Assistance Act and Illinois Education for Homeless Children Act). If a family, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, on the street, or doubled up with relatives or friends, they are presently homeless. For more information contact the District Homeless Liaison, Jennifer Bloyd-Hamm at (309) 973-2000. (Board Policy 6:140)

## **Special Education Students**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified in appropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. The student's Individual Education Program (IEP) shall be used in determination of all behavioral interventions. Copies of the Behavioral Interventions Policy will be distributed annually to parents of students with disabilities and will be available upon request. (Policy 7:230)

# Illinois School Code (Continued)

## Special Education Students (Continued)

By law, schools shall maintain student temporary records for not less than five (5) years after the student has transferred, graduated or otherwise withdrawn from school. Knox-Warren Special Education District will maintain student temporary records until students turn 26 years of age.

If you wish to review or have a copy of your child's records prior to the expiration of this timeline or prior to the student's eighteenth (18) birthday please contact the Knox-Warren Special Education District Office at (309) 973-2020.

Additional notice will be given upon dismissal of special services.

## Board Authority (105 ILCS 5/10-22.6)

### The Board of Education has the power to (Board Policy 2:20)

- ◆ Establish and enforce disciplinary policies.
- ◆ Establish and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events.
- ◆ Establish policy which allows a teacher to use reasonable force as needed to maintain safety for other students, including the removal of a student from the classroom for disruptive behavior.
- ◆ Establish policy which allows the administration of any school to sign complaints as agents of the school against persons committing any offense at school events.
- ◆ EXPEL (for a definite period of time not to exceed two calendar years) pupils guilty of gross disobedience or misconduct and no action shall lie against the Board for such expulsion.
- ◆ Authorize the administration to SUSPEND pupils guilty of gross disobedience or misconduct and no action shall lie against the Administration for such suspension.

## Student Records, Notification of Parents and Student Rights (FERPA-School Records Act)

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. (Board Policy 7:340)

The student temporary record consists of all information not required to be in the student record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information.

Parents have the right to:

- ◆ Inspect and copy any and all information contained in the student record. There may be a charge of \$.50 per page copied.
- ◆ Challenge the contents of the records, by notifying the principal of an objection to information contained in the record.
- ◆ Inspect and challenge information proposed to be transferred to another district in the event of a move to another school district.

Local, state and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order to subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health and safety of the student or other persons.

# Illinois School Code (Continued)

## **Student Records, Notification of Parents and Student Rights (FERPA-School Records Act) (Continued)**

The following is designated as public information and shall be released to the general public unless the parent designates otherwise [20 U.S.C. 1232g(b) (1)]:

- ◆ Student's name and address.
- ◆ Grade level.
- ◆ Birth date and place.
- ◆ Parent's name and address.
- ◆ Period of attendance at school.

A parent or student may not be forced by any person or agency to release information from the temporary record to secure any right, privilege or benefit, including employment, credit, or insurance.

Full and complete copies of the laws, rules, and regulations of the student records are on file with the Superintendent of the District. Notice will be mailed to the last known address prior to the destruction of any student records.

Student records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.

Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student permanent record and the student temporary record and of the right to request a copy of such records at any time prior to their destruction. Notification shall consist of the following: date of notification, name of parent, name of records custodian, student name, and the scheduled destruction date of temporary and permanent records. When students move from elementary school to middle school and middle school to high school this destruction schedule will be put into place.

# Notices to Parents and Community

## Addressing the Board

It is the desire of District #205 Board of Education to make ample time available for persons wishing to address the Board. Comments and suggestions are always welcome. However, the Board requests that comments be made only during the time allotted on the agenda.

Following the allotted time for public comment, the Board may or may not choose to respond. The Board does not wish to enter into debate with the gallery. The Board meeting is open to the public for the purpose of allowing the public to listen to discussion concerning the operation of the district. It is not a meeting for the purpose of debating issues with the public.

## Asbestos

The District has a current asbestos management plan on file. These plans are available at their respective offices.

## Complaints About Curriculum, Instructional Materials and Programs

Persons with complaints about curriculum, instructional materials and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

## Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## Optional Insurance Fees

Optional student insurance is available through K12 Special Markets. You can find information on your school's website. The information provided will give instructions on how to enroll for this insurance online at [www.k12specialmarkets.com](http://www.k12specialmarkets.com). There are different levels of student coverage.

## Parent/Guardian Notification Teen Dating Violence Prohibited

This is notification that District #205 Board of Education has adopted and does maintain a Teen Dating Violence Policy (#7:185). The Teen Dating Violence policy can be found on the District website ([www.galesburg205.org](http://www.galesburg205.org)) under School Board/Board Policies/Section 7. Questions concerning this policy should be directed to the District office at (309) 973-2000 or to your student's school principal.

## Pesticide Registry

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), and insect and rodent baits.

# Notices to Parents and Community (Continued)

## Pesticide Registry (Continued)

The District will make every possible effort to have any necessary applications administered when staff and students are not in attendance. And finally, only baits will be used when possible.

The District has therefore established a registry of people who wish to be notified. These registry forms will be available at student registration. By doing so you will either receive a letter or phone call 48 hours prior to any application.

## Race and Ethnicity Data Standards

In the fall of 2007, the US Department of Education issued new guidelines on the collection and reporting of race and ethnicity data for public school students and staff. These guidelines were developed to obtain a more accurate picture of the nation's diversity. The new data collection process requires respondents to answer a two-part question, indicating ethnicity first and then one or more of five races. This requirement meant that school districts needed to re-identify race and ethnicity for all students and this was to be done by parents or guardians. If a student's parent or guardian declines to indicate race and/or ethnicity, observer identification by school district staff is required.

The information will be used in the same manner as previously collected data, e.g. in reporting and analyzing test results by race and ethnicity. This information will not be used to check immigration status, and the confidentiality of individual student information will be protected.

At registration you will be asked to complete the necessary form to identify race and ethnicity for your child/children. There will be one form per student and be sure to answer both parts of the two-part question. Remember that school district staff is required to provide any missing information by observer identification.

## State Textbook Loan Program

According to Section 350.15 (Acquisition Procedures) of Illinois School Code, District #205 is eligible to receive monies, if available, for textbooks, multimedia, manipulatives and instructional computer software based on the Fall Housing Reports. The state establishes a per pupil dollar allotment for districts. Eligible grades for which textbook materials may be ordered are established by the state on a rotating basis. The district utilizes this fund based on textbook needs in the designated grade levels each year. The textbooks are identified as property of the state of Illinois and then provided to the students each fall. A parent/guardian or student may request the loan of a secular textbook(s) by submitting an individual request (see Section 18-17 of the Illinois School Code). Procedures established by the district are in place for taking such requests.

## Waivers from Specific Units of Curriculum

The State of Illinois requires the district to teach units on human awareness and AIDS (Acquired Immune Deficiency Syndrome) prevention during the school term in First through Twelfth Grades. Parents who do not wish their students to participate in these units of study because of religious or personal convictions are to sign a waiver excusing their students from such instruction. Waiver forms will be available for parents' use at the time of student registration. Students excused from these specific units of work will be required to do other comparable work for class credits.



# District Policy/Governing Regulations

## Academic Achievement and Homework

Homework is an important component to a student's school experience. Homework can be used effectively in developing good study habits, including those of prioritizing time and learning self-discipline. Teachers set the tone for successful homework assignments by focusing on the needs of the individual student, and by evaluating completed homework. This, in turn, underscores the value of homework to the student. Homework creates opportunities for parental involvement in studies, and presents parents with the opportunity to see and to understand the ongoing school academic program. Homework is a feature of learning and homework may be assigned on a regular basis. (Board Policy 6:290)

## Academic Honesty

Academic honesty is an expectation for all students in all C.U.S.D. #205 secondary schools. Students will not receive credit for work involving dishonest, deceptive, unethical activities. Lack of credit can affect academic eligibility. Teachers will notify school administration and parents when their child is party to incidents of academic dishonesty. Academic dishonesty is inappropriate.

## Administering Medications to Students

It is the policy of this district (as outlined in 105 ILCS 5/10-22.21b and Board Policy 7:270) that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Parents with students who have special medical circumstances should contact the school nurse. The proper forms for medication must be filled out and on file in the school office. All medications must be sent to school in the original container.

Students with health issues who need to carry medications or other medically necessary items (provided that proper documentation is on file in the school office); a purse or bag or backpack need to obtain authorization from the school nurse. (Board Policy 7:270)

## Announcement of School Closings

A Skylert message will be sent to all registered District #205 parents and/or guardians. Announcements of school closings due to bad weather or other emergency situations will also be available on local radio stations and television channels. All closings will be posted on the District website at [www.galesburg205.org](http://www.galesburg205.org). Early dismissals due to heat will be announced the day before. (Board Policy 7:90)

## Anti-Hazing

No administrator, faculty member or employee of the district shall encourage, permit, condone or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in hazing. (Board 7:180 and 7:190)

Hazing is defined as an intentional, knowing or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in or maintaining membership in any student organization.

Students who commit the following acts violate District policy and, therefore, are subject to District discipline and possible criminal prosecution.

- ◆ Engaging in hazing.
- ◆ Soliciting, encouraging, directing, aiding, or attempting to aid another engaged in hazing.
- ◆ Intentionally, knowingly or recklessly permitting hazing.
- ◆ Having knowledge of the planning or occurrence of a specific hazing activity and failing to report it to the building principal, superintendent, or other school employee.

# District Policy/Governing Regulations (Continued)

## Attendance Plan

To ensure that all children are given the chance to reach full academic and personal potential to achieve their dreams!

### District Attendance Expectations

Community Unit School District #205 has high expectations for student attendance. These expectations have been established in concert with Illinois state law. The law states that whoever has custody or control of any child enrolled in school must cause such child to attend public school in the district where the child resides the entire time it is in session during the regular school term, except as otherwise provided by law. Our district takes student attendance very seriously and we are committed to seeing that every child is at school unless there is an excused reason for absence or tardiness. "Helping Students Achieve Their Dreams" is our district's mission. Studies have shown that when students are consistently at school they are more likely to achieve their dreams. (Board Policy 7:70, 7:80, and 7:90)

### What Parents and Students Can Do

- ◆ Ensure children arrive to school on time.
- ◆ For minor health issues—come to school.
- ◆ Call within one hour of start of school or send a note within 48 hours of return to school.
- ◆ Plan appointments outside of school day.
- ◆ Return to school after appointments.
- ◆ Know attendance is required on early dismissal days.
- ◆ Call when your child is absent from school or unavoidably late.
- ◆ Communicate with school and seek support when needed.
- ◆ When absent, be sure to make up missed work.

### Your Child Should Stay Home From School if They Have:

- ◆ An oral temperature of 100 degrees Fahrenheit (NOTE: The child's temperature must remain below 100 degrees for 24 hours without benefit of use of fever reducing medications before they can return to school)
- ◆ Vomiting—should be free of symptom for 24 hours before returning to school
- ◆ Diarrhea—should be free of symptom for 24 hours before returning to school
- ◆ Persistent nasal congestion, reddened eyes, sore throat, cough or headaches that disrupt the student's learning or pose a risk of disease transmission to others.
- ◆ Unexplained skin eruptions or rashes. When in doubt, consult your child's doctor
- ◆ Communicable illnesses in which you have been advised to remain out of school until cleared to return by the county health department or your child's doctor

#### **What is an Excused Absence**

- Illness.
- Medical appointments that can't be scheduled outside of school day.
- Observation of religious holiday.
- Death in immediate family.
- Approved educational purpose.
- Family emergency (on a limited basis).
- Planned vacation with prior approval 2 weeks before\*.

#### **What is an Unexcused Absence**

- No phone call or note to explain student's absence.
- Returning to school after 3 consecutive absences without a valid doctor's note.
- Missing bus.
- Oversleeping/alarm problems.
- Transportation issues.
- Any other reasons that do not fit the excused category.

**\*NOTE:** Maximum number of excused vacation days per school year is not to exceed 5 days.

#### **VALID DOCTOR'S NOTE WILL BE ACCEPTED:**

Confirm the child was seen in the office and/or must state the child was too ill to attend school.

# District Policy/Governing Regulations (Continued)

## Attendance Plan (Continued)

### When Absences Occur

- ◆ A personal phone call will be made to the parent.
- ◆ School staff will reach out to the student upon his/her return to school.
- ◆ If parents have not called school they have 48 hours to provide a note.
- ◆ Absences will be recorded accurately in official school record.

### Prearranged Absences/Family Vacations:

Family vacations on regular school days are strongly discouraged. For a family vacation to be considered excused, parents/guardians must contact the school to obtain and complete the necessary approval form at least ten (10) days prior to the absence and must have the principal or designee's approval.

### Tardy Policy:

Students are expected to arrive to class on time. Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and individual student learning process. Tardiness is categorized as excused or unexcused. The only reasons recognized by District #205 for excused tardiness are: medical appointments, funeral attendance, and illness. All other causes of tardiness are considered unexcused. Please help your child get to school on time to avoid consequences.

### Make Up Work:

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### Action Steps

#### ◆ **3rd Unexcused Absence:**

- ◆ Designated school personnel will contact student and parent to discuss absence and plan to improve attendance.

#### ◆ **5th Unexcused Absence:**

- ◆ Letter sent requesting parent to set up meeting to discuss attendance problem, intervention, and future consequences.

#### ◆ **7th Absence (combined excused/unexcused):**

- ◆ Letter sent to parent/guardian, notifying them of absences and requesting a meeting if one was not held at the fifth unexcused absence.

#### ◆ **10th Absence (combined excused/unexcused):**

- ◆ Letter mailed or hand-delivered to parent, requesting they schedule a meeting to discuss absences within 5 days.
- ◆ Meeting and/or discussion held with parent/guardian, student, school officials and/or community support to develop action plan to identify reasons for absences and specific interventions to resolve issues.
- ◆ Any further absences will require a valid doctor's note.
- ◆ Students referred to school student support groups.
- ◆ Students age 7-17 referred to appropriate community authorities (ROE Truancy Program or Police Department).
- ◆ Student and/or parent/guardian subject to a citation beginning with 10th unexcused absence and any subsequent unexcused absences.
- ◆ Make connection with student and parent/guardian for 11th, 12th, 13th, and 14th absences.

**Further consequences may be imposed for additional absences per the District's Attendance Plan.**

# District Policy/Governing Regulations (Continued)

## Breakfast and Lunch Information

A breakfast and lunch program are available to all students, grades K-12. Breakfast and lunch are available at the school for all students, or they may bring a lunch from home. School menus are posted at the school during the year and posted on the District #205 Internet website at [www.galesburg205.org](http://www.galesburg205.org). Parents may apply at their school at anytime throughout the school year for free or reduced breakfast and lunch prices. Students are expected to follow lunchroom rules. (Board Policy 4:120 and 4:130)

### We encourage parents to pay for lunches in advance and recommend the following procedure:

- ◆ Breakfast/lunch accounts may be viewed and paid for online through Skyward Family Access. It is recommended that accounts are kept current (Purchase breakfasts/lunches on Monday for the entire week or month. Students eating hot lunch on an occasional basis should bring money the day they expect to eat at school). General practice is to limit charges to three (3) meals. For elementary student breakfasts/lunches paid for in cash, place the money for each child in a separate envelope with the student's name, homeroom, classroom teacher's name, and amount enclosed marked on the outside of the envelope.

### School Lunches

Lunch Grades K-5. . . . .	\$2.20	Lunch Grades 6-8. . . . .	\$2.30	Lunch Grades 9-12. . . . .	\$2.55
Adult Lunch. . . . .	\$2.90	Adult Breakfast. . . . .	\$1.70	<b>Milk. . . . .</b>	<b>\$ .30</b>
Breakfast. . . . .	\$1.45	Reduced Lunch. . . . .	\$.40	Reduced Breakfast. . . . .	\$.30

Schools that qualify for the free lunch program (CEP) include Nielson, King, Steele, and Lombard.

District #205 has received the Federal Income Eligibility Guidelines for free and reduced price meals for qualified students and their families. We will be using a multiple children application this year. Families with more than one child should fill out only one application and list all children at the different schools on the same application. If you received a Direct Certification letter from the State of Illinois then you **do not** need to fill out an application.

## Bullying, Intimidation, Teen Dating Violence & Harassment

### Preventing Bullying, Intimidation, Teen Dating Violence & Harassment

Bullying, intimidation, teen dating violence 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 goals. (Board Policy 7:20, 7:180, 7:185, 7:190)

Bullying, intimidation, and harassment on the basis of actual or perceived race; color; religion; sex; national origin; immigrant status; ancestry; age; actual or potential marital and/or parental status, including pregnancy; physical or mental disability; order of protection status; status of being homeless; military status; sexual orientation; gender identity; gender-related identity or expression; unfavorable discharge from military service; 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 all school districts and non-public, non-sectarian elementary and secondary schools. No student shall be subjected to bullying:

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; or
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a School administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

# District Policy/Governing Regulations (Continued)

## **Bullying, Intimidation, Teen Dating Violence & Harassment (Continued)**

### **Preventing Bullying, Intimidation, Teen Dating Violence & Harassment (Continued)**

Definitions from Section 27-23.7 of the Illinois School Code (105 ILCS 5/27-23.7) states that bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation, name-calling; using derogatory slurs; stalking; causing psychological harm; threatening or causing physical harm; physical violence; sexual harassment; sexual violence; theft; public humiliation; threatened or actual destruction of property; or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyber-bullying 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.

Cyber-bullying includes 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. Cyber-bullying also includes 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.

Cyber-bullying also includes "sexting", involvement in electronic dissemination of indecent visual depictions. Electronic communication devices meaning any object capable of transmitting images or pictures. Indecent visual depictions include depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person. A minor, anyone under the age of 18, shall not distribute or disseminate an indecent visual depiction of another minor through the use of a computer or electronic communication device. Anyone violating this segment of the code may be subject to the need for supervision, ordered to obtain counseling or other supportive services, ordered to perform community services, and may be criminally charged. (705 ILCS 405/3-40)

# District Policy/Governing Regulations (Continued)

## **Bullying, Intimidation, Teen Dating Violence & Harassment (Continued)**

### **Preventing Bullying, Intimidation, Teen Dating Violence & Harassment (Continued)**

A student who is being bullied is encouraged to immediately report it orally or in writing to any staff member with whom the student is comfortable speaking with; the District Complaint Manager; or the Non-discrimination Coordinator. Anyone who has information about actual or threatened bullying is encouraged to report it to any staff member; the District Complaint Manager; or the Non-discrimination Coordinator. Anonymous reports are also accepted by phone call or in writing. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Restorative measures mean a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers and security guards.

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted. The Complaint Manager is Mr. Jonathan Bradburn. He may be reached at (309) 973-2000.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

# District Policy/Governing Regulations (Continued)

## Bullying, Intimidation, Teen Dating Violence & Harassment (Continued)

### Preventing Bullying, Intimidation, Teen Dating Violence & Harassment (Continued)

#### Bullying Prevention and Response Plan (Continued)

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements (Continued):

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's Investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

# District Policy/Governing Regulations (Continued)

## **Bullying, Intimidation, Teen Dating Violence & Harassment (Continued) Preventing Bullying, Intimidation, Teen Dating Violence & Harassment (Continued) Bullying Prevention and Response Plan (Continued)**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements (Continued):

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certified or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

The School Complaint Manager is the School Principal at each school. The District Complaint Manager is Jonathan Bradburn 309/973-2000. The Nondiscrimination Coordinator is the Director for Human Resources, Jon Bradburn 309/973-2000.

## **Cellular Phones/Electronic Devices**

Cellular phones or other personal electronic entertainment devices must be powered-off and out-of-sight in District #205 buildings during school hours unless permission is given by the administrator and/or classroom teacher for them to be used for intended purpose. School hours are defined as starting bell to dismissal bell. Any student who chooses to bring these types of devices to school are doing so at his/her own risk. CUSD #205 assumes no responsibility for lost, damaged, or stolen items.



# District Policy/Governing Regulations (Continued)

## **Closed Campus**

District #205 schools operate as a closed campus. Any student who leaves campus without proper permission within school guidelines will face disciplinary action. (Board Policy 7:90)

## **Code of Conduct Duration, Notification, and Acknowledgements**

This entire Code of Conduct will remain in effect for the current school year unless there is a program change. No changes or modifications shall be made during said times without the approval of the Board of Education.

The Building principal or his/her designee will inform the students in each school throughout the district of the contents of the Code of Student Conduct. Acknowledgement from the parents or guardians relative to the receipt of the Code of Student Conduct will be required. This data will be on file in the principal's office or the office of the principal's designee.

Every student attending School District #205 will be provided annually with a viewable copy of the Code of Student Conduct via the district website. A hard copy will be available upon request.

## **Complaints about Curriculum, Instructional Materials, and Programs**

(See Board Policy 6:260)

## **Computer Usage/Technology Policy—** No free fix for first time repair

Students are expected to treat all equipment with care and respect and are responsible for repair or replacement of any district hardware or software that is lost or damaged beyond normal wear and tear. Students shall not gain access to computer files or data for which they have not been authorized. Students shall not copy software or files to district equipment without the permission of the instructor. Students may access the Internet only with signed waiver outlining appropriate use of Internet and permission of an instructor.

Students who fail to abide by the above requirements are subject to school discipline including, but not limited to, suspension or denial of access to any district computer equipment. Gross acts of computer related misconduct (i.e. introduction of viruses or destruction) may result in recommendation for expulsion and/or legal action. Students should not have any expectation of privacy in their use of district computers. (Board Policy 6:235)

All students will abide by the Authorization for Student Internet Access and Acceptable Use of the Internet policy which is signed by the parent/guardian and/or student user at the time of registration. Also, provided at the time of registration is the Chromebook Agreement which details the responsibilities of the student including the cost of any major repairs that may be required. Failure to properly care for the Chromebook will result in fines or repair costs. The District will repair or replace equipment failures resulting from normal use at no cost.

## **Cooperation with Department of Children & Family Services (D.C.F.S.)**

The school has a legal obligation to cooperate with the DCFS without parent notification. In the event that DCFS believes the child is in imminent danger, DCFS may take custody of the child without a court order. If the child becomes a ward of DCFS, DCFS is entitled access to the school records concerning that child. (Board Policy 8:100)

# District Policy/Governing Regulations (Continued)

## Cooperation with Law Enforcement Agencies

The School has a dual responsibility in regard to its relationship with law enforcement agencies. The first responsibility is to honor the legal rights of police, especially that right to take direct, unhindered action in an emergency situation. Not to do so is a crime.

The second responsibility is to take the place of the parents (in loco parentis) to insure that the student's rights are not violated. This most clearly comes into effect when a student is considered to be a suspect and is questioned on school grounds. In this case it is the duty of the school to have a school official present during the delivery of the Miranda Warning and the right to counsel and/or have the school official present during the questioning. However, the presence of a school official is not necessary during the questioning of a witness, associate, or victim.

A prompt and reasonable effort will be made to contact the parent/guardian by school officials before questioning between the student and the police about committing or witnessing serious criminal acts or if during questioning arrest is probable. Taking a student into custody from school during regular hours will be avoided when possible.

Finally, principals will maintain a log of all procedural steps and personnel involved when the police work at the school.

Any legal action taken for a specific offense may be separate or additional to school-based disciplinary action for the offense. (Board Policy 7:150)

## Dental Exams

All students in sixth grade must provide proof of a dental examination. These must be turned in to the school office by May 15th of the school year. (Board Policy 7:100)

## Door Security/Visitors in the School Building

All buildings are secured with a buzz-in system. All visitors are required to check in at the school office before proceeding to their destination. Former students shall follow these same procedures (Board Policy 8:30).

Parents are encouraged to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program.

If a parent wishes to confer with a teacher, an appointment should be made for a time outside of school hours. Children living outside of the District or who are not of school age are not permitted to visit classes.

Failure to abide by this rule may lead to removal from the facility by the proper authorities (city police, state police, or county sheriff).

## Dress and Appearance

The principal or designee will determine the appropriateness of student dress. Exceptions could be made on school approved Spirit Days. Restrictions include, but are not limited to, the following (Board Policy 7:160):

- ◆ Dress and appearance must not present health or safety problems or in any way disrupt the educational process.
- ◆ Dress should be modest and conducive to a school environment. No bare midriffs/belly shirts, see-through garments, revealing clothing, or which includes but may not be limited to, strapless or single strap tops, halter tops, spaghetti strap tops, or tank tops with a low-cut neck, back and arm holes. Excessively tight clothing should be covered. Undergarments are not to be exposed.

# District Policy/Governing Regulations (Continued)

## Dress and Appearance (Continued)

The principal or designee will determine the appropriateness of student dress. Exceptions could be made on school approved Spirit Days. Restrictions include, but are not limited to, the following (Board Policy 7:160) (Continued):

- ◆ Pajamas and bedroom slippers are not proper school attire.
- ◆ Skirts and shorts are to be of modest length.
- ◆ Hats and other head wear are not to be worn in the building.
- ◆ Hats, sunglasses, pocket chains, outerwear, and book bags/backpacks are to be left in lockers (and/or designated areas) during the school day. Students with health issues who need to carry a purse or bag or backpack need to obtain authorization from the nurse.
- ◆ Dress which violates principles of the Code of Conduct is prohibited, including clothing and accessories which advocates the use of drugs, alcohol and/or tobacco; advocates gangs, satanic cults, hate groups, or violence; or is sexually suggestive or offensive. Students whose dress is determined to be inappropriate will be given the opportunity to change clothes or face disciplinary action.
- ◆ Shoes with wheels are not allowed.
- ◆ K-5 only: Flip flops (between-the-toe), beach shoes, and shoes with no back strap are not allowed. Sandals with back straps are permitted.

## Education of Homeless Children

Homeless children have the right to a free, appropriate public education (McKinney-Vento Homeless Assistance Act and Illinois Education for Homeless Children Act). If a family, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, on the street, or doubled up with relatives or friends, they are presently homeless. For more information contact the District Homeless Liaison, Jennifer Bloyd-Hamm at (309) 973-2000. (Board Policy 6:140)

## English Language Learners

The District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Learners. (Board Policy 6:160)

## Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race; color; nationality; sex; sexual orientation; gender identity; ancestry; age; religious beliefs; physical or mental disability; status as homeless; order of protection; or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or 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. (Board Policy 7:10)

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Director for Human Resources 309/973-2000.

## Field Trips and Recreational Class Trips

(See Board Policy 6:240)

# District Policy/Governing Regulations (Continued)

## Gangs, Satanic Cults, Hate Groups and Related Activities

Student involvement in gangs, satanic cults, hate groups or related activities contrary to the educational purpose or process, that occur on school grounds or at school-related events is strictly prohibited. This includes, but is not limited to, the display of paraphernalia, symbols or signs related to these groups. Students are prohibited from soliciting another student to become a member of such groups or engaging in activities of these groups such as requesting a student to pay for protection or inciting another student to act with physical violence on another person. Students are prohibited from distributing materials for such groups. (Board Policy 7:190)

## Guarded Crossings (Grades K-5)

Adult crossing guards will be located near the schools, and students are required to obey their instructions. Crossing guards will be posted at the following intersections:

**Gale:** Fremont and Hawkinson

**King:** Farnham in front of school

**Steele:** Main and Columbus

**Nielson:** Farnham in front of school and corner of Farnham/Losey

**Silas Willard:** Corner of Fremont/Willard & Fremont/Seminary

**GHS/GHS-North:** Dayton/Silver Streak Blvd.

## Health Issues/School Physicals/Dental and Vision Exams Examination/Immunization Requirements

All students in the State of Illinois beginning pre-kindergarten, kindergarten, sixth and ninth grades are required to provide a copy of a current Illinois physical examination, including required State of Illinois vaccinations: 1)Diphtheria, 2)Pertussis, 3)Tetanus, 4)Poliomyelitis, 5)Measles, 6)Rubella, 7)Mumps, 8)Varicella (Chicken Pox), 9) Meningitis, 10) Hib, 11) Pneumococcal, 12) Tdap, 13) Hepatitis B. If you have any questions regarding grade level immunization requirements, please speak with your child's physician and/or the school nurse. A copy of a current State of Illinois physical examination and immunizations must be presented by the first day of attendance (Board Policy 7:100). Students transferring to Galesburg Schools must provide a copy of a current, valid State of Illinois physical within 30 days of enrollment.

Students entering Pre-K, as well as Kindergarten, must provide proof of a lead screening.

If for medical reasons one or more of the required immunizations must be given after the date of entrance of the current school year, a schedule for the administration of the immunizations and a statement of the medical reasons causing the delay must be signed by the healthcare provider. Students on a delayed schedule for immunization must submit proof of receiving immunization on the approved schedule.

Past religious exemptions must be on file in the school office. As of August 2015, religious exemptions requires that parents or legal guardians who object to immunizations on religious grounds must complete a Certificate of Religious Exemption, which must also be signed by the physician responsible for performing the student examination. The certificate also requires the parent or guardian signature to attest to understanding that their child may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure. This form may be obtained at the school office or at the health care provider's office.

Failure to comply with the above state requirements will result in exclusion from school until requirements are met. (Board Policy 7:100)

# District Policy/Governing Regulations (Continued)

## Health Issues/School Physicals/Dental and Vision Exams (Continued) Examination/Immunization Requirements (Continued)

### Administering/Carrying of Medications or Other Medically Necessary Items for Students

It is the policy of this district (as outlined in 105 ILCS 5/10-22.21b and Board Policy 7:270) that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Parents with students who have special medical circumstances should contact the school nurse. The proper forms for medication must be filled out and on file in the school office. All medications must be sent to school in the original container.

Students with health issues who need to carry medications or other medically necessary items (must provide the proper documentation to have on file in the school office) in a purse or bag or backpack need to obtain authorization from the school nurse. (Board Policy 7:270)

### Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be completed and placed on file at school.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the healthcare provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal or School Nurse.

### Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse so that a Food Allergy Action Plan can be developed.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. (Board Policy 7:285)

# District Policy/Governing Regulations (Continued)

## Individual Supplies

A list of school supplies, available in local stores, will be provided to each student as he or she registers. Parents are expected to furnish and replenish supplies as needed during the year. Pencils and paper are not furnished at school. All students are required to have gym shoes for gym classes. Please print the student's name inside each shoe and on all other belongings.

## Lockers (Grades 6-12)

The lockers are school property. Therefore, the school reserves the right to open and search lockers for health and safety reasons or when there is reasonable suspicion that a locker contains an illegal or harmful controlled substance, or object which could be considered a weapon. School officials may conduct such a search without the student's knowledge or consent. (Board Policy 7:140)

Locker decorations which undermine the spirit/content of the Code of Conduct and basic objectives of education are prohibited. Students should not have the expectation of privacy in the use of district lockers.

Students may not share locker combinations with others and should report broken or malfunctioning lockers to the school office immediately.

## Parking Lots

Vehicles on school property are subject to all District #205 rules and regulations. Search of vehicles by school officials is permissible without legal steps when there is a reasonable suspicion that action is necessary to maintain school discipline, safety or enforce school rules. Students not allowing an authorized search would lose the privilege to park on school property and be subject to disciplinary action.

Repeated parking violations on school property will result in the vehicle being booted or towed at the driver's expense (i.e. parking in numbered spots, triangle parking, parking in handicap areas, parking in unauthorized areas, blocking driveways). Parking rules are available in the Student Agenda and on the back of the parking application form. (Board Policy 7:140)

## Promotion/Retention (Grades K-8)

Promotion is recommended by the teachers based on the progress of the student. If retention is a possibility, the teacher and principal will set up a series of conferences with the parents. The final decision of retention or promotion rests with the principal (Board Policy 6:280). The school retains the option of reassigning a student once school opens if population, unforeseen circumstances, or student progress warrant such action. Parents will be consulted prior to the reassignment.

## Questioning of Students (Grades 6-12)

An Advise of Rights type warning (Miranda) is not required in questioning students concerning school discipline. (Board Policy 7:150)

## Reciprocal Reporting

District #205 Schools and local law enforcement agencies have a reciprocal reporting agreement. The schools and local law enforcement agencies will meet as needed to share information which could have an impact on the functioning of the schools. In most instances, the Police Liaison Officer at Galesburg High School will serve as the person to coordinate information (Board Policy 7:150 and 8:100).

# District Policy/Governing Regulations (Continued)

## Reporting to Parents

Elementary Report cards are issued at the end of each grading period (see Academic School Calendar—page 1). They are intended to give an evaluation of the scholastic achievement, work habits, and attitudes of each child. An explanation of the marks used for evaluating the child's work can be found on the elementary report card. Parents should examine all cards carefully since each child is rated not only on academic progress but also progress in development of social attitudes and work habits.

\*State Law allows report cards to be withheld for kindergarten students who have not provided proof of dental and/or vision exams as well as 2nd and sixth graders who have not provided proof of dental exam.

Successful communication between parents and school requires a continuing commitment throughout the year by parents and teachers. Parent-teacher conferences will be held at the end of the first nine-week term for the parents of elementary and middle school students. High School parent-teacher conferences are held at mid-point of each term (see Academic School Calendar—page 1). Additional conferences may be scheduled, depending upon individual circumstances. (Board Policy 6:280)

## Safe Schools

District #205 Schools are considered Safe School Zones. Breaches of discipline which are also violations of the laws pertaining to Safe School Zones will be pursued through school disciplinary procedures and referred to legal authorities. Conviction under the Safe School laws may include enhanced legal penalties. Safe School Zones are in effect 24 hours a day, year round, and include buses. (Board Policy 4:170)

## Safety

Personal safety for all students is stressed, both in route to school and while on school grounds. Please see that your child travels the safest way to school.

Children are not to cut through yards or gardens on the way to school and must stay off railroad tracks. Kindergarten and first grade students are prohibited from riding bicycles to school.

It is safer for children to walk in groups. If a stranger follows your child to or from school, the child should tell you or the teacher immediately and a police report will be filed. (Board Policy 4:170)

## School Event Code

School rules are to be followed at all school related events, whether they are at home or away. Students attending extracurricular activities are to display good sportsmanship at all times. Corrective measures may be taken by school personnel who witness district or school rules being broken. The failure to comply with the rules and regulations may result in disciplinary action.

By attending any extracurricular or night activity, students have expressed a desire to see that event to its conclusion. If students leave the building before the activity is over, students may not come back in.

Students may be disciplined for engaging in an 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. This may include but not limited to, personal and/or electronic communications and/or social media. (Board Policy 7:240)

# **District Policy/Governing Regulations (Continued)**

## **Search and Seizures (Grades 6-12)**

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

This policy applies also to student vehicles parked on school property. In return for the privilege of parking on school property, the student shall be required to consent in writing to search of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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 of suspecting that the search will produce evidence that 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.

District #205 buildings and grounds may be searched periodically by law enforcement canine units under the supervision of District Administration. (Board Policy 7:140)

## **Suicide and Depression Awareness and Prevention**

(See Board Policy 7:290)

## **Teacher and Paraprofessional Qualifications (Grades K-5)**

By law, parents of children in Title 1 programs have a right to know about the qualifications of their child's teachers and paraprofessionals. To locate that information, parents may go to the Illinois State Board of Education's website at [www.isbe.net](http://www.isbe.net). Click on ELIS and follow the directions for a public search. (Board Policy 5:190)

## **Title I Funding**

(See Board Policy 6:170)

## **Transfers (Grades K-8)**

Students enrolled in grades K-8 shall attend the school established by the School Board as the attendance center for their home address.

A student who changes his/her residence during the school year will have the option of remaining at the current school until the end of that year under the following conditions:

- ◆ Parents must provide transportation.
- ◆ Class size is within contractual limits.
- ◆ Regular attendance must be maintained.
- ◆ The student shall attend the school established as the attendance center for his or her residence for the following year. (Board Policy 7:30)



# **District Policy/Governing Regulations (Continued)**

## **Treats & Snacks (Grades K-5)**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged with nutritional information listed. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. Items from a bakery must have a clearly printed list of ingredients and a label that clearly states it was made in a peanut free environment. No homemade treats or snacks are allowed for distribution at school. We strongly encourage you to select a treat or snack with nutritional value. (Board Policy 7:285)

## **Video Cameras**

The Community Unit School District No. 205 Board of Education has authorized the use of video/audio cameras in District schools and video/audio cameras on school buses. The video/audio cameras will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents/guardians are hereby notified that the content of the video/audio recordings may be used in a student disciplinary proceeding. The contents of the video/audio recordings are confidential and will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined by the Superintendent or his/her designee. Parents or legal guardians may submit a written request to the Principal to view the video/audio recordings of their child if the video/audio recordings are used as part of the basis for a discipline action against their child. The parents or legal guardians have a right to appeal the Principal's decision to the Superintendent or his/her designee. (Board Policy 7:190)

## **Vision Exams**

All Illinois children who upon first entry into school must provide proof of an eye exam by October 15th of the school year. The exam must be performed by an ophthalmologist or an optometrist. (Board Policy 7:100)

## **Vision/Hearing Screening**

Vision and hearing screening at various grade levels is mandated by the State of Illinois and will be done during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child will be screened. (Board Policy 7:100)

**Student  
School and Bus  
Behavior**

# Student School and Bus Behavior

## Administration of School Discipline (In loco parentis)

105 ILCS 5/24-24 establishes the legal responsibility and authority for school officials to maintain discipline. The statute states: "In all matters relating to the discipline in and conduct of the schools and the school children, they (school personnel) stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."

Because school officials are legally required to maintain discipline in the schoolhouse, and because they stand in place of the parent while students are in school or at school activities, the same rules of evidence and guilt that apply in the civil arena do not apply in the school. In the schoolhouse, "probable cause" and "guilt beyond a reasonable doubt" are replaced by "reasonable suspicion".

When a child has broken a parent's rule in the home, it is the parent who judges the evidence and determines the guilt, sometimes (if not often) contrary to their child's plea of innocence. So it is in the school. Thus, in sorting out a discipline infraction, it is the principal (or his/her representative) who reviews the evidences and determines the guilt and as in the home often over the pleas of innocence by the student.

Since the law is in place to protect the student body and the educational environment of the schoolhouse, the principal is expected to act expeditiously on all discipline matters regardless of the actions of civil authorities. For example, if in the judgment of the principal a student is guilty of physically attacking another student, the principal is expected (by law) to immediately invoke the appropriate consequences in keeping with district policy. Obviously, this is done to protect the student body and the educational environment of the schoolhouse. If a battery complaint is also filed against the student with the police, and the complaint is subsequently dismissed due to plea-bargaining or technicalities, the decision on whether or not to recant, modify or sustain the principal's ruling rest solely with the principal, based again on his/her judgment.

Above all else, it is important to understand that when a student chooses to break a school rule, it is the student who has erred. It is not the fault of the rule or of the school official who is legally required to maintain discipline. (Board Policies 7:180, 7:185, 7:190, 7:200, 7:210, 7:220, 7:230, and 7:240)

## Disciplinary Professional Development

School districts shall make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

## Conduct/Disciplinary Application of Rules

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) traveling to or from school or a school activity, function, or event; or 4) 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.

# Student School and Bus Behavior (Continued)

## Acts of Misconduct/Misbehaviors

School and Bus misconduct/misbehaviors whose frequency or seriousness tend to disrupt the learning environment of the class and/or school or affect the safety of all persons on the bus as well as other driver's on the road may require disciplinary intervention and/or consequences.

- ◆ Repetition of classroom misconduct.
- ◆ Refusal to identify self/produce I.D.
- ◆ Being in (the wrong place at the wrong time) an unauthorized area.
- ◆ Distractive/unsafe dress.
- ◆ Trespassing.
- ◆ Inappropriate language.
- ◆ Violation of closed campus.
- ◆ Violation of parking regulations.
- ◆ Inappropriate display of affection.
- ◆ Disruptive/inappropriate behavior.
- ◆ Sexual Harassment/Misconduct.
- ◆ Repetition of any acts of misconduct/misbehavior.
- ◆ Refusal to follow directions and requests and/or directives from school personnel to end current behavior.
- ◆ Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes (E-cigs).
- ◆ Academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- ◆ Absence from school without a recognized excuse, even if the reason is deemed unexcused for attendance purposes.
- ◆ Unauthorized use of a laser pointer, cellular phones, or other personal electronic entertainment devices in the school building during school hours. (Cellular phones or other personal electronic entertainment devices must be powered-off and out-of-sight in District #205 buildings during school hours unless permission is given by the administrator and/or classroom teacher for them to be used for intended purpose.)
- ◆ Engaging in intimidation, bullying, hazing, harassment or any kind of aggressive behavior that does physical or psychological harm including but not limited to: written, verbal, physical threat, force, noise, coercion, stalking, humiliation, retaliation, or attack of another student; cyber-bullying; sexting; and/or verbal abuse/profanity directed at ANY staff member, which includes all District #205 employees.
- ◆ Computer misuse including Gross computer and electronic device related misconduct.
- ◆ Stealing/Non-felony theft and/or burglary, robbery, theft (Felony) as related to school property are violations on a year round basis. Theft of other students' property is also prohibited.
- ◆ Involvement in secret society, gangs, satanic cults, hate groups and related activities including engaging in gang-like activities, displaying gang symbols or paraphernalia.
- ◆ Tampering, obstructing, and/or interfering with security devices.
- ◆ Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by school officials.
- ◆ Violation of any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, blackmail, coercion, extortion and hazing.
- ◆ Bomb Threat (tracing equipment is in place at all schools).
- ◆ False emergency proclamations, in the absence of a reasonable belief that an emergency exists, calling emergency responders (911); signaling or setting off fire alarms or other emergency 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-sponsored or school-related activity.
- ◆ Malicious Destruction/Defacing of School Property-(Felony Vandalism) as related to school property are violations on a year round basis. Destruction of other students' property is also prohibited.
- ◆ Entering school property or a school facility without proper authorization.

# Student School and Bus Behavior (Continued)

## Acts of Misconduct/Misbehaviors (Continued)

School and Bus misconduct/misbehaviors whose frequency or seriousness tend to disrupt the learning environment of the class and/or school or affect the safety of all persons on the bus as well as other driver's on the road may require disciplinary intervention and/or consequences (Continued).

- ◆ Fighting including written/verbal/electronic/physical threat or attack of school personnel or another student(s) or endangering personnel or students of such threats or attacks.
- ◆ Engaging in sexual harassment/misconduct (including single or multiple acts) which includes any sexual activity, offensive touching, indecent exposure (including mooning), and sexual assault (including teen dating violence).
- ◆ Using, possessing, controlling or transferring a "weapon" including a firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961; 2); a knife, brass knuckles or other knuckle weapon regardless of its composition; a "billy" club; or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm or weapon as defined above.
- ◆ Using, possessing, distributing, purchasing, selling or offering for sale:
  - A. Alcoholic beverages
  - B. Illegal drugs
  - C. Controlled substances or cannabis (including marijuana, medical cannabis and hashish)
  - D. Anabolic steroids (unless being administered in accordance with a physician's or licensed practitioner's prescription)
  - E. Performance-enhancing substances (as listed 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)
  - F. Prescription drugs 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 (use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited)
  - G. Inhalants, regardless of whether it contains an illegal drug or controlled substance:
    - a) 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 (prohibition of inhalants does not apply to a student's use of asthma or other legally prescribed inhalant medications)
  - H. "Look-Alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
    - a) that a student believes 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
  - I. 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
  - J. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological change in the body, including without limitation, pure caffeine in a tablet or powdered form
  - K. 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 have the prohibited substance, as applicable, in their possession.

# Student School and Bus Behavior (Continued)

## Specific Bus-Related Misconduct/Misbehaviors include:

- ◆ Disruptive/Inappropriate behavior.
- ◆ Failure to follow directions of the driver or bus safety rules.
- ◆ Littering.
- ◆ Inappropriate language.
- ◆ Repetitive eating/drinking of food or beverages on the bus.
- ◆ Bus Stop Misconduct.

**When appropriate, Acts of Misconduct/Misbehaviors will be reported to legal authorities.**

## Disciplinary Measures

The purpose of discipline in school is primarily to provide a learning experience for students who violate school rules. The lesson is that rules are necessary to the safe and orderly conduct of the educational process (all students have a right to expect such a learning environment) and that there are consequences for the violation of school rules and the rights of others.

The responsibility to provide a safe and orderly environment in our schools is shared by everyone: Parents, Students and All District Employees.

It is impossible to write rules and regulations to cover every situation. Acts not covered by the code will be handled at the discretion and judgment of the principal or designee who will act for the good order and protection of the school.

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 and expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. 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 suspension
7. After-school study or Saturday study 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. Community service
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
10. Suspension of bus riding privileges
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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.

# Student School and Bus Behavior (Continued)

## Specific Bus-Related Disciplinary Measures

- ◆ Driver gives verbal warning.
- ◆ Driver assigns student permanent or temporary seat.
- ◆ Driver prepares a written bus discipline referral with copies to the terminal manager and building principal.
- ◆ Date and violation recorded in Driver's Log. Driver prepares a written Bus Discipline Referral with copies to the terminal manager and building principal. Building principal notifies parent of bus discipline referral and notice that further violations could result in suspension of riding privileges.
- ◆ The principal or designee may choose to utilize a variety of interventions prior to the suspension of riding privileges.
- ◆ Immediate intervention of the driver who is responsible to prepare a written Bus Discipline Referral (copies of the Driver's log may be required).
- ◆ Bus Discipline Referral is completed the same day and submitted to First Student, Inc. terminal manager who approves the referral. Driver takes a copy of referral to building principal or designee.
- ◆ Riders may be suspended from the bus due to multiple previous Bus Discipline Referrals. Length of the suspension will be dependent upon the seriousness of the misbehavior as well as previous referrals.

A typical sequence of suspension of riding privileges might be:

1st Violation 1-5 school days suspension of riding privileges.

2nd Violation 5-10 school days suspension of riding privileges.

3rd Violation Suspension of riding privileges for the semester or remainder of the year.

The school principal shall determine the final disciplinary action. Parents are notified as soon as possible of suspension of riding privileges and are responsible to transport their child to and from school during the period of suspension.

In all cases requiring a written Bus Disciplinary Referral and suspension of riding privileges, the rider will have the opportunity to describe the event from their perspective to the building principal/designee. Any appeal of disciplinary action may be referred to the Superintendent or designee. (Board Policy 7:190)

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.

## Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. (Board Policy 7:190)

## Early Interventions/Community-Based Resources

Early Intervention options and information should be provided to any student and/or their parent/guardian in an attempt to be proactive regarding behavioral and/or academic issues and difficulties that may arise (i.e. Bridgeway, virtual-schooling (APEX)). These interventions and resources should be provided to the student and/or their parent/guardian. Any and all attempts to provide early intervention options shall not include 1) a monetary fine or fee as a disciplinary consequence to the student or 2) encouraging a student to drop out voluntarily due to behavioral or academic difficulties. These options shall not preclude requiring a student to provide restitution for lost, stolen, or damaged property.

# Student School and Bus Behavior (Continued)

## Pre-Suspension/Non-Exclusionary Discipline

Many times the classroom teacher is the first to be aware of problems and is considered to be the principal's designee. In such cases the teacher shall take initial corrective steps which could include but not limited to:

- ◆ Student/teacher conference.
- ◆ Parental contact.
- ◆ Time out/loss privileges—removal from classroom or scheduled activities for a specific, limited period of time.
- ◆ Detention or disciplinary writing pertaining to the infraction.

A student may be detained before or after school for disciplinary reasons provided the parents or guardians of such students have been given at least 24 hours advance notice by telephone or through the mail. In addition, students must notify their parents of their detention.

If the problem persists, the student will be sent to the office for further action and the problem will be viewed as an official first violation. Written notification will be sent to the office as soon as possible after the violation.

If there is an actual or threatened danger, the student will be removed from the classroom immediately.

## In School Suspension/Detention/Non-Exclusionary Discipline

Removal from the classroom or scheduled activities for an appropriate time under the supervision of the principal or designee. Students may not attend or participate in school activities while in an assignment of ISSP/Detention. A student is considered to have completed an ISSP/Detention assignment at the end of the time assigned to ISSP/Detention.

The purpose of the program is to provide a disciplinary and educational alternative to the regular classroom.

- ◆ Parents will be notified by telephone or mail that their child has been assigned to ISSP/Detention and for what violation.
- ◆ School administrators will assign students to the program. While assigned to the program, students will be required to do assignments that may or may not be related to their classroom work.
- ◆ It is the responsibility of the student to comply with all ISSP/Detention procedures.
- ◆ It is the responsibility of the student to complete all work for the duration of the original ISSP/Detention placement. Work is to be completed by a time agreed upon by the teacher and student and will receive full credit.
- ◆ Middle School students may attend or participate in school activities while in an assignment to ISSP/Detention depending on the severity of the infraction and number of other disciplinary infractions to date. The Principal or Assistant Principal will make the determination on a case by case basis.
- ◆ High School students may not attend or participate in school activities while in an assignment to ISSP/Detention. A student is considered to have completed an ISSP/Detention assignment at the end of the time assigned to ISSP/Detention.



# **Student School and Bus Behavior (Continued)**

## **Search and Seizures**

Disciplinary actions may arise from the search of and/or seizure of personal property and/or effects.

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

This policy applies also to student vehicles parked on school property. In return for the privilege of parking on school property, the student shall be required to consent in writing to search of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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 of suspecting that the search will produce evidence that 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.

District #205 buildings and grounds may be searched periodically by law enforcement canine units under the supervision of District Administration. (Board Policy 7:140)

## **Out of School Suspension**

Out-of-School Suspensions may be used only if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities. The duration of the suspension will be determined on a case-by-case basis with reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable. Suspension length may range from half day and not to exceed 10 days. Suspensions that will exceed more than 10 days typically require a hearing before the school board and may include Expulsion or removal from current school to an Alternative Education Program.

Any suspensions exceeding 3 days may be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either 1) pose a threat to the safety of other students, staff, or members of the school community or 2) substantially disrupt, impede, or interfere with the operation of the school. Any and all other interventions that are attempted shall be documented and/or whether it was determined that there were no other appropriate and available interventions.

Any student suspended for longer than 4 school days shall be provided appropriate and available support services during the period of their suspension. Appropriate and available support services shall be determined by school authorities.

Expelled students may be referred to appropriate and available support services including, but not limited to, Bridgeway and Alternate Education Programs.

Suspended students will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

# Student School and Bus Behavior (Continued)

## Out of School Suspension (Continued)

During the school day no student shall leave school until in the company of a parent, guardian or approved adult or without explicit permission of the guardian or contact is made with the Galesburg Police Department or the High School Police Liaison. However, a student whose presence poses a continuing danger to persons, property or an ongoing disruption may be removed by a police officer for disorderly conduct.

- ◆ Any suspension shall be reported as soon as possible to the parents or guardian of such pupil along with a full statement of the reasons for the suspension and notice of their right to a review.
- ◆ During the period of suspension a student may not be in, on, or about school or school/district grounds without the permission of the school administration. To do so will be considered trespassing.
- ◆ Students may not attend or participate in school/district activities during a suspension. Violation of these conditions will result in further disciplinary action.
- ◆ Students will be allowed to make up work for full credit within building policies related to make-up work.
- ◆ Principal may require parent/guardian and student to meet prior to student re-entering school.

## Insight Program (Grades 6-12)

In cases where students receive a ten (10) day suspension for a Category III violation involving drugs or alcohol, a student MAY get their suspension reduced from ten (10) days to five (5) days through successful participation in the Insight Program.

Students who receive a minimum five (5) day suspension for violent or aggressive behaviors (assault, fighting, etc.) MAY get their suspension reduced through successful participation in Anger Management class(es).

Brochures describing these programs are available at GHS, GHS-North, Lombard Middle School and Churchill Junior High School.

## Expulsion

Expulsion from school is a formal process whereby an individual has the right to an education withdrawn for a period in excess of ten days. (Board Policy 7:210)

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years: 1) a firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961; 2) a knife, brass knuckles or other knuckle weapon regardless of its composition; a "billy" club; or any other object if used or attempted to be used to cause bodily harm; including "look-alikes" of any firearm or weapon as defined above.

The expulsion requirement may be modified by the superintendent and/or school board on a case-by-case basis.

- ◆ Only the local Board of Education may expel a student.
- ◆ The student and the student's parents or guardians shall be notified of the reason(s) for the proposed expulsion by registered letter from the appropriate administrative official which will state:
  - The rules and regulations allegedly violated.
  - The date, time and place of the Board of Education hearing. The hearing must take place within 10 school days of the violation.

# Student School and Bus Behavior (Continued)

## Expulsion (Continued)

The expulsion requirement may be modified by the superintendent and/or school board on a case-by-case basis (Continued).

- ◆ The expulsion shall not take place until after the Board of Education has had the opportunity to hear the case and render a decision. Students are suspended from school pending expulsion procedures.
- ◆ At a hearing by the Board of Education a student has the right to:
  - Counsel at his/her own expense.
  - Present witnesses.
  - Question the person who made the recommendation to expel.
  - Make a statement in his/her own behalf.

If the board acts to expel a student, the written expulsion decision shall detail the specific reasons why removing the student from the learning environment is in the best interest of the school. The expulsion decision shall also include a rationale as to the specific duration of the expulsion. An expelled student may be immediately transferred to an alternative education program. An expelled student may be denied transfer to an alternative education program if such transfer is deemed to cause a threat to the safety of students and/or staff in the alternative education program.

If a student is expelled from District #205, the term "expulsion" is placed in the permanent record. Expulsions follow the student throughout the state and nation.

## Re-Engagement of Suspended and Expelled Students

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

## Probation

The Board of Education may allow probation as a part of expulsion.

Probation allows students to return to school under specific conditions outlined in the probation contract. If a student is allowed to return to school on principal's probation, the student and a parent/guardian must schedule an appointment and meet with a school administrator and re-enroll prior to the beginning of the probationary period. Failure to do so will be a violation of the terms of the probation.

If the terms of the probation are violated, the expulsion shall immediately go into effect. The principal shall notify the Board of Education in writing when the terms of the probation are violated.

Seniors serving probation may be allowed to participate in high school culminating activities at the discretion of the Board of Education and/or high school administration.

- ◆ A student who is expelled from school will lose any and all credit for work done subsequent to date of expulsion.
- ◆ During the period of expulsion a student may not be in, on, or about school grounds without permission of the school administration. A violation of this provision would be considered trespassing and the student would be subject to arrest.

# Student School and Bus Behavior (Continued)

## Additional Disciplinary Responses

- ◆ The Board may require a student to participate in a school-approved substance abuse program, conflict or anger management class and/or undergo psychological evaluation.
- ◆ Violations by graduating seniors may result in exclusion from school-sponsored graduation ceremonies, activities, and/or other disciplinary action.
- ◆ Violation of the discipline code may result in notification and action by legal authorities. Staff members are required to notify the principal if they find a firearm at school. The principal is required to notify law enforcement officials and the parents of the student bringing the firearm to school.
- ◆ Depending on degree of seriousness of any violation, alternative disciplinary consequences may be used, allowing for certain steps in the process to be eliminated.

**NOTE:** *Students who have had a case in Teen Court are still subject to terms and conditions of the Code of Student Conduct.*

**Year-Round  
Athletic Code  
& Extra-  
Curricular/  
Co-curricular  
Activities**

*(6-12 Secondary Only)*

# Year-Round Athletic Code

## Athletic Code Duration

This Code of Conduct shall be enforced throughout the calendar year from student's first date of participation until his/her graduation or the culmination of the season during an athlete's senior year.

## Student Participation in Athletics

Galesburg CUSD #205 believes that student participation in athletics and extra-curricular activities enhances the educational experience. When a student elects to participate in an athletic and/or extra-curricular activity, he/she is agreeing to abide by the standards of conduct established in this Code. Participation in athletics and extra-curricular activities is a privilege, not a right. This privilege requires responsibility and discipline, life skills that will help students be successful in life. The intention of the code is to provide guidelines and life long lessons.

Galesburg Schools are members in good standing of the Illinois High School Association (IHSA) and the Illinois Elementary School Association (IESA) and adhere to the IHSA/IESA constitution and by-laws. Galesburg Schools may impose standards and expectations which exceed those required by the IHSA/IESA. (Board Policy 7:300)

## Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an inter-scholastic contest or practice for a possible concussion or head injury may not return to that practice or contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. (Board Policy 7:305)

## Eligibility - High School

Eligibility is designed to create a standard of achievement for students involved in extracurricular and athletic activities. Galesburg High School requires more than IHSA minimum standards in number of passing credits required and grade point average required. In addition, student's academic achievement must demonstrate at certain points in their high school career that they are on track for graduation. Academic achievement is an expectation for those who exercise their privilege to participate in extracurricular and athletic activities. Tutorial services are available to all students at GHS and required for those needing assistance in achieving the eligibility requirements of this code. All students must be enrolled in four (4) blocks.

- I. All students must pass three (3) blocks on a weekly check. Students not passing 3 blocks on a weekly basis:
  - Will be ineligible to participate in interscholastic activities for the following week (Monday-Saturday); and
  - Will be required to participate in a tutorial program approved by the coach and athletic director.
  - Students ineligible for four consecutive weeks are dropped from the team.
  - Eligibility is not cumulative season-to-season.

# Year-Round Athletic Code (Continued)

## Eligibility - High School (Continued)

Students must also pass **three blocks each term** to be eligible to participate in the next **term's** activities. **A minimum of two blocks must be taken at Galesburg High School. The equivalent of a three-semester hour college course may be substituted for a third and/or fourth block. The college course must be taken for high school credit and pre-approved by the high school administration. The course may be taken for a regular grade counted on the high school GPA, or pass/fail grade which does not count in the high school GPA.** Students who do not pass **three blocks** for the **fourth term** may use summer school as an extension of the **fourth term**.

II. Sophomore, Junior, and Senior students must have a minimum GPA of 1.75 at the end of **each term**. Grades are cumulative during the grading period and are based on what grade a student would receive if Transferring to another school. Students not having a 1.75 GPA will be ineligible for the **next term**, but may become eligible if the GPA is raised at midterm.

In order to be eligible with a 1.75 GPA, you must have a minimum of 7 grade points. To calculate grade points, A=4 points; B=3 points; C=2 points; and D=1 point.

Term	Midterm Grade Due	Check for Eligibility	P/T Conference	End of Term	Check for Eligibility
1	Friday 9/16/16	Friday 9/23/16	Thursday 9/8/16	Friday 10/14/16	Friday 10/21/16
2	Friday 11/18/16	Wednesday 11/23/16	Thursday 11/10/16	Wednesday 12/21/16	Friday 1/6/17
3	Friday 2/10/17	Friday 2/17/17	Thursday 2/2/17	Friday 3/10/17	Friday 3/17/17
4	Friday 4/21/17	Friday 4/28/17	Thursday 4/6/17	Friday 5/19/17	Friday 5/26/17

C=2 <b>Eligible</b>	C=2 <b>Not Eligible</b>
C=2	C=2
C=2 <b>1.75</b>	C=2 <b>1.50</b>
D=1	F=0
<b>7 Total</b>	<b>6 Total</b>
B=3 <b>Eligible</b>	C=2 <b>Not Eligible</b>
C=2	C=2
D=1 <b>1.75</b>	D=1 <b>1.50</b>
D=1	D=1
<b>7 Total</b>	<b>6 Total</b>
B=3 <b>Eligible</b>	A=4 <b>Not Eligible</b>
C=2	D=1
C=2 <b>1.75</b>	D=1 <b>1.50</b>
F=0	F=0
<b>7 Total</b>	<b>6 Total</b>

III. Sophomore, Junior, and Senior students must be on track for graduation **at the beginning of each school year**, as defined by the following:

Class of:	2017-2020
Credits needed for graduation	28
Start of Sophomore Year	6
Start of Junior Year	13
Start of Senior Year	20

**Students not on track for graduation will become eligible during the school year if they achieve enough credits to be back on track for graduation. Seniors will be checked each term to determine if they are on track for graduation.**

A student with any failing grades must participate in a required tutorial program approved by the coach and Athletic Director.

An athlete who is ineligible for three (3) consecutive weeks is also ineligible to practice in the following week. An athlete who is ineligible for a fourth consecutive week shall be dropped from the team.

**The responsibility for counting credits, maintaining grade point average, meeting graduation requirements and all other eligibility requirements specifically outlined in the extracurricular code rests with the student and their parents/guardians.**

# Year-Round Athletic Code (Continued)

## Junior High/Middle School

No pass/no play as defined in the Junior High/Middle School Athletic Handbook. A student with any failing grades must participate in a required tutorial program approved by the coach and Athletic Director.

An athlete who is ineligible for three consecutive weeks is also ineligible to practice in the following week. An athlete who is ineligible for a fourth consecutive week shall be dropped from the team.

## School Event Code

School rules are to be followed at all school related events, whether they are at home or away. Students attending extracurricular activities are to display good sportsmanship at all times. Corrective measures may be taken by school personnel who witness district or school rules being broken. The failure to comply with the rules and regulations may result in disciplinary action.

By attending any extra-curricular or night activity, students have expressed a desire to see that event to its conclusion. If students leave the building before the activity is over, students may not return.

Students may be disciplined for engaging in an 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. This may include but not limited to, personal and/or electronic communications and/or social media. (Board Policy 7:240)

## Athletes Must Refrain From Any of These:

- ◆ Hazing or Sexual Harassment as defined by 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.
- ◆ Any other Acts of Misconduct/Misbehaviors as defined in the Student School and Bus Behavior section of the code.
- ◆ Any criminal act defined as a Felony; or Class A Misdemeanor;
- ◆ Possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-a-likes, alcoholic beverages synthetic compounds or herbal compounds as described in PA 097-0193 (ILCS effective January 2012) are prohibited.
  - ◆ Examples may include, but not limited to, the following types of compounds: Madhatter, G-13, K-2, salts, isomers, etc.; as well as illegal weapons, ammunition, explosives or look-a-likes
- ◆ Being under the influence of illegal drugs or alcohol.
- ◆ Possession/use of tobacco or tobacco products and smoking materials at any school event or activity as per current code including use of electronic cigarettes (E-cigs).

Each violation for drug/alcohol related violations requires mandatory participation in a school-sanctioned abuse/counseling program (at student's expense) in order to maintain eligibility.

Students who are ineligible for academic or code violations may not be in school provided gear including uniforms at interscholastic contests held during the period of ineligibility. (Board Policy 7:190)

## Disciplinary Measures

### Violation of Behavioral Expectations will result in the following:

- ◆ First Violation:
  - ◆ Consequence: Suspension from team until the following tasks are completed. This would include all practices/meetings, games/competitions/performances, until student and parent/guardian meet with head coach/sponsor and Building Principal, or designee, to discuss expectations, consequences, and next steps.



# Year-Round Athletic Code (Continued)

## Disciplinary Measures (Continued)

### Violation of Behavioral Expectations will result in the following (Continued):

- ◆ First Violation (Continued):
  - ◆ Intervention: student must complete 10 community service hours completed at a local venue, approved by GHS administration. Student must write an explanation letter to Athletic Director, to be kept in a private file, that explains the incident, why the wrong decision was made, and what better decision will be made if/when there is a similar set of circumstances. The student will go before the team and coaches, apologize, and share what better decision will be made if/when there is a similar set of circumstances. If offense is drug, alcohol related, then student must participate in a school-sanctioned abuse/counseling program (at student's expense) in order to regain eligibility. Length of intervention will be determined by support professionals.
  - ◆ If students and parents/guardians do not comply with the intervention program, student will be ineligible to participate in any extra-curricular activity.
- ◆ Second Violation:
  - ◆ Consequence: suspended for 50% of scheduled games/competitions/performances including IHSA state series. If less than 50% of the events remain in that activity, the remaining suspension shall carry over to the next extra-curricular activity of participation or during the following year, whichever comes first.
  - ◆ Intervention: student, parent/guardian, head coach/sponsor, and Athletic Director must meet before re-participation will be granted to discuss consequences and next steps. If offense is drugs, alcohol related, student must enroll in a school-sanctioned abuse/counseling program (at student's expense), which will require a parent/guardian meeting at the entrance and exit of the program. Length of intervention will be determined by support professionals. \*If students and parents/guardians do not comply with the intervention program, student will be ineligible to participate in any extra-curricular activity.
- ◆ Third Violation
  - ◆ Consequence: suspended one full calendar year from all extra-curricular activities from the official suspension date of the third offense.
  - ◆ Intervention: continue to communicate with student regarding good-decision making, eligibility, and life skills.
- ◆ Fourth Violation:
  - ◆ Consequence: suspended from all extra-curricular activities for remainder of high school career.
  - ◆ Intervention: continue to support student as they transition for life after high school.

**NOTE:** Students who have/had a case in Teen Court are still subject to the terms and conditions of the Year-Round Athletic Code section of the Code of Student Conduct.

## Governing Regulations

- ◆ Violations of the Code of Conduct directly impacts student status under the Athletic Code.
- ◆ The number of violations are cumulative throughout the high school or junior high/middle school career.
- ◆ Penalties will carry over to the next sport/activity or school year as deemed necessary.
- ◆ Penalties that carry over must be served on the next sport/activity the student decides to participate.
- ◆ Junior high/middle school code violations do not carry over to the high school, unless the penalty for the code violation was not served in District #205 or other school setting.
- ◆ Violations which occur prior to the start of a season will be enforced during the next sport/activity season in which the student participates.
- ◆ Violations occurring prior to the start of a season will be enforced during the next sport season in which the student is allowed to participate.
- ◆ Athletes are not allowed to participate in a sport for the purpose of serving a suspension in that sport rather than one where the student has a record of consistent participation.
- ◆ Penalties for violations are to be enforced in conjunction with the athlete's record of participation. It is recognized that freshmen and sophomores may not have established a consistent record of participation.
- ◆ Consequences are successfully completed only when the season in which the consequence is served is also successfully completed by the student.
- ◆ All cases are decided within the Code and at the discretion of the Athletic Director.
- ◆ If a violation occurs at the time a student is injured or ineligible, the suspension will start when the student returns to practice or is academically eligible.

# Year-Round Athletic Code (Continued)

## Governing Regulations (Continued)

- ◆ An athlete suspended from school (ISSP, OSSP) is not able to participate until the full length of the suspension has been served.
- ◆ Disciplinary responses from code violations may not run concurrently.

## Disciplinary Procedures

Participation in athletics and extra-curricular activities is a privilege, not a right. The District will follow outlined procedures on a case by case basis when administering code violations:

- ◆ The building administrator or designee involved shall investigate to determine whether or not a violation took place.
  - If a staff member personally witnesses a violation, it shall be considered an offense.
  - If a staff member is told of a violation by a school official, law enforcement officer, or parent/guardian of the student involved in the violation or witnessed the violation, it shall be considered an offense.
  - If a staff member is told of a violation by a student or non-school person (adult or child), he/she shall consider the offense to be invalid unless the student admits the violation to the staff member, or there is reasonable evidence to support the allegation.
- ◆ The student and parent will be informed **in advance** of the investigation and the process.
- ◆ The building administrator or designee, after investigating the allegation, shall meet with the student and parent/guardian to discuss the alleged violation. At this meeting, the building administrator or designee shall present the accusation, discuss the seriousness of the offense, and make a final determination of a violation.
- ◆ The student and his/her parent/guardian will be provided the opportunity to request a case review of the disciplinary action to the Assistant Superintendent. The case review must be submitted in writing to the Assistant Superintendent within five days of the initial decision.
  - The Assistant Superintendent shall review all pertinent information and communicate the decision in writing within ten days of receipt of the request for case review.
  - The decision of the Assistant Superintendent is final.
  - The student is not allowed to participate during the case review process
  - The parent or guardian will be informed of all steps of the process including the case review.

## Voluntary Admission of Substance Abuse

Voluntary admission, in writing, by a student or their legal guardian of an infraction involving substance abuse will not result in a suspension of participation in activities, but will count as a first violation.

The purpose of this language is two-fold:

- ◆ To encourage the students who believe they have a substance abuse problem to seek help in dealing with that problem.
- ◆ To encourage students who have committed a substance abuse infraction to admit their mistake and recognize they made a poor choice.

Once knowledge of violation becomes known to the school or police, it is too late to use the voluntary admission policy. The provision may be used only once during a student's extracurricular or athletic career in District #205.

## Transportation

The transportation code applies in all situations involving athletic events. When necessary, students may be released to ride with parents or guardians only. The transportation code can be found on pages 48-50. (Board Policy 7:220)

# Extra-curricular/Co-curricular Activities

Extracurricular/co-curricular activities are those school-sponsored activities not governed by the Code of Conduct.

## Extra-curricular/Co-curricular Activities Code Duration

This Code of Conduct shall be enforced throughout the calendar year from student's first date of participation until his/her graduation or the culmination of the student's senior year.

## Eligibility

All students must be enrolled in four (4) blocks.

- I. Eligibility is determined **each term**. The students must be passing three blocks.
  - ◆ Students must also pass **three blocks each term** to be eligible to participate in the next **term's** activities. **A minimum of two blocks must be taken at Galesburg High School. The equivalent of a three semester hour college course may be substituted for a third and/or fourth block. The college course must be taken for high school credit and pre-approved by the high school administration. The course may be taken for a regular grade counted on the high school GPA, or pass/fail grade which does not count in the high school GPA.** Students who do not pass **three blocks** for the **fourth term** may use summer school as an extension of the **fourth term**.
  - ◆ Sponsors of the individual activities and administrators are responsible for eligibility checks for participants in the sponsored activities.
  - ◆ Students determined to be ineligible are required to participate in a tutorial program approved by the sponsor.
  - ◆ Eligibility is applicable to students in grades 6-12 only.
  - ◆ The culminating Band and Choir concerts, which are a primary part of the musician's grades, will be exempt from academic eligibility. These concerts will not exceed four per school year.
- II. Sophomore, Junior, and Senior students must have a minimum GPA of 1.75 at the end of **each term**. Grades are cumulative during the grading period and are based on what grade a student would receive if transferring to another school. Students not having a 1.75 GPA will be ineligible for the **next term**, but may become eligible if GPA is raised at midterm (see chart on page 38).
- III. Sophomore, Junior, and Senior students must be on track for graduation **at the beginning of each school year**, as defined by the chart on page 38.

**Students not on track for graduation will become eligible during the school year if they achieve enough credits to be back on track for graduation.** Seniors will be checked each term to remain on track for graduation.

**The responsibility for counting credits, maintaining grade point average, meeting graduation requirements and all other eligibility requirements specifically outlined in the extracurricular code rests with the student and their parents/guardians.**

## Behavior Expectations

All students are expected to abide by the rules and regulations outlined in the approved by-laws for a specific extra-curricular club or activity. Administrative Intervention is required under the following conditions:

**Students must refrain from any of these:**

- ◆ Hazing, sexual harassment
- ◆ Any activity that may detract from the image and standards of Galesburg School District #205 may result in a penalty. Example: involvement in a criminal or immoral activity as determined by police or district staff.

# Extracurricular/Co-curricular Activities (Continued)

## Behavior Expectations (Continued)

### Students must refrain from any of these (Continued):

- ◆ Any other Category III violation as defined by the secondary code.
- ◆ Inappropriate use of cellular phones or electronic devices when participating in extracurricular and co-curricular activities.
- ◆ Possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-alikes, alcoholic beverages including synthetic compounds or herbal compounds as described in PA 097-0193 (ICS effective January 2012) are prohibited. Examples may include, but not limited to, the following types of compounds: Madhatter, G-13, K-2, salts, isomers, etc.; as well as illegal weapons, ammunition, explosives or look-alikes.
- ◆ Being in the presence of the illegal use of drugs or alcohol.
- ◆ Possession/use of tobacco or tobacco products and smoking materials at any school event or activity as per current code including use of electronic cigarettes (E-cigs).

## School Event Code

School rules are to be followed at all school related events, whether they are at home or away. Students attending extracurricular activities are to display good sportsmanship at all times. Corrective measures may be taken by school personnel who witness district or school rules being broken. The failure to comply with the rules and regulations may result in disciplinary action.

By attending any extracurricular or night activity, students have expressed a desire to see that event to its conclusion. If students leave the building before the activity is over, students may not come back in.

Students may be disciplined for engaging in an 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. This may include but not limited to, personal and/or electronic communications and/or social media. (Board Policy 7:240)

## Disciplinary Measures

Each violation for drug/alcohol related violations requires mandatory participation in a school-sanctioned abuse/counseling program (at student's expense) in order to maintain eligibility. (Board Policy 7:190)

### Violations of Behavioral Expectations will result in the following:

- ◆ First Violation: Suspension from all club/organization activities for three school calendar months.
- ◆ Second Violation: Suspension from all club/organization activities for six school calendar months.
- ◆ Additional Violations: Suspension from club/organization activities for one calendar year.

**NOTE:** Students who have/had a case in Teen Court are still subject to terms and conditions of the Extra-curricular Activities section of the Code of Student Conduct.

## Co-Curricular Disciplinary Responses

### Marching Band Student

- ◆ First Violation: Suspension from one-third (1/3) of all marching events.
- ◆ Second Violation: Suspension from two-thirds (2/3) of all marching events.
- ◆ Additional Violations: Suspension from all marching events for one calendar year.

# Extracurricular/Co-curricular Activities (Continued)

## Co-Curricular Disciplinary Responses (Continued)

### Winter Band Student

- ◆ First Violation: Suspension from all band activities for one-third (1/3) of the days for terms two, three, and four of the current school year.
- ◆ Second Violation: Suspension from all band activities for two-thirds (2/3) of the days or events for terms two, three, and four of the current school year.
- ◆ Additional Violations: Suspension from all band activities for one calendar year.

### Vocal Music Student

- ◆ First Violation: Suspension from one-third (1/3) of all vocal events during the school year.
- ◆ Second Violation: Suspension from two-thirds (2/3) of all choir activities for the school year.
- ◆ Additional Violations: Suspension from all local activities for one calendar year.

Suspension from co-curricular activities may carry over from year to year. Suspension from co-curricular activities may be applied to the next applicable season.

## Governing Regulations

- ◆ When a student is suspended from a performance organization and performance in that organization is part of his/her grade, the administrator and advisor/sponsor will devise a replacement assignment/activity to protect that student's right to an education. Expulsion from school means expulsion from all school-related extracurricular activities.
- ◆ The advisor/sponsor or the administration will notify the student of a reported violation.
- ◆ The advisor/sponsor or the administration will inform the student's parent or guardian of the violation.
- ◆ Suspension may carry over from one activity to the next.
- ◆ If a school suspension results from a violation of the Student Code of Conduct policies, penalties will run concurrently. An activities' suspension may run longer than the concurrent school suspension.
- ◆ During an out-of-school suspension, the student may not participate in any student activities.
- ◆ If a parent or guardian wishes to have the decision reviewed, the parent or guardian should forward a written request for review to the Superintendent within five days of the decision. The Superintendent shall review the decision and communicate his or her decision in writing to the parent or guardian within ten days of the receipt of the request for review. The decision of the Superintendent is final.
- ◆ Violations by any student while not a member of a club or activity will cause the student to be ineligible for not less than three school calendar months from the date they first report to the club or activity.
- ◆ Acts not covered by the code or by-laws of the individual club or activity will be handled at the discretion and judgment of the principal or designee.
- ◆ Regular attendance at school is a requirement for participation in extracurricular activities.
- ◆ Violations of the Code of Conduct also directly impact student status under the Extracurricular Code.
- ◆ Students alleged to be in violation of the Extracurricular Code will be afforded basic due process of law.
- ◆ Disciplinary responses from code violations may not run concurrently.

## Disciplinary Procedures

Participation in athletics and extra-curricular activities is a privilege, not a right. The District will follow outlined procedures on a case by case basis when administering code violations:

- ◆ The building administrator or designee involved shall investigate to determine whether or not a violation took place.
  - If a staff member personally witnesses a violation, it shall be considered an offense.
  - If a staff member is told of a violation by a school official, law enforcement officer, or parent/guardian of the student involved in the violation or witnessed the violation, it shall be considered an offense.
  - If a staff member is told of a violation by a student or non-school person (adult or child), he/she shall consider the offense to be invalid unless the student admits the violation to the staff member, or there is reasonable evidence to support the allegation.

# Extracurricular/Co-curricular Activities (Continued)

## Disciplinary Procedures (Continued)

Participation in athletics and extra-curricular activities is a privilege, not a right. The District will follow outlined procedures on a case by case basis when administering code violations (Continued):

- ◆ The student and parent will be informed **in advance** of the investigation and the process.
- ◆ The building administrator or designee, after investigating the allegation, shall meet with the student and parent/guardian to discuss the alleged violation. At this meeting, the building administrator or designee shall present the accusation, discuss the seriousness of the offense, and make a final determination of a violation.
- ◆ The student and his/her parent/guardian will be provided the opportunity to request a case review of the disciplinary action to the Assistant Superintendent. The case review must be submitted in writing to the Assistant Superintendent within five days of the initial decision.
  - The Assistant Superintendent shall review all pertinent information and communicate the decision in writing within ten days of receipt of the request for case review.
  - The decision of the Assistant Superintendent is final.
  - The student is not allowed to participate during the case review process
  - The parent or guardian will be informed of all steps of the process including the case review.

## Voluntary Admission of Substance Abuse

Voluntary admission, in writing, by a student or their legal guardian of an infraction involving substance abuse will not result in a suspension of participation in activities, but will count as a first violation.

The purpose of this language is two-fold:

- ◆ To encourage the students who believe they have a substance abuse problem to seek help in dealing with that problem.
- ◆ To encourage students who have committed a substance abuse infraction to admit their mistake and recognize they made a poor choice.

**Once knowledge of violation becomes known to the school or police, it is too late to use the voluntary admission policy. The provision may be used only once during a student's extra-curricular or athletic career in District #205.**

## Transportation

The transportation code applies in all situations involving athletic events. When necessary, students may be released to ride with parents or guardians only. The transportation code can be found on pages 48-50. (Board Policy 7:220)



# Community Unit School District #205

..... *Helping Students Achieve Their Dreams* .....

District Website: [www.galesburg205.org](http://www.galesburg205.org)

Lincoln Education Center: 932 Harrison Street, P.O. Box 1206, Galesburg, IL 61402-1206  
Phone: (309) 343-1151 Fax: (309) 343-1319 & 343-7757

## Procedures for Random Drug Testing Secondary Schools

- ◆ Before a student is eligible to participate in athletic/extra-curricular/co-curricular activities, they and their parents must sign an "informed consent" form (along with all other necessary forms).
- ◆ Each participant will be assigned a number which will be stored in a computer program. Sixth graders will be added to the testing group in January of their sixth grade year.
- ◆ Each week for the high school and every other week for the middle schools, five numbers will be randomly drawn from the program. The last drawn number will be used only if one of the four previously drawn students is absent. If a student is absent on the day their number is pulled, he/she will automatically be tested on the next test day. The fifth number, if it is not used, goes back into the larger pool. After each testing cycle, all numbers (excluding an absentee) go back in the pool for the next testing cycle. If a student, who has tested positive within a one (1) month window, is one of the numbers pulled, he/she will not be tested because the substance would most likely still be in his/her system. He/she will be placed back in the system for future selection.
- ◆ The Athletic Director, Activities Director, Building Administrator, or their designee will escort the selected participants from their classrooms to the designated testing site.
- ◆ The authorized testing vendor will ensure that all testing procedures, integrity specifications, and confidentiality measures are met. At the time of collection a split specimen will be taken with one labeled A and the other B. "A" will be used for the initial test.
- ◆ Students who admit to using prohibited substances on the way to the testing site for drug testing, will not be tested, but will receive the appropriate consequences (1/3 season suspension, etc.) This admission will not be considered a "Voluntary Admission of Substance Abuse".
- ◆ If a student tampers with the sample or refuses to be tested, it will be deemed a positive result and appropriate consequences will be imposed.
- ◆ Parents/guardians should ensure that **all** prescription medications that students are taking are listed in the students' Health Records information which is available through the school nurse. If a student is taking a short term prescription medication which is not recorded in the Health Records and results of a random drug test are positive, the student has until the next school day at 3:00 PM to supply a physician's script or the pharmacy bottle with the label attached to the school nurse for verification. The student may continue to participate until the deadline. If no valid reason for the positive test is supplied by the deadline, the appropriate consequences will be imposed.
- ◆ The vendor will notify the Athletic Director, Activities Director, or Building Administrator of the test results. Parents/Guardians shall be notified of a positive test result as soon as possible. Students with negative test results will be mailed a congratulatory letter to them and their parents.
- ◆ If a student tests positive for a prohibited substance, that student and his/her parent/guardian shall be required to meet with the Athletic Director, Activities Director, or Building Administrator to determine appropriate follow-up steps.
- ◆ If a student or parent/guardian believes the test results are erroneous, the parent/guardian has a right to request that a second test be conducted by the approved vendor. The cost will be borne by the student/parent/guardian. The parent must make the request to the Athletic Director, Activities Director, or designee and pay for the test within 3 business days of the positive result. The student will not be allowed to participate until the second test results are available. Sample "B" will be used to conduct the second test. The results of the second test will be considered final. If the second test proves negative, the parent will be reimbursed for the cost of the test.
- ◆ Consequences for positive test results will be imposed as outlined in the Secondary Code of Conduct.
- ◆ Additionally, a student and a parent/guardian must complete the Insight Program at Bridgeway or complete a treatment plan as recommended by the Bridgeway staff prior to returning to the activity.
- ◆ All costs, beyond the Insight Program, associated with assessment, treatment, and follow-up testing shall be borne by the student or the student's parent/guardian.
- ◆ The District will not release information concerning the test results and follow-up procedures to the public. The information will be shared with appropriate individuals that need to know such as parent/guardian of the student, a coach, club sponsor or supervisor if the student is limited in any way with respect to participation in an extra-curricular activity.
- ◆ Information regarding a positive test will **not** be placed in a student's permanent file nor will there be any academic sanctions for a positive test.



# Community Unit School District #205

..... *Helping Students Achieve Their Dreams* .....

District Website: [www.galesburg205.org](http://www.galesburg205.org)  
Lincoln Education Center: 932 Harrison Street, P.O. Box 1206, Galesburg, IL 61402-1206  
Phone: (309) 343-1151 Fax: (309) 343-1319 & 343-7757

## Community Unit School District No. 205 of Knox and Warren Counties

Herein known as C.U.S.D. #205  
Consent to Perform Urinalysis for Drug Testing

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the illegal use of drugs and/or alcohol in accordance with the Policy and Procedure for Random Drug Testing of Secondary Students participating in extra-curricular/co-curricular activities as approved by the CUSD #205 Board. Sixth graders will be added to the testing group in January of their sixth grade year.

We understand that the collection process will be overseen by a qualified Vendor.

We understand that any urine samples will be completed and analyzed by said Vendor, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical Vendor selected by the CUSD #205 Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected vendor to perform urinalysis testing for the detection of illegal use of drugs and/or alcohol.

We further give permission to the Vendor selected by the CUSD #205 Board, its doctors, employees, or agents, to release all results of these tests only to the Athletic Director, Activities Directors, and/or Building Administrators of C.U.S.D. #205. We understand these results will also be made available to us, as parent/guardian/custodian.

We understand that consent pursuant to this Informed Consent Agreement will be effective for all extra-curricular and co-curricular activities in which this student might participate while a student at Churchill Junior High School, Lombard Middle School, and/or Galesburg High School.

We hereby release the CUSD #205 Board of Education and its employees from any legal responsibility or liability for the release of such information and records.

READ THE CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING AND  
SIGN THE SECONDARY SCHOOLS INFORMED CONSENT AGREEMENT AT TIME OF REGISTRATION.

This consent is applicable to students who are under 18. Students who are 18 are of the age of the majority. They are responsible for signing. By signing this form they are granting consent for the test results to be released to their parents.

### CUSD NO. 205 SECONDARY SCHOOLS INFORMED CONSENT AGREEMENT

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

Please indicate extra-curricular/co-curricular activities in which you plan to participate in this year:

#### AS A STUDENT:

- ◆ I understand and agree that participation in extra-curricular/co-curricular activities is a privilege that may be withdrawn for violations of the Code of Conduct and/or other school policies.
- ◆ I have read the Code of Conduct and the Random Drug Testing Policy and thoroughly understand the consequences that I will face if I do not abide by it.
- ◆ I understand and realize that there is risk of injury in participating in extra-curricular/co-curricular activities defined in this policy.
- ◆ I understand that when I participate in any extra-curricular/co-curricular activities defined in this policy, I will be subjected to random urine drug testing, and if I refuse to sign the consent form, I will not be allowed to practice or participate in the activities. I have read the consent on the reverse of this form and agree to its terms.
- ◆ If I refuse to take a test if selected, it will be deemed a positive result and the appropriate consequences will be imposed.
- ◆ Sixth graders will be added to the testing group in January of their sixth grade year.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### AS A PARENT/GUARDIAN/CUSTODIAN:

- ◆ I have read the Code of Conduct and the Random Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in extra-curricular/co-curricular activities in District #205 Secondary Schools.
- ◆ I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in extra-curricular/co-curricular activities defined in this policy.
- ◆ I understand that my son/daughter/ward, when participating in these extra-curricular/co-curricular activities, will be subjected to random urine drug testing, and if they refuse to sign the consent form, will not be allowed to practice or participate in any activities. I have read the consent on the reverse of this form and agree to its terms.
- ◆ If my son/daughter/ward refuses to take a test if selected, it will be deemed a positive result and the appropriate consequences will be imposed.
- ◆ Sixth graders will be added to the testing group in January of their sixth grade year.

\_\_\_\_\_  
Parent/Guardian/Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian/Custodian Name (Print) \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_



# **Transportation Rules**

# Transportation-Rules

## Eligibility for Transportation

Bus service will be provided for students of Community Unit District #205 whose residence or whose childcare residence is 1.5 miles or more from their school of attendance. Riding the bus is a right which can be denied for failure to follow the Code of Conduct for Transportation. In addition, school buses are school property. Therefore, the Student Code of Conduct applies the same as if the violation occurred in the school building or on the playground.

- ◆ School of attendance is determined by the child's place of residence.
- ◆ Bus service is not provided to childcare outside the student's school of attendance.

Only assigned riders or those with written permission by the parent/guardian which has been approved by the principal/designee may ride the bus. Parents are not allowed on or may not ride the bus without a written request and approval from school officials. Requests are reviewed by First Student, Inc. in cooperation with appropriate school officials. (Board Policy 4:110)

## Location of Bus Stops

Country students are picked up on public roads at the end of their lanes. Rural population clusters are picked up at a common stop. The maximum walk to a bus stop in subdivisions and trailer courts is the entrance. In city and village areas, centralized bus stops will be assigned by First Student, Inc. in collaboration with the district transportation office. Specific bus information is available in each school's office.

It is important that riders be at the bus stop on time, however, no sooner than five minutes before bus time.

## Riding the Bus - Safety Rules

### Students are expected to:

- ◆ Keep voices at a conversational level.
- ◆ Maintain quiet at all railroad crossings.
- ◆ Remain seated when the bus is moving and keep feet out of aisle.
- ◆ Keep head and hands inside bus at all times.
- ◆ Follow directions of the driver at all times.

### Students Must Refrain From:

- ◆ Littering or throwing objects from the bus.
- ◆ Eating/drinking food or beverages on the bus.
- ◆ Bringing animals of any kind on the bus.
- ◆ Marking/damaging seats or other parts of the bus (willful damage to the bus must be paid for by the offender).
- ◆ Inappropriate language or verbal abuse.

## Bus Boarding

- ◆ Stay out of the road or street while waiting for the bus.
- ◆ Stay off private property while waiting for the bus.
- ◆ Wait until the bus has come to a complete stop before moving toward the bus.
- ◆ Form a single, orderly line to board the bus. Do not push or shove in the bus line.
- ◆ Get seated as quickly as possible.
- ◆ Driver may make permanent or temporary seat assignments.

# Transportation-Rules (Continued)

## Getting Off the Bus

- ◆ No rider shall get off the bus other than at their assigned stop without written approval of the principal.
- ◆ Riders who must cross the road in front of the bus to get to their homes should: 1) walk to a point where they can see the bus driver and the bus driver can see them and 2) check traffic and wait for the bus driver's signal to cross the road.
- ◆ Riders who do not have to cross the road should walk straight away from the bus steps to a point where they can see the bus driver and the bus driver can see them as they drive away.

## Video/Audio Cameras

Community Unit School District #205 Board of Education Policy 7:220 authorizes the use of video/audio cameras on buses to monitor student behavior. Student and parents/legal guardians are hereby notified that the content of video/audio recordings may be used in student disciplinary proceedings. Contents of the recordings are confidential and retained only as needed for disciplinary proceedings.

Parents or legal guardians may submit a written request to the Principal to view the video/audio recordings of their child if the video/audio recordings are used as part of the basis for a discipline action against their child. The parents or legal guardians have a right to appeal the Principal's decision to the Superintendent of his/her designee.

## Bus Suspension/Loss of Privileges

Students may be suspended from riding the bus for a period not to exceed 10 school days unless the suspension is for safety reasons for which a suspension in excess of 10 school days is allowed. The school board will be informed of all bus suspensions with a summary of the notice including the reason for the suspension and the suspension length. Parents may request a hearing of the board to review the suspension at which time the parent(s)/guardian(s) may appear and discuss the suspension with the board.

Students who are suspended from the bus who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit. It shall be the responsibility of the parent(s)/guardian(s) to notify school officials that their child does not have alternate transportation to school.

## When the weather is bad...

Listen to local radio stations to hear if buses will be running or if the snow route is in effect.

Some local stations are:

**WGIL 1400 AM**

**WAIK 1590 AM**

**WLSR 92.7 FM**

**WAAG 94.9 FM**

**WKAY 105.3 FM**

They will have the latest information.

