

Secondary Code of Student Conduct *2010-2011*



Our Mission: “Helping Students Achieve Their Dreams”

Secondary Schools & Principals

Galesburg High School

Principal: Thomas Chiles
Asst. Principals: Steve Eisemann,
Sharon Gonzalez and Brett Wolfe
1135 W. Fremont Street
343-4146

Churchill Jr. High School

Principal: Bart Arthur
Asst. Principal: Marilou Mol
905 Maple Avenue
342-3129

Lombard Middle School

Principal: Neal Thompson
Asst. Principal: Tiffany Springer
1220 E. Knox Street
342-9171

Community Unit School District #205

Dr. S. Gene Denisar, Superintendent of Schools

Important School Dates and Holidays - 2010-2011

FIRST QUARTER

(August 13, 2010 through October 15, 2010)

August 13, 2010	Teacher Institute—No School
August 16, 2010	First 1/2 day of school
August 17, 2010	First full day of school, 55-minute Early Dismissal
August 17-31, 2010	55-Minute Early Dismissals
September 6, 2010	Labor Day—No School
September 9, 2010	Grade Level/Department Meetings, 55-minute Early Dismissal
September 9, 2010	GHS Parent/Teacher Conferences , Grades 9-12 (3:30-7:45 p.m.)
October 11, 2010	Columbus Day—No School
October 14 & 15, 2010	GHS Exam Days
October 15, 2010	First Quarter Ends, 55-minute Early Dismissal

SECOND QUARTER

(October 18, 2010 through December 21, 2010)

October 29, 2010	No School—Grades K-8 Parent/Teacher Conferences
November 4, 2010	GHS Parent/Teacher Conferences , Grades 9-12 (3:30-7:30 p.m.)
November 11, 2010	Veteran's Day—No School
November 18, 2010	Department/Grade Level Meetings/ 55-minute Early Dismissal
November 24, 2010	55-minute Early Dismissal
November 25-26, 2010	Thanksgiving Break—No School
December 20 & 21, 2010	GHS Exam Days
December 21, 2010	Second Quarter Ends
December 22, 2010	First Day Winter Break/Teacher Institute Day—No School
January 17, 2011	Last Day Winter Break/Martin Luther King Day—No School

THIRD QUARTER

(January 18, 2011 through March 18, 2011)

January 18, 2011	School Resumes from Winter Break
February 3, 2011	GHS Parent/Teacher Conferences , Grades 9-12 (3:15-7:00 p.m.)
February 21, 2011	President's Day—No School
February 28-March 11, 2011	ISAT Assessment (Grades 3-8)
March 17, 2011	Department/Grade Level Meetings/ 55-minute Early Dismissal
March 17 & 18, 2011	GHS Exam Days
March 18, 2011	Third Quarter Ends, 55-minute Early Dismissal

FOURTH QUARTER

(March 21, 2011 through June 3, 2011)

March 21, 2011	First Day Spring Break—No School
March 25, 2011	Last Day Spring Break—No School
March 28, 2011	School Resumes from Spring Break
April 1, 2011	No School—Grades K-8 Parent/Teacher Conferences
April 8, 2011	Teacher Institute—No School
April 14, 2011	GHS Parent/Teacher Conferences , Grades 9-12 (3:30-7:30 p.m.)
April 22, 2011	Contractual Holiday—No School
April 27 & 28, 2011	PSAE Assessment
May 12, 2011	Department/Grade Level Meetings/ 55-minute Early Dismissal
May 29, 2011	GHS Graduation , 4:00 p.m.
May 30, 2011	Memorial Day—No School
May 31 & June 1, 2011	GHS Exam Days (Tentative)
June 2, 2011	Teacher Institute—No School (If no emergency days have been used)
June 3, 2011	Students Report to School for Report Cards, End 4th Quarter (If no emergency days have been used)
June 6/7/8/9/10, 2011	Emergency Days #1-#5

Complete 2010/2011 calendar available at www.galesburg205.org.

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Code of Conduct—Description and Purpose

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

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

Philosophy

We believe children are individuals who possess unique needs and potentials. The primary goal of School District #205 is to provide a safe and successful experience for each student and to provide the best learning environment for all students.

One of the functions of the school system is to oversee and direct disciplinary matters. Discipline is the responsibility of the students, parents, and the school system. It is the responsibility of the parents and school to encourage self-discipline. Self-discipline is the acceptance on the part of the student of responsibility for his/her own actions and is the appreciation of the rights of others. Self-discipline is a quality valued by the school, the community, and essential for life-long success.

Illinois School Code

Maintaining Discipline in School *(Chapter 122, Sec. 24-24)*

Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds that are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils.

This relationship shall extend to all activities connected with the school program and approved by the Board of Education, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Student Right to an Education

When a student acts irresponsibly, violates the rights of others or presents an actual or threatened danger to persons or property they are subject to the loss of their right to an education. When a student commits acts of disobedience or misconduct the right to an education may be temporarily forfeited. That right cannot be forfeited, however, without the opportunity for the student to present "their side of the story" to the administration and/or Board of Education for proper review and due process of law. (*Goss vs. Lopez*)

Special Education Students

The appropriateness of disciplinary action concerning children with disabilities will be addressed in each student's Individualized Education Program and, if necessary, in an IEP conference congruent with District policy and state statute.

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

If you wish to review or have a copy of your child's records prior to the expiration of this timeline or prior to the student's eighteenth (18) birthday please contact the Knox-Warren Special Education District Office at (309) 343-2143.

Additional notice will be given upon dismissal of special services.

Board Authority

The Board of Education has the power to:

- ◆ Establish and enforce disciplinary policies.
- ◆ Establish and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events.
- ◆ Establish policy which allows a teacher to use reasonable force as needed to maintain safety for other students, including the removal of a student from the classroom for disruptive behavior.

The Board of Education is also given the power to:

- ◆ Establish policy which allows the administration of any school to sign complaints as agents of the school against persons committing any offense at school events.
- ◆ EXPEL (for a definite period of time not to exceed two calendar years) pupils guilty of gross disobedience or misconduct and no action shall lie against the Board for such expulsion.
- ◆ Authorize the administration to SUSPEND pupils guilty of gross disobedience or misconduct and no action shall lie against the Administration for such suspension.

Student Records, Notification of Parents and Student Rights

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information.

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

Student Records, Notification of Parents and Student Rights (Continued)

Parents have the right to:

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

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

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

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

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

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

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

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

District Policy/Governing Regulations

Academic Honesty

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

Anti-Hazing

No administrator, faculty member or employee of the district shall encourage, permit, condone or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in hazing.

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

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

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

Attendance

District Attendance Expectations:

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

What to do when your child is absent:

- ◆ The parent/guardian shall call the school to explain the nature of the absence by 9:00 a.m. The school will attempt to contact the parent/guardian to confirm a student's absence if we have not already been informed. Please keep your emergency numbers up to date so we can ensure the safety of your child.
- ◆ Students must return with a doctor's note if absent for three or more consecutive days. Without a valid doctor's excuse the absences are marked "unexcused".
- ◆ Failure to contact the school regarding the nature of your child's absence will result in the absence being marked "unexcused". Unexcused absences are a very serious matter and must be avoided.

Attendance (Continued)

What to do when your child is absent (Continued):

- ◆ Homework may be provided at the teacher's discretion by calling and requesting homework through the school after the third day of absence. The student will have the number of days missed to make up the work. The student is expected to complete and turn in all work missed during the absence.
- ◆ For Galesburg High School only: Parents/guardians have the responsibility to notify their child's school within 48 hours of their child's absence. The student will have the number of days missed plus one to make up the work. Unexcused absences carry no homework/make-up privileges.

Prearranged Absences/Family Vacations:

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

Excessive Absenteeism:

The District considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to track and provide early identification of potentially harmful attendance practices, and provide a progressive, multi-level plan aimed at remediation of the problem. This procedure shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), any school official(s), referral to Regional Office of Education's (ROE's) Truancy Officer, or other people who may have information.

Chronic/Habitual Truancy:

The District considers a student to be a chronic or habitual truant if he/she is absent without valid cause for 10% or more of the previous 180 regular attendance days.

Excused Versus Unexcused Absences:

Excused Absences	Vs.	Unexcused Absences
<ul style="list-style-type: none">• Illness.• Professional Health Services Appointments.• Family emergency.• Observance of a Religious Holiday.• Death in the immediate family.• Approved educational purposes.• Family vacations (only with prior approval).• Other circumstances which cause reasonable concern to the parent for the safety or health of the student.		<ul style="list-style-type: none">• No phone call made or note sent explaining child's absence.• Missing the bus.• Returning to school after three or more consecutive absences without a valid doctor's note.• Oversleeping/alarm problems.• No clean clothes.• Car trouble/transportation issues.• Unapproved family vacations.• Hair appointments & similar activities.• Other absence classified as unexcused by principal or designee.

Any student with an unexcused absence for a school day or portion thereof is considered "truant".

Tardy Policy:

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

Cellular Phones/Electronic Devices

Cellular phones, pagers, or other personal electronic entertainment devices are not to be used or on a student's person in District #205 buildings during school hours. School hours are defined as starting bell to dismissal bell. Any student who chooses to bring these types of devices to school are doing so at his/her own risk. CUSD #205 assumes no responsibility for lost, damaged, or stolen items.

Closed Campus

District #205 schools operate as a closed campus. Any student who leaves campus without proper permission within school guidelines will face disciplinary action.

Code of Conduct Duration, Notification, and Acknowledgements

This entire Code of Conduct will remain in effect for the 2008-2009 school year unless there is a program change. No changes or modifications shall be made during said times without the approval of the Board of Education.

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

Every student attending School District #205 will be provided annually with a copy of the Code of Student Conduct within fifteen days of starting classes. A written receipt from parents or guardians of students is required.

Computer Usage

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

Computer Usage (Continued)

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

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

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

Cooperation with Law Enforcement Agencies

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

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

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

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

Any legal action taken for a specific offense may be separate or additional to school-based disciplinary action for the offense.

Dental Exams

All students in sixth grade must provide proof of a dental examination. These must be turned in to the school office by May 15th of the school year.

Dress and Appearance

The principal or designee will determine the appropriateness of student dress. Restrictions include, but are not limited to, the following:

- ◆ Dress and appearance must not present health or safety problems or in any way disrupt the educational process.
- ◆ Dress should be modest and conducive to a school environment. No bare midriffs/belly shirts, see-through garments, or revealing clothing, which includes but may not be limited to, tube tops, halter tops, spaghetti strap tops, or tank tops with a low-cut neck and arm holes. Undergarments are not to be exposed.
- ◆ Pajamas and bedroom slippers are not proper school attire.
- ◆ Skirts and shorts are to be of modest length.
- ◆ Hats and other head wear are not to be worn in the building.
- ◆ Hats, sunglasses, pocket chains, and outerwear are to be left in lockers during the school day.
- ◆ Dress which violates principles of the Code of Conduct is prohibited, including clothing which advocates the use of drugs, alcohol and/or tobacco; advocates gangs, satanic cults, hate groups, or violence; or is sexually suggestive or offensive. Students whose dress is determined to be inappropriate will be given the opportunity to change clothes or face disciplinary action.
- ◆ Grills are not allowed.
- ◆ Shoes with wheels are not allowed.

Equal Educational Opportunities - Sex Equity

In accordance with federal and state laws, no student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Students who believe they have been discriminated against due to their gender may file a discrimination grievance with the District's Title IX/Sex Equity Coordinator. An investigation of any such complaints will be undertaken immediately. The District #205 Title IX/Sex Equity Coordinator is Mrs. Diane VanHootegeem, Director of Human Resources, (309) 343-7832.

Gangs, Satanic Cults, Hate Groups and Related Activities

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

Health Issues/School Physicals/Dental and Vision Exams

Examination/Immunization Requirements

All students in the state of Illinois beginning sixth and ninth grades are required to show proof of having a physical examination, including required vaccinations: 1) Diphtheria, 2) Pertussis, 3) Tetanus, 4) Poliomyelitis, 5) Measles, 6) Rubella, 7) Mumps. Proof of the required physical examination and immunizations must be presented by the first day of attendance (Board Policy 720.16; Adopted April 19, 1999). Student transferring to Galesburg Schools must provide proof of a current, valid physical within 30 days of enrollment.

All new students to District #205 in grades six through twelve must have proof of a current Hepatitis B vaccination.

Failure to comply with the above state requirements will result in exclusion from school until requirements are met.

Intimidation/Bullying/Harassment

Incidents of students who intimidate, bully, or harass others are taken very seriously by the District. Such incidents may be considered Category II or a Zero Tolerance Offense depending on the severity of the incident.

Such acts may include, but not limited to:

- ◆ Making threats.
- ◆ Promoting hate groups and/or drawing or displaying hate symbols.
- ◆ Making remarks about ethnic background, physical attributes, sexuality, or disabilities.
- ◆ Using electronic devices to intentionally demean, intimidate, or humiliate another individual or a group.

Lockers

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

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

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

Medication Policy

It is the policy of this district (as outlined in the Illinois School Code, Section 10-22.21 and Board Policy 720.14) that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Parents with students who have special medical circumstances should contact the school nurse. The proper forms for medication must be filled out and on file in the school office. All medications must be sent to school in the original container.

Off-Campus Events

Students at school sponsored, off campus events, shall be governed by school district rules and regulations and are subject to the authority of school district officials. This also applies to students in transit to and from such events.

On and Off Campus Activity that Disrupts the School Day

Students may be disciplined for engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. This may include but not limited to, personal and/or electronic communications.

Parking Lots

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

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

Questioning of Students

An Advise of Rights type warning (Miranda) is not required in questioning students concerning school discipline.

Reciprocal Reporting

District #205 Schools and local law enforcement agencies have a reciprocal reporting agreement. The schools and local law enforcement agencies will meet as needed to share information which could have an impact on the functioning of the schools. In most instances, the Police Liaison Officer at Galesburg High School will serve as the person to coordinate information (Board Policy 706).

Safe Schools

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

Search and Seizure

Search and seizure by school officials is permissible without legal steps when there is a reasonable suspicion that action is necessary to maintain school discipline or enforcement of school rules.

District #205 buildings and grounds may be searched periodically by law enforcement canine units under the supervision of District Administration.

Sexual Harassment

Sexual Harassment is illegal and against the policies of School District #205. Sexual harassment may include verbal, non-verbal, physical conduct or communications. Sexual harassment may involve, but is not limited to, unwelcome sexual advances, verbal or physical conduct of a sexual nature towards another student or creating an intimidating, offensive or hostile environment by such conduct.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Sexual Harassment (Continued)

Any student who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to a counselor, school principal or other school administrator. An investigation of any such complaints will be undertaken immediately. Complaints will be kept confidential to the extent possible.

Students who engage in sexual harassment are subject to disciplinary action. Conversely, students who make false allegations of sexual harassment may also be subject to disciplinary action.

The District #205 Title IX Coordinator is Mrs. Diane VanHootezem, Director of Human Resources, 343-7832.

Video Cameras

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

Vision Exams

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

Vision/Hearing Screening

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

Visitors in the School Building

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

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

All visitors are required to check in at the school office before proceeding to their destination. Former students shall follow these same procedures (Board Policy 745).

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

Disciplinary Options

Administration of School Discipline (In loco parentis)

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

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

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

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

Above all else, it is important to understand that when a student chooses to break a school rule, it is the student who has erred. It is not the fault of the rule or of the school official who is legally required to maintain discipline.

Disciplinary Options

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

Disciplinary Options (Continued)

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

It is impossible to write rules and regulations to cover every situation. Acts not covered by the code will be handled at the discretion and judgment of the principal or designee who will act for the good order and protection of the school. While the discipline procedures are listed in order of increasing severity, each case will be handled individually. A particular case could warrant immediate suspension or expulsion without initial lesser punishments being levied.

Recognizing that discipline should be a progressive process, with the exception of those behaviors identified as “zero tolerance”, any number of disciplinary options are available to teachers and administrators.

Several disciplinary options are described below. However, it may be determined that other forms of discipline may, on an individual basis, be appropriate in lieu of , or in addition to, those outlined within the code.

Pre-Suspension

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

- ◆ Student/teacher conference.
- ◆ Parental contact.
- ◆ Detention or disciplinary writing pertaining to the infraction.

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

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

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

Saturday Detention Program

The purpose of the program is to provide an educational and disciplinary alternative to the ISSP program. It is also designed as an alternative to students missing valuable instructional time from the regular classroom. Saturday Detention Program may be used in lieu of Discipline Category I Disciplinary Responses at the discretion of the building administration.

In-School Structured Program (ISSP)

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

- ◆ School administrators will assign students to the program. While assigned to the program, students will be required to do assignments that may or may not be related to their classroom work.
- ◆ It is the responsibility of the student to comply with all ISSP procedures.
- ◆ It is the responsibility of the student to complete all work for the duration of the original ISSP placement. Work is to be completed by a time agreed upon by the teacher and student and will receive full credit.
- ◆ Students may not attend or participate in school activities while in an assignment to ISSP. A student is considered to have completed an ISSP assignment at the end of the time assigned to ISSP.
- ◆ Parents will be notified by telephone or mail that their child has been assigned to ISSP and for what violation.

Suspension

Out of school suspension is a disciplinary tool that is used when earlier attempts to correct a student’s behavior have been unsuccessful or the behavior warrants an immediate, temporary exclusion from school.

- ◆ A suspension is for a period not to exceed ten school days.
- ◆ The district superintendent, building principal, or designee may suspend a student.
- ◆ During the school day no student shall leave school until in the company of the parent, guardian or approved adult. A student whose presence poses a continuing danger to persons, property or an ongoing disruption may be removed by a police officer for disorderly conduct.
- ◆ Any suspension shall be reported as soon as possible to the parents or guardian of such pupil along with a full statement of the reasons for the suspension and notice of their right to a review.
- ◆ During the period of suspension a student may not be in, on, or about school or school grounds without the permission of the school administration. To do so will be considered trespassing.
- ◆ Students may not attend or participate in school activities during a suspension. Violation of these conditions will result in further disciplinary action.
- ◆ Students will be allowed to make up work for full credit within building policies related to make-up work.

Insight Program

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

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

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

Expulsion

Expulsion from school is a formal process whereby an individual has the right to an education withdrawn for a period in excess of ten days.

- ◆ Only the local Board of Education may expel a student.

Expulsion (Continued)

- ◆ The student and the student's parents or guardians shall be notified of the reason(s) for the proposed expulsion by registered letter from the appropriate administrative official which will state:
 - The rules and regulations allegedly violated.
 - The date, time and place of the Board of Education hearing. The hearing must take place within 10 school days of the violation.
- ◆ The expulsion shall not take place until after the Board of Education has had the opportunity to hear the case and render a decision. Students are suspended from school pending expulsion procedures.
- ◆ At a hearing by the Board of Education a student has the right to:
 - Counsel at his/her own expense.
 - Present witnesses.
 - Question the person who made the recommendation to expel.
 - Make a statement in his/her own behalf.

If a student is expelled from District #205, the term "expulsion" is placed in the permanent record.

Probation

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

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

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

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

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

Discipline - Category I

- ◆ Refusal to identify self/produce I.D.
- ◆ Being in an unauthorized area.
- ◆ Distractive/unsafe dress.
- ◆ Violation of closed campus.
- ◆ Violation of parking regulations.
- ◆ Inappropriate display of affection.
- ◆ Disruptive/inappropriate behavior.
- ◆ Refusal to follow directions.
- ◆ Possession of tobacco products and smoking materials.
- ◆ Computer misuse.
- ◆ Gambling.
- ◆ Possession/use of cellular phones, pagers, or other personal electronic entertainment devices in the school building during school hours.

Disciplinary Responses

At discretion of the principal or designee:

- | | |
|-------------------|--|
| First Offense: | Not to exceed two days <u>In School</u> Structured Program. |
| Second Offense: | Not to exceed three days <u>In School</u> Structured Program. |
| Third Offense: | Not to exceed five days <u>Out of School</u> Suspension including direct parent/guardian contact. |
| Further Offenses: | Not to exceed ten days <u>Out of School</u> Suspension including direct parent/guardian contact, and may include recommendation for expulsion. |

Discipline - Category II

- ◆ Blackmail/Coercion/Extortion.
- ◆ Fighting.
- ◆ Assault/Battery.
- ◆ Sexual Harassment/Misconduct.
- ◆ Hazing.
- ◆ Vandalism.
- ◆ Verbal Abuse/profanity directed at ANY staff member, which includes all District #205 employees.
- ◆ Written, Verbal, Physical Threat, or Attack of another student.
- ◆ Intimidation/Bullying/Harassment.
- ◆ Gross computer and electronic device related misconduct.
- ◆ Non-felony theft.
- ◆ Use of tobacco products, smoking materials or inhalants.

Discipline - Category II (Continued)

- ◆ Involvement in gangs, satanic cults, hate groups and related activities.
- ◆ Tampering, obstructing, and/or interfering with security devices.

Disciplinary Responses

At discretion of the principal or designee:

- First Offense: Not to exceed five days Out of School Suspension.
Further Offenses: Not to exceed ten days Out of School Suspension, includes direct parent/guardian contact, and may include an assignment to an alternative program or school or possible recommendation for expulsion.

Zero Tolerance Offenses

Zero tolerance offenses are actions which will result in disciplinary consequences and can include a request for an expulsion hearing before the Board of Education. Zero tolerance offenses include:

- ◆ Arson.
- ◆ Bomb Threat (tracing equipment is in place at all schools).
- ◆ False Fire Alarm.
- ◆ Burglary, Robbery, Theft (Felony) as related to school property are violations on a year round basis.
- ◆ Malicious Destruction/Defacing of School Property - (Felony Vandalism) as related to school property are violations on a year round basis.
- ◆ Written/verbal/physical threat or attack of school personnel or another student(s).
- ◆ Possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-alikes, alcoholic beverages.
- ◆ Written/verbal/physical threat or attack of school personnel or another student(s).
- ◆ Possession/use/distribution of a weapon, ammunition, explosive or look-alike devices of any kind*.

*NOTE: Public law regulating Gun-Free Schools requires any student found to have brought a firearm to school to be expelled for a minimum of one calendar year. The Board of Education may reduce the expulsion period to less than one calendar year.

When appropriate, Zero Tolerance Offenses will be reported to legal authorities.

Disciplinary Responses

In cases of First Offense in Zero Tolerance Category for:

- ◆ Bomb Threat.
- ◆ False Fire Alarm.
- ◆ Burglary, Robbery, Felony Theft.
- ◆ Malicious Destruction of Property (Felony Vandalism).
- ◆ Written/Verbal/Physical Threat or Attack of School Personnel or another student(s).
- ◆ Possession/Use of Drugs or Drug Paraphernalia including all controlled substances, look-alikes and alcoholic beverages.

The administration may impose a required ten day suspension. This discretion may be exercised based on the student's past disciplinary record and significant variables of the case. The Board of Education would receive written notification of such cases and administrative action.

Additional Disciplinary Responses

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

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

Year-Round Athletic Code

While a student has a legal right to attend school, the courts have held that the same right does not extend to participating in athletics. As a result, when a student elects to participate in a co-curricular activity, he/she is agreeing to abide by the standards of conduct established for that activity. Therefore, it is vitally important for both the student and the student's parents to carefully review the expected standards of conduct established in an athletic code or any special rules established by the coach/sponsor for the given activity. And, if for whatever reason the student feels that he/she cannot abide by such, then the student should not elect to engage in the activity.

Above all else, it is important to remember that when a student-athlete chooses to violate an activity's rules, it is the athlete who has violated his/her own oath of participation.

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

If at anytime the Board of Education determines to implement Random Drug Testing for athletes a copy of the policy and procedures will be provided to the athletes prior to the season beginning (See Pages 17-20).

Eligibility - High School

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

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

I. All students must pass three (3) blocks on a weekly check. Students not passing 3 blocks on a weekly basis:

- Will be ineligible to participate in interscholastic activities for the following week (Monday-Saturday); and
- Will be required to participate in a tutorial program approved by the coach and athletic director.
- Students ineligible for four consecutive weeks are dropped from the team.
- Eligibility is not cumulative season-to-season.

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

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

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

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

Term	Midterm Grade Due	Check for Eligibility	P/T Conference	End of Term	Check for Eligibility
1	Tuesday 9/14/10	Friday 9/17/10	Thursday 9/9/10	Friday 10/15/10	Friday 10/22/10
2	Tuesday 11/16/10	Friday 11/19/10	Thursday 11/4/10	Tuesday 12/21/10	Friday 12/23/10 or 1/14/11
3	Tuesday 2/15/11	Friday 2/18/11	Thursday 2/3/11	Friday 3/18/11	Friday 3/25/11
4	Tuesday 4/26/11	Friday 4/29/11	Thursday 4/14/11	Friday 6/1/11	N/A

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

Class of:	2010-2014
Credits needed for graduation	28
Start of Sophomore Year	6
Start of Junior Year	13
Start of Senior Year	20

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

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

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

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

Junior High/Middle School

No pass/no play as defined in the Junior High/Middle School Athletic Handbook.

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

An athlete who is ineligible for three consecutive weeks is also ineligible to practice in the following week.

An athlete who is ineligible for a fourth consecutive week shall be dropped from the team.

Behavioral Expectations:

Covers all 6th-12th grade student athletes year round, in or out of school.

Athletes Must Refrain From:

- ◆ Any violation of IHSA, rules or regulations.
- ◆ Hazing or Sexual Harassment.
- ◆ Violation of administration-approved rules and regulations for a particular sport as determined by the Head Coach and acknowledged by the student athletes and their parent/guardian.
- ◆ Commission of a criminal act defined as a Felony; or Class A Misdemeanor which involves striking another individual, theft or destruction of another person's property or other violent acts against any person. A hearing for review of evidence will be conducted by the Athletic Director.
- ◆ Any other zero tolerance offense as defined in the secondary code.
- ◆ Inappropriate use of cellular phones or electronic devices when participating in extracurricular and co-curricular activities.
- ◆ Possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-alikes, alcoholic beverages, illegal weapons, ammunition, explosives or look-alikes.
- ◆ Possession or use of tobacco or tobacco products and smoking materials at any school event or activity as per current code.

Disciplinary Responses:

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

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

Violation of Behavioral Expectations will result in the following:

- ◆ First Offense—Suspension from one-third (1/3) of scheduled contests for current or upcoming season with unfulfilled fraction to carry over to the next sport season when necessary and in compliance with all other provisions of the Athletic Code of Conduct.
- ◆ Second Offense—Suspension from two-thirds (2/3) of scheduled contests for current or upcoming sport season with unfulfilled fraction to carry over to the next sport season when necessary and in compliance with all other provisions of the Athletic Code of Conduct.
- ◆ Additional Offenses—Suspension for one calendar year from participation in athletic contests.

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

Governing Regulations

- ◆ Violations of the Code of Conduct directly impacts student status under the Athletic Code.
- ◆ The number of offenses are cumulative throughout the high school or junior high/middle school career.
- ◆ Suspensions may carry over from one school year to the next.
- ◆ Junior high/middle school code violations do not carry over to the high school, unless the penalty for the code violation was not served in District #205 or other school setting.
- ◆ If a violation occurs during the season or post-season play, the penalty will be enforced during that particular sport and may carry over into the next sport in which the student is a participant.
- ◆ Violations occurring prior to the start of a season will be enforced during the next sport season in which the student is allowed to participate.
- ◆ Athletes are not allowed to participate in a sport for the purpose of serving a suspension in that sport rather than one where the student has a record of consistent participation.
- ◆ Penalties for violations are to be enforced in conjunction with the athlete's record of participation. It is recognized that freshmen and sophomores may not have established a consistent record of participation.
- ◆ Suspensions are successfully completed only when the season in which the suspension is served is also successfully completed.
- ◆ All cases are decided within the Code and at the discretion of the Athletic Director.
- ◆ If a violation occurs at the time a student is injured or ineligible, the suspension will start when the student returns to practice or is academically eligible.
- ◆ An athlete suspended from school (ISSP, OSSP) is not able to participate until the full length of the suspension has been served.
- ◆ Disciplinary responses from code violations may not run concurrently.

Due Process

- ◆ Students alleged to be in violation of the Athletic Code will be afforded due process of law within the athletic department.
- ◆ An appeal of the Athletic Director's decision can be made with a written request for review to the Superintendent within five days of the initial decision. The Superintendent shall review all pertinent information and communicate the decision in writing within ten days of receipt of the request for review. The decision of the Superintendent is final. The student is not allowed to participate during the appeal process.

Voluntary Admission of Substance Abuse

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

The purpose of this language is two-fold:

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

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

Transportation

The transportation code applies in all situations involving athletic events. When necessary, students may be released to ride with parents or guardians only. The transportation code can be found on pages 13 and 17-18.

Extracurricular/Co-curricular Activities

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

Eligibility

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

- I. Eligibility is determined **each term**. The students must be passing three blocks.
 - ◆ Students must also pass **three blocks each term** to be eligible to participate in the next **term's** activities. **A minimum of two blocks must be taken at Galesburg High School. The equivalent of a three semester hour college course may be substituted for a third and/or fourth block. The college course must be taken for high school credit and pre-approved by the high school administration. The course may be taken for a regular grade counted on the high school GPA, or pass/fail grade which does not count in the high school GPA.** Students who do not pass **three blocks** for the **fourth term** may use summer school as an extension of the **fourth term**.
 - ◆ Sponsors of the individual activities and administrators are responsible for eligibility checks for participants in the sponsored activities.
 - ◆ Students determined to be ineligible are required to participate in a tutorial program approved by the sponsor.
 - ◆ Eligibility is applicable to students in grades 9-12 only.
 - ◆ The culminating Band and Choir concerts, which are a primary part of the musician's grades, will be exempt from academic eligibility. These concerts will not exceed four per school year.
- II. Sophomore, Junior, and Senior students must have a minimum GPA of 1.75 at the end of **each term**. Grades are cumulative during the grading period and are based on what grade a student would receive if transferring to another school. Students not having a 1.75 GPA will be ineligible for the **next term**, but may become eligible if GPA is raised at midterm (see chart on page 9).
- III. Sophomore, Junior, and Senior students must be on track for graduation **at the beginning of each school year**, as defined by the chart on page 9.

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

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

Behavior Expectations

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

Students must refrain from:

- ◆ Hazing, sexual harassment
- ◆ Commission of a criminal act defined as a Felony, or a Class A Misdemeanor which involves striking another individual, theft or destruction of another person's property or other violent acts against any person. A hearing for review of evidence will be conducted by the Building Principal.
- ◆ Any other zero tolerance offense as defined by the secondary code.
- ◆ Inappropriate use of cellular phones or electronic devices when participating in extracurricular and co-curricular activities.
- ◆ Possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-alikes, alcoholic beverages, illegal weapons, ammunition, explosives or look-alikes.
- ◆ Possession or use of tobacco or tobacco products and smoking materials at any school event or activity as per current code.

Disciplinary Responses

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

Violations of Behavioral Expectations will result in the following:

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

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

Co-Curricular Disciplinary Responses

Marching Band Student

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

Co-Curricular Disciplinary Responses (Continued)

Winter Band Student

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

Vocal Music Student

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

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

Governing Regulations

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

Voluntary Admission of Substance Abuse

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

The purpose of this language is two-fold:

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

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

Transportation-Rules and Discipline

Eligibility for Transportation

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

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

Only assigned riders or those with written permission by the parent/guardian which has been approved by the principal/designee may ride the bus.

Parents are not allowed on or may not ride the bus without a written request and approval from school officials. Requests are reviewed by First Student, Inc. in cooperation with appropriate school officials.

Location of Bus Stops

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

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



Community Unit School District #205

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

District Website: www.galesburg205.org

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

Procedures for Random Drug Testing Secondary Schools 2010-2011

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



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Community Unit School District No. 205 of Knox and Warren Counties Herein known as C.U.S.D. #205

Consent to Perform Drug Testing

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

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

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

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

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

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

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

READ AND SIGN THE INFORMED CONSENT AGREEMENT ON THE REVERSE SIDE OF THIS PAGE.

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

CUSD NO. 205

SECONDARY SCHOOLS INFORMED CONSENT AGREEMENT

Student Name _____ Grade _____
(Please Print)

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

AS A STUDENT:

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

Student Signature Date _____

AS A PARENT/GUARDIAN/CUSTODIAN:

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

Parent/Guardian/Custodian Signature Date _____

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

READ CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING ON REVERSE SIDE

Transportation-Rules and Discipline

Riding the Bus - Safety Rules

Students are expected to:

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

Students Must Refrain From:

- ◆ Littering or throwing objects from the bus.
- ◆ Eating/drinking food or beverages on the bus.
- ◆ Bringing animals of any kind on the bus.
- ◆ Marking/damaging seats or other parts of the bus (willful damage to the bus must be paid for by the offender).
- ◆ Inappropriate language or verbal abuse.
- ◆ Fighting/physical violence.
- ◆ Theft/robbery/extortion.
- ◆ Possession/use/distribution of a firearm, weapon, ammunition, explosive or look-alike of any kind.
- ◆ Possession/use/distribution of tobacco products, smoking materials of any kind.
- ◆ Possession/use/distribution of drugs, alcohol, controlled substances or look-alikes of any kind.

Bus Boarding

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

Getting Off the Bus

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

Video/Audio Cameras

Community Unit School District #205 Board of Education Policy 435.01 authorizes the use of video/audio cameras on buses to monitor student behavior. Student and parents/legal guardians are hereby notified that the content of video/audio recordings may be used in student disciplinary proceedings. Contents of the recordings are confidential and retained only as needed for disciplinary proceedings.

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

Acts of Misconduct - Category I

Category I misbehaviors are first time minor misbehaviors which interrupt the orderly operation of the bus. These misbehaviors include, but are not necessarily limited to:

- ◆ Disruptive/Inappropriate behavior.
- ◆ Failure to follow directions of the driver or bus safety rules.
- ◆ Littering.
- ◆ Inappropriate language.

Disciplinary Responses

- ◆ Driver gives verbal warning.
- ◆ Driver assigns student permanent or temporary seat
- ◆ Date and violation recorded in Driver's Log. Driver prepares a written Bus Discipline Referral with copies to the terminal manager and building principal. Building principal notifies parent of bus discipline referral and notice that further violations could result in suspension of riding privileges.
- ◆ The principal or designee may choose to utilize a variety of interventions prior to the suspension of riding privileges.
- ◆ Serious misbehavior referred to Category II.

Acts of Misconduct - Category II

Serious misbehaviors which disrupt the orderly operation of the bus. Category II misbehaviors include, but are not limited to:

- ◆ Repetition of Serious Category I Acts of Misconduct.
- ◆ Bus Stop Misconduct.
- ◆ Sexual Harassment/Misconduct.
- ◆ Non-Felony Theft.
- ◆ Possession/Use/Distribution of Tobacco Products and Smoking Materials.
- ◆ Verbal Abuse.
- ◆ Intimidation/Bullying/Harassment.
- ◆ Vandalism.
- ◆ Fighting.
- ◆ Tampering, obstructing, and/or interfering with security devices.
- ◆ Written, Verbal, Physical Threat, or Attack of another student.

Disciplinary Responses

- ◆ Immediate intervention of the driver who is responsible to prepare a written Bus Discipline Referral (copies of the Driver's log may be required).
- ◆ Bus Discipline Referral is completed the same day and submitted to First Student, Inc. terminal manager who approves the referral. Driver takes a copy of referral to building principal or designee.
- ◆ Riders in violation of Category II will be suspended from the bus. Length of the suspension will be dependent upon seriousness of the misbehavior and number of previous Bus Discipline Referrals.

A typical sequence of suspension of riding privileges might be:

1st Offense	1-5 school days suspension of riding privileges.
2nd Offense	5-10 school days suspension of riding privileges.
3rd Offense	Suspension of riding privileges for the semester or remainder of the year.

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

Zero Tolerance

Misbehaviors which are so serious they require an immediate suspension from school and/or bus and may result in a request for an expulsion hearing.

- ◆ Arson.
- ◆ Bomb threats.
- ◆ Burglary, Robbery, Theft (Felony) as related to school property are violations on a year round basis.
- ◆ Malicious Destruction/Defacing of School Property (Felony Vandalism) as related to school property are violations on a year round basis.
- ◆ Written/Verbal/Physical Threat or Attack toward the bus driver or other school personnel assigned to the bus, or another student(s).
- ◆ Possession/Use/Distribution of a Weapon, Firearm, Ammunition, Explosive or Look-alike devices of any kind (Public law regulating Gun-Free schools requires any student found to have brought a firearm to school to be expelled for a minimum of one calendar year, although the Board of Education may reduce the expulsion period to less than one calendar year).
- ◆ Possession/Use/Distribution/Sale of Drugs, Drug Paraphernalia, including all controlled substances, look-alikes and alcoholic beverages.

Disciplinary Responses

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

When the weather is bad...

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

Some local stations are:

WGIL	1400 AM
WAIK	1590 AM
WLSR	92.7 FM
WAAG	94.9 FM
WKAY	105.3 FM

They will have the latest information.

