

**GENOA-KINGSTON HIGH SCHOOL OFFICE HOURS
7:30 A.M. TO 3:30 P.M.
HIGH SCHOOL OFFICE PHONE NUMBER: 815/784-5111
ATTENDANCE OFFICE PHONE NUMBER: 815/784-5113
DISTRICT OFFICE PHONE NUMBER: 815/784-6222**

BELL SCHEDULES

Regular Schedule

Hour	Start	End
1 A or B	7:50	9:15
2 A or B	9:20	10:45
3 A or B	10:50	12:50
Lunch 1 10:50 - 11:20		
Lunch 2 11:40 - 12:10		
Lunch 3 12:20 - 12:50		
4 A or B	12:55	2:20
Academic Enhancement	2:20	2:50

1:45 Dismissal

Hour	Start	End
1 A or B	7:50	9:07
2 A or B	9:12	10:29
3 A or B	10:34	12:23
Lunch 1 10:36 - 11:06 (11:11)		
Lunch 2 11:15 - 11:45 (11:50)		
Lunch 3 11:53 - 12:23		
4 A or B	12:28	1:45

11:29 Dismissal

Hour	Start	End
1 A or B	7:50	8:41
2 A or B	8:46	9:37
3 A or B	9:42	10:33
4 A or B	10:38	11:29

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WELCOME

Genoa-Kingston High School welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. The upcoming year will be what ever you make of it. Always have the spirit to do things which will make it outstanding. Participate in school activities and you will be an integral part of Genoa-Kingston High School.

TO PARENTS

You know that you cannot confidently launch your children into today's world unless they are of strong character and well-educated in the use of language, science, and mathematics. They must possess a deep respect for intelligence, achievement, and learning, as well as for the skills needed to set goals and for disciplined work. That respect must be accompanied by an intolerance for the shoddy and second-rate masquerading as "good enough."

You have the right to demand for your children the best our schools and colleges can provide. Your vigilance and your refusal to be satisfied with less than the best are the imperative first step. But your right to proper education for your children carries a double responsibility.

As surely as you are your child's first and most influential teacher, your child's ideas about education and its significance begin with you. You must be a living example of what you expect your children to honor and to emulate. Moreover, you bear a responsibility to participate actively in your child's education. You should encourage more diligent study and discourage satisfaction with mediocrity and the attitude that says "let it slide"; monitor your child's study; encourage good study habits; encourage your child to take more demanding rather than less demanding courses; nurture your child's curiosity, creativity, and confidence; and be an active participant in the work of the schools. Above all, exhibit a commitment to continued learning in your own life. Finally, help your children understand that excellence in education cannot be achieved without intellectual and moral integrity coupled with hard work and commitment. Children will look at their parents and teachers as models of such virtues.

TO STUDENTS

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum of effort, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

MISSION STATEMENT

In partnership with students, parents, community and staff, the mission of Genoa-Kingston High School is:

Preparing students to excel and contribute to their communities

CONFERENCE AFFILIATION

Big Northern Conference which includes Burlington-Central, Byron, Hampshire, Harvard, Marengo, North Boone, Oregon, Richmond-Burton, Rockford Lutheran, Stillman Valley, and Winnebago.

STATE AFFILIATION

Member of the Illinois High School Association

NICKNAME

Cogs

SCHOOL COLORS

Orange and Blue

SCHOOL SONG

G-K Fight Song (Composed by Roy Hubbell Copyright 1974)

DISASTER PLAN

In cooperation with our local civil defense and city authorities, a comprehensive disaster plan has been developed. The Genoa Civil Defense alerts us immediately in case of severe weather or a tornado watch or warning. Please take note of the following:

If at dismissal time the sky is threatening, and tornadoes or severe weather seem to be evident, the school administration may make the decision to hold the students until this period has passed. Radio stations WLBK (1360)AM, WSQR (1560)AM, WDEK (92.5) FM, WDKB (95)FM, and WZOK (97.5)FM will report this information. Parents should not expect your son/daughter home or a call from your son/daughter to you until the condition has passed. A Connect-Ed phone call will be made to parents explaining the situation.

In the event of early dismissal due to an emergency, students will be instructed to go directly home. Buses will be assembled and loaded as at the end of the school day. You will need to advise your son/daughter what procedure to follow in the event you are not at home. As above, the radio stations will report this information.

EMERGENCY SCHOOL CLOSING

Information relative to buses not operating, no school, and early closing of school *will be provided to you through the Connect-Ed System along with being* aired on the following radio stations:

WDEK FM 92.5 WLBK AM 1360 WGN AM 720
WDKB FM 95 WSQR AM 1560
WZOK FM 97.5 WZOK FM 97.5

CONNECT-ED:

(1) Please make sure phone numbers are accurate for your student. (2) Your primary phone number will be used for community calls (notice of registration dates, district events, etc.) (3) The primary number, as well as up to 6 numbers, will be used for emergency calls (snow days, weather conditions, lockdowns, etc.)

FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills will be held periodically. At the beginning of the year, the teachers will give the procedures to follow in case of a drill. This is important as it may become necessary to give directions during the drill. The bell is the "all clear" signal during fire drills. Drill regulations are posted in each room.

All pupils will be required to follow these general directions during a fire alarm.

1. Pupils will not run but move rapidly in a quiet and orderly fashion in a column of two to the proper exit.
2. The pupils as well as the teacher will see that all room windows and doors are closed and lights turned off.
3. Absolute discipline is mandatory, there will be no talking during exiting or reentering of the building. Students will obey all directions of staff members without question.
4. The first pupils to reach the outside doors of the building will open them and remain in charge of them until everyone in the building has made his/her exit.
5. Upon leaving the building each class will move to the area designated by their teacher away from the buildings and remain there until the return signal is given. Students should not congregate on the roadways.

During severe weather drills, the students will be required to follow these general regulations:

1. All students and teachers are to move immediately to their designated shelter when a disaster warning is announced.
2. All persons are to assume a seated position on the floor, with head down and hands locked over head during the disaster period and remain there until directed.

Parents Note: If a severe weather condition occurs near dismissal time, students will be kept at school until the weather improves.

VISITOR CONTROL POLICY

Genoa-Kingston High School welcomes the parents of our students as guests. Graduates of Genoa-Kingston are also welcome. Students currently attending Genoa-Kingston are strongly discouraged from bringing visitors to school. In the event it is absolutely necessary for a visitor to accompany a student there must be written permission secured from the building principal at least 24 hours in advance.

ACADEMIC INFORMATION

HOMEWORK

Homework that is well planned and understood by the student will add to his /her education. The quantity and nature of the homework should be determined by the teacher according to the child's needs with respect to the student's ability and grade level.

Whenever homework is assigned, its purpose is to:

1. Reinforce classroom learning by providing necessary practice and application.
2. Enrich the child's experience through related home activities.
3. Stimulate the child's initiative, independence, self-direction and responsibility.

Student Suggestions:

1. Write your assignments in the assignment section of this handbook.
2. Complete assignments the day they are issued.
3. Use appropriate class and study time to begin your work.
4. If you do not understand the assignment, see your teacher.
5. Check your notebook before going home so that you have all the necessary materials with you.
6. Set up a standard, daily study time routine.
7. Set aside a quiet place, removed from activities, for studying

ASSIGNMENT MAKE-UP

It is the student's responsibility to check with the teachers about work missed because of an absence. In regards to excused absences, students will be expected and allowed to make-up missed work. A student will be given one day of make up time for each day of excused absence. For example; If a student is issued an excused absence from school on an A day and returns to school on the following B day, the student must see their A day teachers and make up their assignments to be prepared for the next A day.

ACADEMIC INTEGRITY

Genoa-Kingston High School has become a fine school through active cooperation of the students. It is our goal to help students develop self-discipline and a strong sense of responsibility. Academic cheating will not be tolerated at Genoa-Kingston High School. Teachers will not accept papers, or assignments that are not the student's own work and will result in a failure without make-up privileges for such misconduct.

Based on the situation and degree of student involvement, students may face further disciplinary action contingent upon the nature of the "cheating." (see page 37)

ABILITY GROUPING AND RECOMMENDATIONS

In order to provide the individual differences, the high school recommends that students select courses according to their ability and achievement. This has been

particularly true in the fields of language arts, science, and mathematics. Several criteria are used as a basis for student placement, which mainly include the following: test scores, past performance in the subject field, and teacher recommendations.

TESTING PROGRAM

The testing administered by the school will be required for 9th, 10th and 11th grade students only. The Prairie State Achievement Exam and ACT test will be administered to 11th grade students. The Plan test will be issued to 10th grade students and 9th grade students will receive the Explore Test. Results are used to aid school personnel with placement of students, advisement and future planning for individual needs. Parents are welcome and encouraged to view test scores at any time.

ILLINOIS CONSUMER PROFICIENCY TEST

Students who take and pass the Illinois Consumer Proficiency Test can opt out of taking Resource Management during their senior year, but they DO NOT earn any credit.

ACADEMIC ACHIEVEMENT: Credit For Junior College Classes

A student who successfully completes junior college courses may receive high school credit provided the following criteria are met:

1. A student in good academic standing.
2. The course is approved in advance by the high school guidance counselor and the high school principal.

BOOK USAGE

Students will be assigned textbooks for the year. If a student loses a book during the year, he/she will be required to pay for the book at current value. At the end of the year, the books which were rented will be examined. If they show more than normal "wear and tear" the students will be required to pay an additional amount to cover the expected life of the book.

CONFERENCES

Genoa-Kingston Community High School encourages parental conferences. Conferences will be held once a staff member or parent makes a request. The following dates have been established by the district for conferences, **November 3rd** and **November 4th** and **February 16th and 17th**.

FINAL EXAMINATIONS

The Board of Education of District 424 requires final examinations at the end of each semester for all classes. Seniors meeting standards on their PSAE exams during their Junior year, maybe exempt.

Grades will be awarded on a semester basis in a class after the teacher considers the scores on the two quarter grades and the semester exam. Each quarter grade will count as 40% of the semester grade and the final exam will count as 20%.

GRADING SYSTEM

A student's grade point average (GPA) is based upon a four point system with "A" being four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. As a general guide to the grading practices used in our school, the following descriptions are given:

- A. An excellent grade indicating the student has attained a degree of perfection which is reached by only a few students (90-100%).

- B. A very commendable grade, a description of the work of superior students (80-89%)
- C. A satisfactory grade, a description of the work done by the majority of students (70-79%)
- D. A passing grade indicating the student has met the minimum requirements of the course (60-69%).
- F. A failing grade indicating that for one or more reasons the student has not met requirements of the course, (failure - no credit).
- I. Work incomplete. No grade will be given until work is complete. Teachers will give an exact due-date for work. If the due-date is not met, the student will fail.

The class rank is determined by using the GPA's for each semester a student is in attendance at Genoa-Kingston High School. Transfer grades that are deemed acceptable from other certified high schools and **pre-authorized** courses taken at colleges or universities are also included in determining a student's rank. Certain courses that are considered to be of unusual difficulty and that are college preparatory are assigned weighted grades are included in determining the student's GPA and ranking. This weighted grade point average procedure will be used to determine class rank, valedictorian, salutatorian, honor roll, National Honor Society, and for any other purposes where GPA and class rank are needed. Weighted courses are:

Algebra II	Honors English 100	Advanced Biology
Calculus (Pre / AP)	Honors English 200	Physics
Trigonometry	AP English (11 & 12 grades)	Chemistry
French 350 / 450	AP American History	Advanced Chemistry
Spanish 350 / 450		

These courses receive 1 extra point (A-5, B-4, C-3, D-2, F-0)
 CO-OP classroom receives 1 credit - 1 grade
 CO-OP work receives 2 credits - 2 grades divided by 2
 KEC courses receive 2 grades divided by 2
 KEC Cosmetology 3 credits - 3 grades divided by 3

Physical Education is 1 credit per year and will be used to figure grade point average and honor roll.

HONOR ROLL

The Honor Roll is computed on the basis of Grade Point Average. Grades in all classes will be considered with the exception of college courses.

- A High Honors 3.80 to 4.00 GPA (with no more than 2 B's)
- B Honors 3.00 to 3.79 GPA (with no more than 2 C's)

A student with a failing grade or a D in any subject will not be considered for the Honor Roll. Honor rolls will be published at the end of each semester. Only semester grades will be used to compute honor roll. Students with GPA's of 3.0 - 3.79 will be placed on the honor roll. Students with GPA's of 3.8 or higher will be placed on the high honor roll. A "C" in a weighted class is still a C for honor roll purposes. However, the weighted score will affect the GPA. A student must be taking 7 classes or credits, plus required physical education to be considered for the honor roll.

EXTRA CURRICULAR ELIGIBILITY

Participation in extra curricular activities is a privilege afforded to all students. To maintain a positive relationship between academics and activities, minimum standards for eligibility have been set by the Board of Education and the IHSA. Students should strive to exceed these minimum standards in order to ensure their continued participation in athletic or other extra curricular activities.

Academic eligibility is based on a four point system; D's are equal to one point and F's receive two points. When a student receives four or more points in any combination of grades he or she is then ineligible to participate in extra curricular activities for the following week, Monday through Saturday. Students who are ineligible for three consecutive weeks will be unable to participate for the remainder of the extra curricular activity. Academic eligibility is determined weekly.

GRADUATION REQUIREMENTS

The Board of Education has specified certain requirements which must be met in order to graduate from Genoa-Kingston High School. These requirements must be successfully completed before a diploma is awarded.

25 ACADEMIC CREDITS

Plus 3.5 P.E. CREDITS

REQUIRED COURSES

English	4 credits
Mathematics	3 credits (Class of 2009 +)
Algebra I with Geometry content as part of the 3 total math credits	1 credit (Class of 2010+)
Science	2 credits
U.S. History	1 credit
Social Studies Elective	1/2 credit
Health	1/2 credit
Keyboarding	1/2 credit (Class of 2007 +)
Computer Applications	1/2 credit
Geography	1/2 credit
Resource Management	1/2 credit
American Government	1/2 credit

HOMEBOUND INSTRUCTION

Pupils unable to attend school and who anticipate a long absence because of illness or injury for a period of ten (10) school days or more may discuss application for homebound instruction through the building principal.

HOMEBOUND PROCEDURES

When a student is placed on homebound status for an extended period of time, lab courses will be dropped without penalty. The other courses will be continued with the services of a homebound teacher. The regular classroom teacher will provide weekly assignments and lesson guides for the homebound teacher. If a student has been hospitalized, the parent should notify the guidance counselor and may request homework through the guidance office. Every effort will be made to help the student continue his/her education with a minimum of lost credit.

PROGRESS REPORTS

Student progress reports will be sent at the midpoint between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Parents are urged to make contact with teachers to discuss these reports.

REPORT CARD SCHEDULE

Report cards will be mailed approximately one (1) week after the end of each quarter. The end of quarters for the 2011 - 2012 school year are as follows:

- October 14..... First Quarter
- December 22.....Second Quarter, First Semester
- March 9Third Quarter
- May 24.....Fourth Quarter, Second Semester

TRANSFER CREDITS

It shall be the policy of District 424 Board of Education to accept credits from an accredited correspondence school for students wishing to make up credits or receive academic credit toward graduation if prior approval has been received from the director of guidance and counseling. The student shall request the approval in writing and the director of guidance and counseling shall reply in writing with a copy to be placed in the student’s temporary cumulative folder. Students will only be allowed to take a maximum of 3 correspondence credits.

WITHDRAWALS

During the year a number of students leave District #424. If your son or daughter is leaving school, the student must sign a Student Withdrawal Transfer Form signed by each teacher. The student picks up the form in the Guidance Office and returns it to the office when completed at his/her final check-out. The form permits teachers to indicate a final grade average and to check that textbooks have been returned.

PUPIL TRANSFER RECORD FORM

Parents should also come into the High School to sign a Pupil Transfer Record Form. This authorizes the High School to release student records to the new school the student will be attending.

DRIVER EDUCATION INFORMATION

Effective January 1, 1994, a new law went into effect. The law states “students who desire to take driver education courses in public or non-public high schools must receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in driver education.”

Driver Education, (classroom) is a 1/2 credit. Driver Education will be offered to all (academic) sophomores who are sixteen or will be sixteen and have not already taken a Drivers Education course. Once all sophomores are scheduled, the remaining openings can be filled with freshmen in chronological order who are sixteen or will turn sixteen before September 1st of the following school year. Students who opt to take Driver Education classes in the private setting and successfully complete the class, will be required to receive Administration approval to retake the class at Genoa-Kingston High School.

Beginning Fall 2009, the driving portion of Driver’s Education will be completed in cooperation with Drive Right Driving School.

ACADEMIC ENHANCEMENT PERIOD

Each student during this period must have something with which to occupy himself/herself for study purposes. Students desiring to see a teacher other than their assigned (AE) teacher must have previously obtained a pass from that teacher. That student must remain with that teacher for the remainder of the period.

PHYSICAL EDUCATION INFORMATION

P.E. students **must** wear regulation uniform.

Uniform

1. Regulation uniform consists of:
 - A. Genoa-Kingston T-Shirt and Shorts
 - B. Soft sole gym shoes (not hiking boots)
 - C. American gym lock (first one is provided, lost lock \$5.00)
 - D. Warm clothing for outdoor activities (non-restrictive)

Medical Excuses

1. Students may be excused from Physical Education for one class period with a note from their parents or the school nurse.
2. Students on an extended medical (more than one) must have a doctors excuse with the proper dates documented.
3. Students who miss more than four weeks of Physical Education due to a medical excuse will receive a "M" for that quarter.

STUDENT REGISTRATION FEES

Student registration fees will be credited prior to athletic/extra-curricular fees being credited. Students need to pay both registration fees and athletic/extra-curricular fees (or make payment arrangements, in writing, with the Administration) in order to participate in the extra-curricular activity.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses, and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are **not** allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

INTERNET UTILIZATION GENERAL GUIDELINES AND RULES

1. Generally, materials and practices that have been deemed educationally unacceptable in other media such as print, TV, movie, telephone, radio, etc., are also unacceptable in using the Internet.
2. Internet access is to be used only in direct support of Genoa-Kingston Community Unit School District #424 academic programs, assignments and projects as directed by the faculty and consistent with the District's educational mission.
3. Only educationally suitable materials shall be accessed. Material content that is not normally allowed in a school setting is expressly forbidden. Users are only allowed access to information and data on the Internet which is consistent with the school's pedagogical message and educational mission. Users are not authorized access to information which is inaccurate, illegal, indecent, obscene, pornographic, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or to enter or transmit such information.
4. Students will never divulge their full name, addresses or telephone number to anyone or any site on the Internet.
5. Copyrights and other intellectual property rights will be respected and observed by all students. This applies to uploading and downloading of materials.
6. All data, Internet use/practice, access, e-mail and other data transmission and uses are not privileged and are subject to faculty and administrative inspection, limitation and appropriation. As a condition of being allowed access to the Internet and the District's electronic mail communication through use of District computers and District means of access, students shall consent to monitoring and inspection by school staff and administration of all use of District computers and District means of access including any and all electronic mail communications made or attempted to be made or received by Students and all materials accessed, downloaded or uploaded by students.
7. Students will not download or upload data without faculty approval. Students shall not load onto the network or Internet District 424 work product without prior approval from the Principal or his/her designee. Examples of materials constituting District 424 work product include, but are not limited to: District 424 curriculum, District 424 test or examination materials, Department Guidelines and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District 424 publications and brochures, school newspaper, school yearbook, District 424 policies and administrative regulations/procedures.
8. Students shall not load onto the network or Internet any student work, student images or any personally identifiable information about students without proper approval from the Principal or his/her designee and prior written parental consent (when required by applicable State or federal law). Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained.
9. Students shall not gain unauthorized access to networks and data on the Internet or any of its connected networks.
10. Students shall respect other people's privacy by not using their passwords or accessing their data.
11. Students shall not post anonymous messages.
12. Students shall not enter into any contractual arrangement (i.e., buying

- something) over or in regard to the school's Internet accounts and use.
13. Students shall not use the Internet access for private or commercial financial gain.
 14. Students shall not wastefully use resources, file space and/or bookmarks.
 15. Any ILLEGAL use of the Internet is expressly forbidden.
 16. Students will observe proper netiquette (network etiquette). This shall include:
 - a. Being polite.
 - b. Use of appropriate language.
 - c. Not revealing the names, addresses, telephone numbers (or other personal data) of their own or others.
 - d. Recognize that e-mail and other data transmissions can be intercepted by others and that they are not private.
 - e. Do not use the Internet access to disrupt its use by others.
 17. **HACKING OF ANY SORT IS NOT PERMISSIBLE.**
 18. Students will not access or use (upload or download data) the school's File Transfer Protocol (FTP) server without faculty permission.
 19. Students will not access or use (upload or download data) the school's Hypertext Transfer Protocol (HTTP) server without faculty permission.
 20. Students will not access or use (upload or download data) the school's Gopher server without faculty permission.
 21. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 22. The user (and parents) agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of any breach of this authorization.
 23. Violation of any of these rules could lead to immediate removal of Internet privileges for the remainder of the school year.
 24. Students must provide a copy of their passwords to the system administrator.

COMPUTER TECHNOLOGY UTILIZATION RULES

1. I will treat computer hardware properly.
2. I will not:
 - a. Dismantle or alter any hardware or software component without permission.
 - b. Pound on the keys or keyboards.
 - c. Remove or alter keys, mice (or mice balls) or other peripherals.
 - d. Damage or vandalize any other computer related items in the computer labs, classroom or Learning Center.
3. I understand that hardware damage of any type will not be tolerated.
4. I WILL NOT EAT, DRINK OR CHEW GUM in the computer labs or near any of the school's computers.
5. I will:
 - a. Respect all copyrights and other intellectual property rights.
 - b. Use only the printers authorized by the teacher.
 - c. Make use of the Internet for only educationally appropriate endeavors.

- d. Clean up my work area before I leave.
- e. Treat texts, manuals and other forms of documentation properly.
- f. Treat diskettes, CD-ROMS and other forms of media properly.
- 6. I will treat software and data properly.
- 7. I will not:
 - a. Steal or destroy other people's data (includes copying of data, programs and files).
 - b. Download or copy unauthorized files, programs, etc. from the network or work station.
 - c. Upload or install any files, data or software to the network or work station without permission.
 - d. Destroy any files without permission.
 - e. Alter any computer workstations, and or network configuration, batch and/or system files.
This includes, but is not limited to:
 - (1) screen savers, color schemes, wall paper, mouse setting, etc.
 - (2) any other basic Windows setup attribute.
 - (3) registry files, autoexec.bat and config.sys or other batch and system files.
 - f. Access any unauthorized directories *or log in as another user.*
 - g. Alter mine, or other's, access rights to files or directories.
 - h. Continue to use media that I know to be infected with a virus.
- 8. *I UNDERSTAND THAT HACKING OF ANY SORT IS FORBIDDEN.*
- 9. I understand that failure to follow these rules will result in disciplinary action.
- 10. I also understand that alteration, destruction, theft or unauthorized modification to data, software and hardware, as described above or below, may result in:
 - a. Removal from class and the loss of computer use privileges for the remainder of the school year. A failing grade will be recorded if the student is removed from class.

STUDENT SERVICES

LOCKERS

At the beginning of each school year, each pupil shall be assigned a locker in which to keep books, lunch and outdoor clothing.

Pupils shall be assigned another locker in the locker room for physical education. Pupils will be supplied their own locks in these areas.

The administration and teachers are not responsible for the loss of money or property. Large sums of money should never be brought to school.

Pupils are required to keep lockers clean and neat at all times. Students shall be assessed for locker damage or for excessive cleaning expense. Decals, stickers or other markings on the locker are prohibited along with all drug, alcohol or obscene literature or photographs.

Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal or unsafe within.

LOCKER SECURITY

In order to protect the contents of your locker, students should follow a few helpful suggestions:

1. Do not give your combination to anyone.
2. Spin the dial after you shut the door.
3. Store only coats, books, etc. in your locker. Do not store valuables.
4. Always lock your gym lock.

TELEPHONE

The main office telephone is to be used for **EMERGENCY** calls only.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available for every student in the school. These services include assistance with educational or occupational planning, interpretation of test scores, career information, counseling help with home, school, and/or social concerns, financial aid, or any questions the student may feel he/she would like to discuss with the counselor or social worker. The Guidance Office is responsible for the maintenance of student records, both temporary and permanent and the transfer of such records by request of parents or students. The Guidance Office is responsible for class scheduling and the recording of grades and credits. It is the responsibility of students and parents to make sure that the student has fulfilled all graduation requirements. Students or parents wishing to see or talk to the Counselor should contact the Guidance Office for an appointment.

PROGRAM CHANGES

Requests for program changes after the registration deadline and before classes start will be considered on an individual and course availability basis. If a student receives permission to drop a course before the completion of one quarter, it will be reported as: WP-withdrew passing; or WF-withdrew failing. Any withdrawal after one quarter of class work will be reported as a failing grade.

If it becomes necessary to change a program after classes start, the student should report to the counselor's office and request a program change. No program change can be made without a conference between the parents, the teacher, and the counselor.

ADDITIONAL HELP

Teachers are here to assist students as much as possible. Students not understanding something in class should ask for a clarification **immediately**. If considerable help might be needed, the student should approach the teacher after class and arrange for assistance after school.

The responsibility for getting help belongs to the student, as the student is the first to know when extra help is needed. Extra help does not mean a repeat of the classroom lesson but additional aid in understanding the lesson. The teacher may also ask a student to come for extra help, and the student is required to meet such obligations.

EDUCATION BEYOND THE HIGH SCHOOL

Students should be aware that educational and training requirements are becoming more rigorous. In order to advance in most occupations, further education or training beyond the high school diploma is necessary. Information pertaining to the various educational and vocational opportunities is available in the guidance office. Students are urged to give early consideration to their post high school plans.

COLLEGE PLANNING

Students who are considering attending college should plan their high school courses early, keeping college requirements in mind. Required subjects vary for each college. There is no single program of high school preparation that will guarantee college admission. Until specific college requirements are known, it is strongly recommended that the following high school programs be taken:

- * 4 years of English Language and Literature
- * 3 or more years of Mathematics
- * 2 years of Foreign Language or Art or Music
- * 3 years of Social Studies
- * 3 years in Laboratory Sciences

Students who are planning to attend college will find the following suggestions and information of value.

1. The three most important considerations for judging college applicants are subjects studied, grades earned, and college entrance examination results. Therefore, it is important that college-bound students select a strong academic program and earn the best possible grades beginning in the freshman year.
2. Students are encouraged to confer with college representatives when they visit the high school. Announcements of these visits are made in advance.
3. Scholarships and other forms of financial aid are based on achievement, ability, and financial need. Information regarding scholarships and financial aid is available in the guidance office. See the Counselor for assistance.
4. Most colleges require entrance examinations. The dates of these examinations are posted, and applications are available in the guidance office.
5. Students should know that once they are accepted at a specific college, upon request that school will provide information on financial aid.
6. If parents have any questions or desire an appointment regarding their son's or daughter's educational plans, they should call 815/784-5111 and ask for a guidance counselor.
7. **College visits: Prior approval must be obtained by Principal/Assistant Principal for a college visit. Proof of said college visit may be requested.**

HEALTH RECORDS AND SERVICES

Illinois state Law requires physical examinations and up-to-date immunizations for all students immediately prior to or upon entrance into kindergarten, fifth, and ninth grades. Special education students must have a physical examination at ages 5, 10, and 14. Only physical exams on the approved State of Illinois form called "Certificate of Child Health Examinations" will be accepted. These forms may be obtained at any school office.

Immunizations

All of the following immunizations are required. They must be recorded and up-to-date on the physical form DPT - Series of these with each dose 28 or more days apart. Booster after fourth birthday, and at least six months after the series DT or TT booster every ten years thereafter. Oral Polio - Series of two or three doses 42 or more days apart. Booster after fourth birthday and at least six months after the series. MMR - On or after twelve months of age and Booster before entrance to Kindergarten. Lead Screening - required only in at risk districts - Genoa is not an at risk district.

Exclusion Policy

Examination forms and complete records of immunizations should be turned in at the time of registration or on the first day of school. Students who do not have the required physical or immunizations on file will be excluded from school in accordance with the School Code. Absences due to exclusion will be considered unexcused.

Student Permanent Records

Parents have the right to inspect and/or copy the records the school has on their children and may challenge the contents of said records. Student records will be forwarded to other school districts upon their request when the child moves from District #424.

Parents of children moving from District #424 are then, hereby, notified of their right to inspect, copy and/or challenge the contents of their child's records prior to release of said records. All requests are to be directed to the school principal.

High School transcripts cannot be sent to employers, colleges, or technical schools unless a "release" form is completed by the parents or the child if he is under 18 years old or older.

Transfer Students

1. Transfer students are allowed 30 days for their health records to be received by this district.
2. If the health records are not received within 30 days, then the parents will be notified. The parents will then be required to obtain a physical exam and the necessary immunizations for their child. They will be granted an additional 30 days to do this. At the end of this second 30 day period, a physical exam must be completed and on file, and the immunizations started or the child will be excluded from school.

Dental

Although a dental exam is not required by state law, it is highly recommended that an examination be on record. Forms are available in each school office.

Medication in Schools

Ideally, all medication should be given at home. The School Code allows for medication to be given at school only when there is no other way that the child can receive proper treatment for medical needs. The following steps must be adhered to for any medication being given at school:

1. The medication must be prescribed by a licensed physician.
2. A medication permission form available at the school office must be signed by the parent and physician.
3. The medication must be in a labeled container with the child's name, the medication name, the dosage, time, and duration medication is to be taken.
4. **Students may carry their own inhalers and epipens while at school or attending school activities. Medical authorization must be renewed annually and signed waiver must be on file.**

Non-prescription medication, e.g., aspirin, ointments, cold tablets, should not be given at school. Should a child need these on a routine basis for a given medical

problem, the same procedure must be followed as with prescription medications. No prescription or non-prescription medication shall be offered from one student to another.

Under no circumstances is a student to bring to school any prescription or non-prescription pills or liquid medication for self-administration. If this occurs, the medication will be kept in the office and the parents will be called.

We will call for permission to administer Tylenol during the school day, upon your child's request. By calling each time your child requests Tylenol, you will be aware of both the frequency and a pattern of need. If a student requests Tylenol more than five times per semester, no more will be administered until a signed medication consent from the physician and parent is on file in the health room.

The school district retains the discretion to reject requests for administration of medication.

ILLNESS AND ACCIDENTS

Should a student feel ill at any time during the school day he/she should notify his/her respective teacher. The student will be given a pass and sent to the office. Emergency first aid will be given should it be needed.

Should a student be injured in any way, the teacher must be notified immediately so that help can be given and an accident report filed. The parents will be informed if an accident or illness occurring at school may need care or observation at school. Students will not be sent home unless a parent has been informed and arrangements have been made to pick the student up. An up-to-date emergency phone number must be on file in the office in case of need.

SCHOOL INSURANCE

All students are covered by the District insurance policy for accidents that occur at school during the school day or at school-sponsored events. This coverage is secondary to insurance that the students' family has in place. Additional 24 hour optional coverage is available at a nominal cost. When a student insured under this plan is injured, he/she will be given a claim form from the office. This form must be completed by the school, by the parents, and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or subsequent negotiation with the company.

STUDENT PARKING RULES

1. No student parking is allowed in spaces reserved for faculty, administration, handicapped, visitor, loading zones, or fire lanes.
2. Your vehicle must be pulled into the parking space. Do not back into the space.
3. Park inside the lines. Do not take partial space of another student's parking space.
4. Any improper driving (excessive speed, recklessness, etc.) will result in the loss of your campus parking privileges.
5. Students are not allowed in their car or the parking lots after 7:50 a.m. without a pass from one of the following staff: principal, assistant principal, classroom teacher, nurse or monitor. Bring all books and belongings into the building with you. You will not be allowed to return to your car during the school day without permission.
- 6. Parking on grass or non-marked parking areas WILL result in a parking ticket issued by the Genoa Police Department.**
7. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.**

Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattached.

8. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others and that prohibited items discovered during the course of the search may result in discipline, including but not limited to, expulsion from school.

9. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The appropriate school personnel have the right to inspect and/or search any vehicle driven by a student and parked on campus should there be reasonable suspicion that there is something illegal, unsafe, or improper inside the vehicle.

WORK PERMITS

Students desiring a work permit must provide the high school office with all pertinent data and complete the proper form. The student must also present his/her birth certificate.

The National Defense Authorization Act passed by Congress requires all high school to release names, addresses and phone numbers of all juniors and seniors. If you do not want your child's information released to the military when they request it, you must turn in a written request each year to the Guidance Office.

TITLE IX

"No person in the Genoa-Kingston High School District 424 shall on the basis of sex, color, or natural origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal assistance..." If there are any questions concerning Title IX, the principal should be contacted.

ASSEMBLY PROGRAMS

All faculty and students are required to attend assembly programs. Behavior should reflect common courtesy. Students causing disturbances will be dealt with accordingly.

PROM

All school rules apply at prom. **No freshman students are allowed to attend prom. In order for a Genoa-Kingston student to attend prom, he/she must be in attendance before 11 am that Thursday, unless excused by the high school administration.**

LEARNING CENTER

The Learning Center is located on the first floor, directly across the hall from the guidance office on the East end of the building.

Rules and regulations

1. Students are to be quiet, courteous, and business like in the library.
2. No food or drink is allowed.
3. Furniture is not to be moved.
4. Books, magazines, and newspapers must be replaced after use.
5. Reference books may be checked out overnight
6. Vertical file material and back issues of magazines may be checked out for two weeks.

7. Books may be checked out for two weeks. There will be a 5 cent - a - day fine for overdue books.
8. Students must pay for any materials lost, damaged, or defaced.
9. There is a coin operated copy machine available for student use. The cost is ten cents per copy.
10. A computer contract must be signed by the student and a parent or guardian before using any computer in the learning center. It will cost ten cents a page to print anything off of the computer.
11. Personal disks or flash drives may not be used on L.C. computers.

LUNCH POLICY

Genoa-Kingston High School has a closed campus policy. During lunch, students are to stay within the commons area inside the school. **All other areas within the building and outside, including the parking lot, are restricted.** Students are to remain on campus during lunch. Students who leave campus without a pass will be subject to disciplinary action. Students may take advantage of a reasonably priced, wholesome lunch served by the school or they may bring their own lunch. **A student will need prior permission to bring in outside fast food for lunch.**

1. Students shall not save places in line, cut in line, or otherwise cheat, intimidate their way into line for food service.
2. Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
3. Students shall follow the instructions of all the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
4. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
5. Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

CAFETERIA

The cafeteria staff offers a variety of foods and services on a daily basis. These services are: (1) Full course lunch line; (2) Ala carte line; and (3) Snack bar line.

MEALTIME: (1) The student's first name can be used to create an on-line account. You do not need to put money into the on-line account in order to access this information. (2) You can check the account prior to the start of school for any balance carryover. (3) No payments will be accepted during lunch periods.

FREE AND REDUCED APPLICATIONS

- (1) All students that were previously approved for Free and Reduced Lunches **MUST** submit a new application for the 2011-2012 school year.
- (2) The only time milk is free is when your student is eligible for free lunch **AND** purchases a hot lunch. The cost of milk is \$.30 if purchased separately.

BUS INFORMATION

School bus riders, while at the bus stop or in transit, are under the jurisdiction of the school bus driver unless the local board designates another adult to supervise the riders.

All rules and regulations also apply to students during the time they are going directly to or from, and while waiting at, any designated bus stop. Any behavior which endangers the safety of any student or bus driver will not be tolerated. Interpretation of misconduct is the responsibility of the bus driver or supervisory

personnel. Riders shall observe safety precautions while disembarking. When it is necessary to cross the highway, riders shall proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. The student shall wait for a signal from the bus driver permitting them to cross.

Violations of these rules will be subject to disciplinary actions set forth by the Genoa-Kingston school administration and on file at the high school office.

DRESS AND GROOMING

An individual's dress, personal appearance, and cleanliness, as well as his/her behavior, demonstrate his/her sensitivity to and respect for others. Genoa-Kingston High School recognizes that the student's individual appearance is mainly the responsibility of the student and parents. However, dress and grooming should be clean, not indecent, and free of obnoxious odors. Health and safety standards must be maintained at all times for the protection of the student. Feet must be protectively covered at all times, and clothing and foot wear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others. Accessories such as necklaces, bracelets, belts, etc., that could be used as weapons are expressly forbidden.

If in the judgment of school officials, modes of dress or appearance are destructive or disturbing to the progress of the educational program, the student and parent will be notified, and the student will be required to change.

In addition, the following dress code is in effect:

1. No sun glasses, caps, hats, **bandanas, or hoodies** may be worn in the building during the school day.
2. No garments depicting beer, alcohol, liquor, drugs may be worn at school.
3. No garments with messages or symbols which have inappropriate language or sexual actions on them may be worn at school.
4. No clothing considered to be revealing will be allowed on males or females. This would include but not be limited to bare midriffs, certain holes in clothing, low-cut tops, and short shorts.
5. No coats, jackets, and outdoor-wear garments may be worn in the building during the school day.

HIGH SCHOOL ATTENDANCE

There is a positive relationship between regular attendance and academic success. Therefore, it is of the utmost importance that students be in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parents and guardians have the responsibility for their children's regular school attendance. Tardiness creates problems for instruction; consequently, continued tardiness will be considered as an incidence of truancy. A notification system exists to inform the students and their parents/guardians of these incidents of truancy or tardiness. This notification system will accommodate due process procedural rights. In order for a student to obtain perfect attendance, they must be present each day school is in session, as well as, having no tardies.

ATTENDANCE GUIDELINES:

Expectation

District 424 assumes that students will always be in attendance at school except for cases of illness, serious family crises, or situations that have been prearranged. classes.

Student Responsibilities

Regular attendance is essential for academic success. A “class participation grade” may be part of a student’s weekly grade. Therefore, regular attendance is expected in all classes.

Parent Responsibilities

If a student is going to be absent his/her parent or guardian **MUST** telephone the attendance office on the day of the absence by 10:00 AM. If necessary, parents may call **815/785-5113** before school hours and leave a message on the answering machine.

When parents are out of town, they are expected to designate a responsible adult to telephone the school and provide a telephone number where they (the parents) may be contacted.

Attendance Office: 815/784-5113

ABSENCE TERMINOLOGY:

Early Dismissals

All students who have notes from parents requesting early dismissal are to report to the Attendance Office. The note must give a clear description of the reason for the early dismissal.

Students must have a Permit to Leave the Building prior to their departure. If they have not secured this permit to leave they are considered truant. Upon their return they must check into the Attendance Office.

Exclusion

This type of absence is imposed by the school due to incomplete medical records and/or failure to comply with State physical exam and immunization mandates, and allows for the following make-up privilege: no daily make-up unless a test was given which covered material taught while the student was present in class.

Excused Absences

1. Student illness, verified by a parent’s phone call. The attendance office must be notified within 24 hours of the student’s return to school.
2. Doctor appointments.
3. Extraordinary emergencies in the home (fire, flood, etc.).
4. Early dismissal from the building.
5. All school activities approved by the administration
6. Prearranged absence with the following restrictions and procedures:
Student must apply for the privilege of using the prearranged absence days through the Attendance Office. They will be given a prearranged form to be signed by their teachers and parents. This completed form **MUST** be turned in **TWO SCHOOL DAYS** prior to the date of the prearranged absence or absence will be recorded as “unexcused”. Homework for pre-arranged absences must be completed according to the teacher’s request.

The building principal or his designee shall determine the status of absences when further clarification is needed.

EXCUSED ABSENCE LIMITATION

All students shall be limited to nine days of excused absences per year. For each absence proper notification must be given to the High School by the student’s parent or guardian as stated in the handbook under Parent Responsibilities. Absences that are excused for a portion of the day such as dentist or doctor appointments will contribute to the nine day limit.

After nine excused absences, a physician’s note stating specific medical reasons for the student’s absence will be required to excuse each absence. While seeking a medical excuse, the student’s parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, notification of the absence is still required.

Each absence in excess of nine days and not excused for medical reasons, shall be considered unexcused resulting in the following restrictions and penalties:

*** No daily make-up privilege.**

Unexcused Absences

1. Request by parent for student's absence where reason is not authorized.
2. Absences as determined by the principal or assistant principal to be without valid cause.
3. Absences from a class or classes identified as unexcused
4. Absences in excess of the five (5) days granted for prearranged absences shall be classified "unexcused".
5. Late or lack of call for authorized absence (8:00 a.m. to 3:00 call-in deadline).
6. Late to school and reason is not authorized.
7. For any absence identified as unexcused there will be no make up privileges for missed work, including tests.

Truancy : 10 MINUTES OR MORE

1. Student absence from school without valid cause for a school day or portion thereof.
2. Students coming unexcused to school or class in excess of 10 minutes will be defined as truant.
3. There is no make-up privilege for this type of absence. School work missed as a result of a truancy shall be recorded as a zero (0).

Chronic Truancy

A student who is absent without valid cause from school for 10% or more of the previous 180 regular attendance days.

Suspension

This type of absence is imposed by the school and allows for the following make-up privilege: for every day missed, the student will have an equal number of days to complete the work. The effort must be initiated by the student on the first day of the return to class.

Tardy

Students are expected to be on time throughout the day. As a general guideline, students should be in their assigned seats or at their assigned stations when the bell rings. Students who do not meet this guideline or an individual teacher's tardy rule will be considered tardy. First period tardiness has some special considerations. There can be situations where inclement weather, bus delays, or other unforeseen occurrences (oversleeping is not an acceptable excuse) that could legitimize a tardiness or absence.

Two (2) unexcused tardies to school of 10 minutes or more equal one (1) unexcused absence. Students with excessive tardies or absences may be referred to the Truancy Intervention/prevention Program for assistance.

TARDIES WILL START OVER EACH SEMESTER

Unauthorized Area

Students are considered to be in an unauthorized area if they are in any area not designated on their schedules or in a area without written authorization. Students will not be issued passes to their vehicles for any reason.

Closed Campus

Genoa-Kingston High School is a closed campus. All students shall remain at school in authorized areas during the school day. Students are expected to attend each class on their schedules unless excused through established procedures.

Campus Violation

Upon arrival to school regardless of the means of transportation (i.e. car, bus, walking) students are required to remain on campus and must report to supervised areas. Students cannot leave school grounds without first receiving written permission from the attendance/assistant principal's office.

ABSENCE VIOLATIONS & DISCIPLINARY ACTION

TARDINESS (each semester)

1st Tardy: Teacher records the tardy.

2nd Tardy: Teacher records the tardy and teacher notifies the parent.

3rd Tardy: 1 day lunch room detention assigned and teacher notifies parent

4th Tardy: 2 day lunch room detention assigned and teacher notifies parent

5th Tardy: 3 day lunch room detention assigned and administration will notify parent

6th & 7th tardy: 5 day lunch room detention assigned and administration will notify parent.

8th & 9th tardy: Full day in-school suspension assigned and administration will notify parent

10th tardy: Will be dropped from class **with no credit** and administration will notify parent

NOTE: Parental contact by the teacher via telephone can be defined as leaving messages on an answering machine. If the teacher is unable to personally talk with a parent after several attempts, the teacher should notify the administration.

2 TARDIES EQUAL ONE UNEXCUSED ABSENCE

UNEXCUSED ABSENCES

1st Unexcused Absences: Attendance referral which will result in one detention per period.

2nd Unexcused Absences: Attendance referral which will result in an extended detention per period and telephone contact with parents.

3rd Unexcused Absences: Attendance referral which will result in a ____ and telephone contact with parents.

4th Unexcused Absences: Attendance referral which will result in an all day in-school separation assignment and a parent conference and/or letter sent to parents.

5th Unexcused Absences: Attendance referral which will result in an all day in-school separation assignment and a parent conference.

After the 5th unexcused absence, the student will be dropped from the course with 0 credit.

TRUANCY

1st truancy: ISS may be assigned, zero credit will be given, and a possible referral to DeKalb County Truancy Officer. Parents will be notified of the truancy by the administration.

2nd truancy: a one day assignment to the in-school separation room may be assigned, zero credit will be given and a possible referral to DeKalb County Truancy Officer. Parents will be notified of the truancy by the administration.

3rd truancy: a one day assignment to the in-school separation room may be assigned, zero credit will be given, and possible referral to the DeKalb County Truancy Officer. Parents will be notified of the truancy by the administration.

4th truancy: a one day In School Suspension or Out of School Suspension and a possible referral to DeKalb County Truancy Officer. Parents will be notified of the truancy by the administration. Each additional offense will result in a one day in school suspension or one day out of school suspension.

5th truancy: a one day In School Suspension or Out of School Suspension and a possible referral to DeKalb County Truancy Officer. Parents will be notified of the truancy by the administration. Each additional offense will result in a one day in school suspension or a one day out of school suspension.

STUDENTS RIGHTS

Each student has the right to attend school in an environment that is safe, free of disruptive influence, conducive to learning and which provides ample opportunity to acquire knowledge and skills commensurate with his/her maturity, interests and abilities.

School personnel, parents and students have the responsibility to develop and maintain an atmosphere that is compatible with this right.

STUDENT OBLIGATIONS

Students will be assessed for obligations which include money owed for damaged or lost books, for equipment and materials that have not been returned, and for the willful destruction of the school property.

ELASTIC CLAUSE

In order to promote the effective functioning of the school, the Board of Education gives the authority to create additional or amend the rules and obligations stated in this handbook to the building principal or their designee.

The grounds for disciplinary action also apply whenever the student's conduct is reasonable 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.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days and suspended student is prohibited from being on school grounds
5. Suspension of bus riding privileges
6. Expulsion from school and all school-sponsored activities and even for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom
10. In-school suspension(s)

BEHAVIORAL MANAGEMENT PLAN

The policies and regulations contained in this handbook are in effect for all school areas, buses, bus stops and all school related activities, either at home or away. Examples of school related activities include, but are not limited to: dances, field trips, concerts or athletic events, and transportation to and from school sponsored activities or events. (whether or not transportation is provided by the District)

The Behavioral Management Plan of the Genoa-Kingston School District is designed to define and clarify the behavioral expectations for which our students are ultimately responsible for: not in inhibit or affect academic performance. It is not the intent of this Behavioral Management Plan to address academic performance. The Plan outlines structure and procedures to be followed by the staff and administration in cases where these expectation are not met. The school administrators will do everything possible to keep a child in a learning environment during the disciplinary process. With mutual cooperation between students, staff and administration, this Plan can assist in making the Genoa-Kingston School District an environment where each student has the opportunity to earn a quality education.

This is the Discipline Plan utilized by District #424. Students who exhibit chronic misbehavior may be required to have a meeting with their parent(s), counselor, and administration.

The Genoa-Kingston School District maintains an open agreement with local law enforcement agencies to conduct searches on district property. Searches may include the use of canine units.

LEVEL I - MINOR OFFENSES may include, but are not limited to:

Level I acts of misconduct impede the orderly operation of the classroom, halls, lunch room, bus, bus stops and other general areas of the school, school sponsored events and during transportation to and from school sponsored events (whether or not transportation is provided by the district). **Such misbehaviors should be handled by a staff member at the time of the occurrence.**

Level I misbehaviors include (but are not limited to) the following:

- a. inappropriate behavior
- b. dishonesty and cheating
- c. failure to carry out directions
- d. tardiness
- e. littering
- f. inappropriate dress (determined by the administration-see dress in the student handbook).
- g. public display of affection
- h. in hallways without permission
- i. failure to return any paper requiring parental/guardian signature
- j. class disruption
- k. inappropriate use of language
- L. bus misconduct (see bus policy)
- m. dangerous acts

Disciplinary Response: There is immediate intervention by the staff member who is supervising the student or who observes misbehavior.

Disciplinary Options: Level I disciplinary options may include one or more of the following (in no specific order):

- conference with student
- withdrawal of privileges
- counseling (intervention regarding specific & immediate occurrence as related to discipline)
- communication with parent(s) (letter, phone or in person)
- after school detention
- in-school detention/or suspension

LEVEL II - MAJOR OFFENSES may include, but are not limited to:

Level II acts of misconduct are misbehaviors whose frequency or seriousness disrupt the orderly operation of any school activity. Those infractions which are a continuation of Level I misbehavior require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Included in this level are misbehaviors which may not represent a direct threat to the health, safety or welfare of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Level II misbehaviors include the following:

- a. continuation of Level I acts of misconduct (see Level I offenses)
- b. possession or use of tobacco products on school property
(1st offense = automatic 1 day suspension / separation)

- c.* truancy (any unexcused absence)
- d. forgery (the use of forged notes or falsified phone calls)
- e.* * gross disrespect/insubordination/misconduct
- f. misrepresentation (i.e. lying, extortion, cheating, etc.)
- g. loitering
- h. gambling
- i. bus misconduct (see bus policy)
- j. verbal abuse
- k. swearing at a teacher or staff personnel
- l. cutting class(es)
- m. stealing (minor acts)
- n.* * * fighting (intimidation)
- o. unauthorized or reckless driving
- p. student's removal from class by staff personnel due to student's misbehavior
- q. refusal to identify oneself
- r. gang involvement (see Gang Policy)
- s. leaving class or school property without permission
- t. verbal, written, and/or physical harassment, including on the basis of race, sex, disability, national origin, or ethnicity
- u.**** unauthorized / inappropriate use of beepers, cellular phones or other electronic communication devices.
- v. dangerous acts
- w. intimidation, harassment or threatening others (bullying)
- x. computer tampering/use of unauthorized disks, programs, or sites

* Possibly referred to Truancy Officer

** Making derogatory comments about the person, ignoring or resisting directions, refusing to identify oneself when requested to do so, etc.

*** When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight will be disciplined equally.

****Student possession of a cellular phone is absolutely prohibited in classrooms, restrooms & locker rooms while school is in session. Students are not to use cellular phones during the school day unless given permission by the administration. Cell phones are to be turned off and kept in the student's locker during school hours.

Disciplinary Response: The student is referred to the administration for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible. The administrator meets with the student and/or teacher and affects the most appropriate response. A proper and accurate record of the offense and disciplinary action is maintained by the administrator. **Police may be called and ticket issued.**

Disciplinary Options: Level II disciplinary options may include one or more of the following (in no specific order).

- conference with student
- withdrawal of privileges
- completion of a behavior plan/contract
- parent conference (by phone or in person)
- referral to an outside agency or school district support services
- suspension of bus privileges
- extended detention
- in-school separation room
- out of school suspension (not to exceed ten school days)
- possible law enforcement intervention
- financial restitution (in cases where damage or loss is incurred)

LEVEL III - SERIOUS OFFENSES may include, but are not limited to:

Level III involves acts directed against persons or property, but whose consequences may not seriously endanger the health, safety or welfare of others in the school. Level III acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school district uses will be determined by the extent of the resources available for remediating the situation in the best interest of maintaining the educational environment.

These acts include the following.

- a. continuation of Level I or Level II acts of misconduct (see Level I and Level II offenses)
 - b.* possession or use of tobacco products on school property.
 - c.** possession of or under the influence of alcohol, cannabis, or a controlled substance on school property
 - d.** possession of look alike drugs, drug paraphernalia, cannabis, or a controlled substance
 - e. vandalism
 - f. extortion (to obtain by force or improper pressure)
 - g. trespassing in unauthorized areas
 - h. computer tampering/use of unauthorized disks, programs, or sites
 - i. gross misconduct/insubordination/disrespect
 - j.*** fighting
 - k. intimidation, harassment or threatening others (bullying) or (cyber bullying)
 - l. students may be disciplined for off campus activities when such conduct is detrimental to the orderly function of the school.
 - m. dangerous acts
 - n. Use/possession or incendiary materials or devices
 - o gang involvement (see gang policy)
 - p Verbal, written and/or physical harassment, including on the basis of race, sex, disability, national origin or ethnicity
- * Second offense = automatic 3 day suspension/separation. Third offense = automatic 5 day suspension/separation.
** First offense for violations of c and/or d above will be subject to a minimum 5 day to a maximum 10 day suspension/separation and referral to law enforcement authorities. Student may be recommended for expulsion.
*** When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight will be disciplined equally.

Disciplinary Response: The student is referred to the administrator for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible. The administrator initiates disciplinary action by investigating the infraction and conferring with the staff, the student, and the student's parent(s) about the misconduct and subsequent disciplinary actions to be taken. A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

Disciplinary Options: Level III disciplinary options may include one or more of the following (in no specific order).

- in-school separation room
- out of school suspension
- expulsion
- suspension of bus privileges
- referral to outside agency or school support services
- financial restitution (in cases where damage or loss is incurred)
- referral to appropriate law enforcement agency

LEVEL IV -VERY SERIOUS OFFENSES may include, but are not limited to:

Level IV acts involve actions which are so serious that they always require administrative action which result in at least temporary removal or separation of the student from the learning environment. Level IV acts of misconduct may involve the intervention of law enforcement authorities and/or actions by the Board of Education.

- a. continuation of Level III acts of misconduct (see level III offenses)
- b. furnishing or selling alcohol, cannabis, controlled substances, or look alike drugs
- c.*soliciting a weapon, purchasing a weapon, possession and/or use of a weapon
- d. bomb threats
- e. arson
- f. setting false alarms (i.e. dialing 911, activating fire alarms, etc.)
- g. stealing (major)
- h. possession or sale of stolen property (whether or not the property was stolen on school grounds)
- i. computer tampering/use of unauthorized disks, programs, or sites
- j. gang involvement
- k. gross misconduct/insubordination/disrespect
- l. other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
- m. acts of physical violence towards student(s) or staff
- n. speech or action clearly inciting violence
- o. use/possession of incendiary materials or devices
- p. possession and/or use of fireworks
- q. dangerous acts
- r. Hazing (see policy)

* A weapon includes any object which may be construed as a weapon, i.e. knives, razors, handguns or any type of gun, metal knuckles, broken glass, ice pick, jewelry etc. This offense will carry a minimum five day, to a maximum ten day out of school suspension. The student may be recommended for expulsion.

Disciplinary Response: The administrator verifies the offense and confers with staff member(s) and/or individuals involved and meets with the student. The student will be removed from the classroom environment immediately. After parental notification, the student may be removed from the school environment. School officials will contact law enforcement officials, if and when appropriate.

A complete and accurate report is submitted to the Superintendent and Hearing Officer when applicable.

Disciplinary Option: Level IV disciplinary options may include one or more of the following (no specific order).

- in-school separation room
- out of school suspension
- Expulsion
- Referral for violation of city ordinance and applicable fine
- **Police called and ticket issued**

ADMINISTRATOR'S DISCRETION REGARDING STUDENT CONTROL

The school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student.

Inappropriate student conduct will result in a variety of consequences. The discipline consequences may range from a warning to an expulsion from the Genoa-Kingston School District. Although some of the consequences are listed and explained below, additional consequences may be used as needed.

Disciplinary responses are not negotiable. Noncompliance will result in the next more serious disciplinary response. The school administrators will do everything possible to keep a child in a learning environment during the disciplinary process. In extreme situations or for chronic offenders, the administrators may determine an Out of School Suspension not to exceed ten school days as an appropriate punishment to protect the learning environment of the school.

An accumulation of four or more disciplinary referrals may result in additional disciplinary action.

DEFINITIONS OF DISCIPLINARY OPTIONS

DETENTION: Students may be assigned a detention by any member of the school staff. A detention is to be served by the student for 30 minutes from **3:00—3:30** Tuesdays and Thursdays. Detentions may be served during school morning Monday-Friday from 7:15-7:45 a.m. or during lunch Monday-Friday, but must be arranged with the high school administration. **Students have 1 week to serve a detention.** The detention will be served in the Learning Center. (Unserved detention will result in 1 day ISS)

IN-SCHOOL SEPARATION/SUSPENSION ROOM: This is a final step before an out of school suspension. High School students will attend the in-school separation room in their respective buildings. Assignment to the in-school separation room requires a student to study in an isolated area under close supervision with no communication with other students. **If a student elects not to serve an in-school suspension, the student will receive an "unexcused" absence and the student will receive no credit for the day.**

OUT-OF-SCHOOL SUSPENSION: During the time of the suspension the student is not to be on school property or to attend school functions elsewhere in which Genoa-Kingston students are participants. Upon their return to school, students have the responsibility of obtaining their homework assignments from teachers, completing this homework and giving the homework to the proper teacher for a grade. This is entirely the student's responsibility. The time frame for returning this homework follows the policy for homework assigned during an excused absence. Please refer to this section of the handbook. Once a student has been assigned an out of school suspension, the parents and student must meet with the school administrator before the student will be allowed to re-enroll for classes. Students will not be allowed to attend school until a parent/administrator meeting has taken place, up to a maximum of ten days.

student does not come back to school after the suspension has been fulfilled, any days missed will be considered a willful absence and therefore, the student will be considered truant. At that point, the student will be referred to the proper agency for truancy or parental neglect.

STUDENT DUE PROCESS: To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions are made in accordance with the following procedures for out-or in-school suspension.

(A) A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension will be reported immediately by phone to the parent(s) or guardian(s) of each suspended student(s) and to the Board of Education through the Superintendent of Schools. The report to the parents will be made by letter through the U.S. Mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately with parent notification.

Short of expulsion, the Genoa-Kingston school district considers the out of school suspension as the most severe form of discipline. Parents, please note: While your child is serving an out of school suspension, it is your responsibility to provide proper supervision and to supplement the time missed from school with either a learning experience or worthwhile activity.

Students receiving more than 13 days of out of school suspension in any school year may be recommended for expulsion.

EXPULSION: Permanent dismissal of a student after a hearing by the school board. An expulsion may be for up to two calendar years. **After an expulsion, the child's education is totally the parent's responsibility. The child may seek continuing education at the parent's expense through another school district or through private education.**

ALTERNATIVE TO DRUG/ALCOHOL SUSPENSION (ADAS)

A drug/alcohol educational and assessment program that will diminish the number of days suspension for those involved in a drug/alcohol offense.

Philosophy

Genoa-Kingston High School is concerned with the full and harmonious development of the whole person. The ultimate emphasis is placed on the individual student to assume greater responsibility and to actively pursue growth as an individual. Genoa-Kingston High School recognizes that there are attitudinal, behavioral, and/or medical problems which can obstruct the realization of this goal.

One common and serious problem present in today's society is abuse of drugs and alcohol. It is recognized that experimentation and use of drugs and alcohol are destructive to an individual and can lead to chemical dependency. It is also recognized that prompt and appropriate attention can help many individuals.

Genoa-Kingston High School believes that it has an important role, along with parents and other members of the community, in helping students to make responsible decisions about the use of drugs and alcohol. A primary objective is to facilitate the development of the proper attitudes and behaviors. Students, as well as other members of the community, often need education and assistance to help them obtain this objective.

Program Purpose

The purpose of the ADAS program is to allow a student and family to choose a constructive alternative to the maximum number of days suspension for violating the rules concerning drugs and/or alcohol as stipulated in the Genoa-Kingston High School Parent/Student Handbook. This alternative will allow the student to continue classroom education with a minimum of interruption and facilitate family dialogue about the use of drugs and/or alcohol.

Program Goals

- * To provide a professional evaluation regarding the extent of and reasons for drug/alcohol use by the student.
- * To provide education to the student and parents regarding the effects and consequences of chemical dependency.
- * To encourage parental involvement in preventing further use/abuse of chemicals.
- * To direct the family to appropriated treatment alternatives and/or self-help resources.

SEARCH AND SEIZURE

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

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

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

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

Students

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

Seizure of Property

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

GENOA-KINGSTON GANG POLICY

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., Chapter 122, Par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good". This Board of Education is aware that gangs and gang-related activities can cause substantial disruption or material interferences with school and school related activities. A "gang" as used in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

Therefore, the possession, display or the use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on school premises or at school sponsored events. Such symbols representing these groups cause confrontations and disruptions to the educational atmosphere of the school setting.

Therefore, the possession, displaying-related activities can cause substantial disruption or material interferences with school and school related activities.

The penalties for violation of this policy are as follows:

1st Occurrence: A warning and a request to refrain from the use of inappropriate language or gestures. In the case of symbols or emblems, the student will be asked to remove the unauthorized symbol or emblems; from such items as, but not limited to, wearing apparel and notebooks. A student who wears a particular color or combination or clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, will be warned and advised that future displays will not be tolerated and that disciplinary action will follow:

2nd Occurrence: Parents will be notified and suspension out of school for up to ten (10) days.

Subsequent Occurrence: Suspension and possible recommendation for expulsion to follow.

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, knowing 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

CHEATING POLICY

1st Offense

- * Teacher telephones the student's parent or guardian to explain the specifics of the incident
- * A referral outlining the incident and subsequent disciplinary action is placed in the student's discipline file
- * The student shall receive 0 credit for the paper assignment or test, no make-up privileges

2nd Offense

- * Teacher telephones the student's parent or guardian to explain the specifics of the incident
- * A referral outlining the incident and subsequent disciplinary action is placed in the student's discipline file
- * The student shall receive 0 credit for the paper assignment or test, no make-up privileges
- * If warranted, a conference will be requested with the student, parent/guardian, teacher and administrator/guidance counselor

3rd Offense

- * Teacher telephones the student's parent or guardian to explain the specifics of the incident
- * A referral outlining the incident and subsequent disciplinary action is placed in the student's discipline file
- * The student shall receive 0 credit for the paper assignment or test, no make-up privileges
- * If warranted, a conference will be requested with the student, parent/guardian, teacher and administrator/guidance counselor
- * The student will be removed from all elected/appointed leadership positions for the remainder of the school year

BULLYING/CYBERBULLYING/INTIMIDATION/HAZING

The Board of Education of Genoa-Kingston School District encourages a learning atmosphere in which every member of the school community attends school free from harassment, intimidation, threats or fear. For this reason, bullying, aggressive behavior is strictly prohibited.

Aggressive behavior is defined as words and/or actions toward another, oneself, or property of a forceful, hostile, injurious, or destructive nature.

Bullying is defined as a type of aggressive behavior in which an individual student or a group of students, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, inflicts, attempts or intends to inflict, either by physical, verbal or other means, any physical or psychological suffering on another student or group of students. Examples of bullying may include, but are not limited to:

1. Physical Bullying: may include punching, shoving, poking, hair pulling, or other similar behaviors.
2. Verbal or Psychological Bullying: may include name-calling, teasing, gossip, humiliation, intimidation, threats, or other similar behaviors.

“Hazing” occurs when any person knowingly requires the performance of any act by an student or the acquiescence to any act performed on or with regard to a student for the purpose of induction into, admission into, initiation into, affiliating with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose members are or include other students.

Bullying, intimidation, harassment and/or hazing may be considered gross disobedience/misconduct. Similarly, it will be considered a breach of the Code of Conduct to witness bullying, intimidation, harassment, or hazing of another student and to fail to report it. *Students who exhibit a pattern of intimidation/bullying/hazing may be recommended for expulsion.*

Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, blogs, texting, social websites (e.g. Facebook, MySpace, Twitter, etc) chat rooms, “sexting”, instant messaging, or video voyeurism.

It is prohibited for students to engage in any intimidating, threatening, or bullying behavior via computer, cell phone, or other electronic device, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

Cell phones/electronic (entertainment) devices. The personal use of electronic signaling devices or cell phones **is prohibited** during the regular school day (7:45-2:50). Students are permitted to have cell phones in their possession but they must be turned off and out of sight. There may be times when these devices can be used in the classroom for educational purposes under direct supervision of a staff member. **The school is not responsible for any loss or theft of these items, and students who choose to bring these devices do so at their own risk.** The following disciplinary action may be taken when a student is caught using an electronic device regardless of ownership:

- At any time, a staff member has the right to confiscate the cell phone/electronic (entertainment) device. The staff member may give it back at the end of class with a verbal or written warning.
- Device confiscated and a detention issued by the staff member.
- Device confiscated and in-school suspension issued.
- If continue offensives with an electronic device, an out-of-school suspension will be issued.

Cell phones/electronic (entertainment) devices-(cont'd)

A student's refusal to hand-over a cell phone/electronic (entertainment) device may result in an out-of-school suspension.

Sexual Harassment Policy - Students

The School Board will neither condone nor tolerate sexual harassment of students by students or district employees. The Board espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school.

For purposes of this policy, the term sexual harassment is defined as follows:

Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by a student or employee or agent of a recipient that denies, limits, provides different or conditions the provision of aid, benefits, services or protection under Title IX.

The School Board interprets the definition of sexual harassment to include, but not limited to, the following behavior:

unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking students movements, pulling at clothes.

The Student Complaint Process:

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Principal, Assistant Principal or Guidance Counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Students who knowingly make a false accusation will be subject to disciplinary action.

Any student who is determined, after an investigation to have engaged in sexual harassment will be subject to disciplinary action including but not limited to suspension and expulsion consistent with the discipline policy.

SPECIAL EDUCATION

Programs & Services: Genoa-Kingston School District #424 offers special education services and supports for eligible children. Services are offered for students who have disabilities including, but not limited to, speech and language, learning disabilities, mental impairment, vision impairment, behavior disorders, autism, hearing impairments, and physical handicaps. Most students remain in the regular education program and receive supports in that environment. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation for staff and parents, health services, psychological services, social work services, adapted material, vision services; hearing services, occupational and/or physical therapy and speech and language services.

Identification of Eligible Students: Each school has the services of a Student Assistant Team. This team may suggest intervention strategies to assist the student in the classroom or may make referrals for services. Any student for whom there continues to be a concern can be referred for a case study evaluation to determine eligibility for special education and related services. A student can be referred for a case study by staff, parents, or an outside agency. The case study team will determine if a case study is appropriate. The student's parents must give written permission before any evaluation can take place. For further information, please contact the building principal.

NIGHT SCHOOL

Students enrolled in Genoa-Kingston night school classes are expected to adhere to the Genoa-Kingston Student Handbook. Night school has the same expectations for behavior, attendance, class participation, dress code, electronic devices, and rules as during the regular school day. Unacceptable behavior could result in being suspended or dropped from the program.

MEDICAID

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable.

COGS Code

COGS are:

Respectful Responsible Engaged

PBIS Mission Statement: The purpose of implementing Positive Behavior Supports and Interventions at Genoa-Kingston High School is to create a sense of community through a positive environment in which all members are actively contributing.

	Be Respectful	Be Responsible	Be Engaged
Classroom	*Appreciate others opinions *Listen to your teacher and classmates *Treat school materials properly	*Be on time (through the door)*Be prepared	*Be attentive *Participate
Computer Lab/ Learning Center	*Be considerate of others *Use Materials and equipment properly *Use appropriate volume and language	*Have a pass from class *Follow procedures	*Access appropriate website *Use facilities for educational purposes
Common Areas/ Hallways	*Use appropriate volume and language *Be considerate of others	*Arrive to class on time *Have a pass *Follow dress code *Be safe	*Follow procedures *Promote the well-being of others *Take pride in school facilities
Cafeteria	*Have I.D. ready *Help others *Clean areas	*Keep all food and belongings to self *Dispose of trays in appropriate places *Wait your turn in line *Appropriate language and voice	*Recycle when possible
Office	*Use professional courtesy *Respect others privacy *Use appropriate language and volume	*Have a pass *Return to class on time *Bring needed materials	*Ask appropriate questions
Bus	*Use appropriate language and volume *Follow requests of driver *Keep hands and feet to yourself	*Be on time *Be safe	*Maintain safety *Remain in your seat

**STUDENT
DAILY
ASSIGNMENT
SECTION**