

Galesburg CUSD #205

Code of Student Conduct

2026-2027



Empowering Students to Realize Their Full Potential To Thrive

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

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2026-2027 Key Dates

AUGUST

10-11 Teacher Institute-No School
12 First Day of School K-12
13 First Day of School Bright Futures

SEPTEMBER

7 Labor Day-No School

OCTOBER

8 End of 1st Quarter-One Hour Early Dismissal
9 Teacher Institute-No School
12-16 Fall Break-No School

NOVEMBER

3 Election Day-No School
11 Veterans Day-No School
24 One Hour Early Dismissal
25 P/T Conference Day-No School 26
Thanksgiving-No School
27 Thanksgiving Break-No School

DECEMBER

21-31 Winter Break

JANUARY

1 Winter Break
8 End of 2nd Quarter-One Hour Early Dismissal
18 Martin Luther King Jr. Day-No School

FEBRUARY

15 Presidents Day-No School

MARCH

19 End of 3rd Quarter-One Hour Early Dismissal
26 P/T Conference Day-No School
29-31 Spring Break-No School

APRIL

1-2 Spring Break-No School

MAY

7, 14, 21 Emergency Days
27 End of 4th Quarter-One Hour Early Dismissal
28 Teacher Institute-No School

JUNE

1-2 Emergency Days

District Contact Information

Bright Futures Preschool

Principal: Jason Spring

940 West Fremont Street

Regular Building Times: 9 a.m. to 3:45 p.m. (Full Day) 9 a.m. to 11:30 a.m. (Morning) 1:15 p.m. to 3:45 p.m. (Afternoon)

940 West Fremont Street

309.973.2031 (p) 309.342.7260 (f)

Dr. Martin Luther King Jr. Elementary School

Principal: Valerie Hawkins

Assistant Principal: Carrie Cooper

Regular Building Times: 9 a.m. to 3:45 p.m.

1018 South Farnham Street

309.973.2012 (p) 309.381.1258 (f)

Silas Willard Elementary School

Principal: Jodi Keever

Regular Building Times: 9 a.m. to 3:45 p.m.

460 Fifer Street

309.973.2015 (p) 309.343.0569 (f)

Steele Elementary School

Principal: Keri Coate

Regular Building Times: 9 a.m. to 3:45 p.m.

1480 West Main Street

309.973.2016 (p) 309.343.1259 (f)

Lombard Middle School

Principal: Rebecca Hutton

Assistant Principal: Mark Harden

1220 East Knox Street

Regular Building Times: 7:55 a.m. to 2:40 p.m.

1220 East Knox Street

309.973.2004 (p) 309.343.7135 (f)

Galesburg Junior Senior High School

Principal: Jeff Ewing

Assistant Principal/Activity & Athletic Director: Nick Young

GAVC Director: Adam Seaney

Assistant Principals: John Hinton, Jennifer Bredemeier, & Brandy Dornon

Regular Building Times: 7:40 a.m. to 2:55 p.m. (Monday, Tuesday, Thursday, Friday)

9:40 a.m. to 2:55 p.m. (Wednesday)

1135 West Fremont Street

309.973.2001 (p) 309.343.7122 (f)

District Administrative Offices

Superintendent: Dr. John Asplund

Assistant Superintendent of Finance and Operations: Jennifer Hamm

Assistant Superintendent of Human Resources and Student Supports: Mindi Ritchie

Director of Special Education: Debra Cratty

940 West Fremont Street

309.973.2000 (p) 309.343.7757 (f)

Regular Office Hours: 7:30 a.m. to 4:30 p.m.

Special Education Office: 309.973.2020

Curriculum Office: 309.973.2119

District Registrar: 309.973.2112

Description, Purpose, and Illinois School Code

Description and Purpose

Every student attending School District #205 will have access to a copy of the Code of Student Conduct upon registration. A copy of this Code of Conduct is always available at the District website, www.galesburg205.org. Upon request, a printed copy of this document can be obtained from the District Registrar.

A parent/guardian, 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.

Vision Statement

Empowering students to realize their full potential.

Mission Statement

Through collaboration with families and our community, our schools will develop the potential of students in a safe, equitable, and engaging learning environment, which advances high performance and excellence for all.

Illinois School Code

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

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

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/588135/Section_5.pdf

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

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

Student Right to an Education/Due Process

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

Homeless children have the right to a free, appropriate public education (*McKinney-Vento Homeless*

Assistance Act and Illinois Education for Homeless Children Act). If a family, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, on the street, or doubled up with relatives or friends, they are presently homeless. For more information contact the District Homeless Liaison, Grace Crouch, at (309) 973-2000. (Board Policy 6:140)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

Special Education Students

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

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. Galesburg Special Education Department will maintain student temporary records for 5 years after the student's withdrawal or until the student turns 27 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 Galesburg Special Education Department Office at (309) 973-2020.

Additional notice will be given upon dismissal of special services.

Board Authority (105 ILCS 5/10-22.6)

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

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/588130/Section_2.pdf

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

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

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

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

Parents have the right to:

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

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

To change the name and/or gender of a student in the Illinois Student Information System requires written parental/guardian consent until a student has reached 18 years of age. A diploma and/or transcript must reflect a student's legal name and gender as required by 23 IL. Admin. Code 375. Diplomas and transcripts will reflect any legal change in name or gender.

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. Enrollment will not be refused because of a student's failure to present his/her student permanent or temporary records from a school attended previously. (105 ILCS 10/8.1)

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.

The academic transcript can no longer include class rank. Scores received on college entrance examinations to be included on a student's academic transcript are permitted if a request is made in writing by an eligible student or student's parent/guardian.

Upon graduation, transfer or permanent withdrawal of a student from a school, the parents and/or the student have the right to request a copy of the student's permanent records at any time prior to their destruction. Student permanent records and the information contained therein will be maintained for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the School.

No discrimination or punishment of any kind, including, but not limited to: the lowering of grades, exclusion from classes, or withholding of student records, transcripts or diplomas may be exercised against a student because the student's parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees. (105 ILCS 5/28-19.2)

Full and complete copies of the laws, rules, and regulations of the student records are on file with the Superintendent of the District.

Notices to Parents/Guardians and Community

Addressing the Board

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

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

Asbestos

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

Complaints About Curriculum, Instructional Materials and Programs

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

https://docs.google.com/document/d/1q6qeCiQ6Cc56RyD3DsquZSI58f03ilE_qbSj63SjIY/edit?usp=sharing

Curriculum Plan

Curriculum: District #205 refers to the term “curriculum” as the knowledge and skills students are expected to learn and be able to do with mastery through the academic content taught in a specific grade level, course, and/or program. The District #205 Curriculum is the Essential Skills and Illinois Learning Standards.

Instructional Materials: The term “instructional materials” refers to the resources that teachers use to teach their curriculum, Essential Skills and state standards. These instructional materials are provided to students through lessons and assignments regardless of its format, such as printed books, readings, representational materials, audio-visual presentations, and materials in electronic or digital format (such as materials accessible through the internet/websites).

Faith’s Law Notifications

Faith’s Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act.

Employee Conduct Standards

School districts are required to include in their student handbook the District’s Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District’s website or requested from the Superintendent’s office.

<https://www.galesburg205.org/page/faiths-law>

In accordance with Faith’s Law, students and families may review Galesburg CUSD #205’s Employee Code of Professional Conduct by reviewing Board Policy [5:120 Employee Ethics: Code of Professional Conduct: and Conflict of Interest](#).

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

Optional Student Accident Insurance

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

Parent/Guardian Notification Teen Dating Violence Prohibited

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Pesticide Registry

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

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

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

Race and Ethnicity Data Standards

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

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

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

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

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

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

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact the following District employee for assistance: Deb Cratty, Director of Special Education: 309-973-2135.

District Policy/Governing Regulations

Academic Achievement and Homework

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

Academic Honesty

Academic honesty is an expectation for all students in all CUSD #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.

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Administering Medications to Students

Administering Medications to Students. It is the policy of this district (as outlined in 105 ILCS 5/10-22.21b and Board Policy 7:270) that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Parents/Guardians with students who have special medical circumstances should contact the school nurse or the Health Services Coordinator. The proper forms for medication must be filled out and on file in the school office. **Medications must be brought to the school by the guardian and delivered directly to the school nurse in the original pharmacy/physician-labeled container.** Students with health conditions who need to carry medication or other medically necessary items and who have proper documentation on file in the school office, must obtain authorization from the school nurse or the Health Services Coordinator to carry a purse, bag, or backpack. (Board Policy 7:270)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Undesignated Epinephrine Injectors

In compliance with Section 22-30(f) of the Illinois School Code, the District will maintain a supply of undesignated epinephrine auto-injectors in the name of the District. A school nurse or trained personnel may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. The purpose of maintaining undesignated epinephrine injectors is to provide emergency care in unpredictable anaphylactic reactions to allergens, while parents, guardians, and/or paramedics are en route to school.

Epinephrine will be available during normal school hours and on school property. This epinephrine may not be available during before and after school programs and field trips.

Parents/Guardians of students who have been diagnosed with a life threatening allergy are expected to provide epinephrine, as prescribed by their physician, for their student's use during before and after school programs, field trips, and during regular school hours.

Opioid Antagonists

In compliance with Section 22-30(f) of the Illinois School Code, the District will maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. A school nurse or trained personnel may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose.

Opioid antagonists will be available during regular school hours and on school property. This opioid antagonist may not be available during before and after school programs and field trips.

Emergency Asthma Medication

The district participates in the State of Illinois Undesignated Emergency Asthma Medications Program. This program authorizes our school nurse or other trained staff to provide emergency asthma medication to students and others who are experiencing respiratory distress while at school. The medication (albuterol) is an inhaled medication that opens the airways and makes it easier to breathe.

Emergency asthma medication will be available during normal school hours and on school property. This medication may not be available during before and after school programs and field trips.

Parents/Guardians of students who have been diagnosed with asthma are expected to provide medication, as prescribed by their physician, for their student's use during before and after school programs, field trips, and during regular school hours.

Announcement of School Closings

An automated message will be sent to all registered District #205 parents and/or guardians. Announcements will also be posted on the District and school websites, posted on social media pages and available on local radio and television stations. The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason. Early dismissals due to heat will be announced in a timely manner. (Board Policy 7:90)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Anti-Hazing

No administrator, faculty member or employee of the district shall encourage, permit, condone or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in hazing. (Board 7:180 and 7:190) Hazing is defined as an intentional, knowing or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in or maintaining membership in any organized school group, including any society, athletic team, or other similar group, regardless of the willingness of the participant. 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 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. (Board Policy 7:70, 7:80, and 7:90)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

What Parents/Guardians and Students Can Do:

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

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

When Absences Occur:

- A phone call will be made to the parent/guardian.
- School staff will reach out to the student upon his/her return to school.
- Absences will be recorded accurately in the official school record.

What is an Excused Absence	What is an Unexcused Absence
• Illness (including up to 5 days per school year for mental or behavioral health of the student) • Medical appointments that can't be scheduled outside the school day • Observation of a religious holiday • Death in the immediate family • Approved educational purpose • Family emergency (on a limited basis)	• No phone call or not to explain the student's absence • Returning to school after 3 consecutive absences without a valid doctor's note • Missing the bus • Oversleeping/alarm problems • Transportation issues • Any other reasons that do not fit the excused category

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

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

Make Up Work: If a student is absent, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Generally, students will be provided 1 day for each day missed plus 1 additional day to make up work. Individual circumstances will be considered on a case-by-case basis in a recommended problem solving meeting with teachers.

Action Steps: Galesburg District #205 and the Regional Office of Education's truancy officers work collaboratively together to reduce chronic truancy in area schools. Letters regarding truancy will be sent from the ROE when applicable and the school when applicable). Truancy meetings conducted by school staff may include area Attendance Intervention Specialists as well. The steps outlined below will be taken beginning when a student has 3 absences in a school year.

Step 1: Upon the student receiving 3 Unexcused Absences, the parent/guardian will be sent Letter 1.

Step 2: Upon the student receiving 6 Unexcused Absences, the parent/guardian will be sent Letter 2.

Step 3: Upon the student receiving 9 excused/unexcused absences, the parent/guardian will be notified that any further absences will require a valid doctor's note.

Step 4: Upon the student receiving 12 unexcused absences, the parent/guardian will be sent Letter 3 and referred to ROE #33 for Truancy Prevention Services. The State's Attorney sends a letter of warning as well.

Step 5: Upon the 15th unexcused absence, the student and parent/guardian will be sent a Legal Notice to Appear before the Truancy Review Board in the county they reside.

Step 6: Upon 15 consecutive unexcused absences, students 17+ are issued a drop letter after exhausting all available support services that have been documented.

Step 7: Upon any additional unexcused absences, after the Truancy Review Board a petition to the State Attorney of the county resided in will be filed if unexcused absences continue and if the Truancy Review Board recommendations are not followed.

Designated school personnel will contact student and parent/guardian to discuss absences and discuss a plan to improve attendance.

Definition of Truant (Public Act 100-918): a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.

Breakfast and Lunch Information

Breakfast and lunch are available at each school for all students, or students may bring a lunch from home. School menus are posted for each school on the District website at www.galesburg205.org. Students are expected to follow lunchroom rules. (Board Policy 4:120 and 4:130)

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/588134/Section_4_Board_Policy.pdf

All Galesburg CUSD #205 schools are eligible for and provided free breakfast and lunch under the Community Eligibility Provision (CEP) program. This is done without the collection of household income applications, under the USDA National School Lunch Program. <https://www.fns.usda.gov/cn/community-eligibility-provision>

Additional meals or ala carte items may be purchased at K-12 grade levels for an additional charge. Food service accounts may be viewed and paid for online through Skyward Family Access.

Standard Meal Costs

K-12 Student Breakfast	\$2.35
K-12 Student Lunch	\$3.45
Adult Breakfast	\$3.45
Adult Lunch	\$5.25
Milk	\$0.75

Driver's Education

The regular course fee for Driver's Education is \$250 which will be charged upon enrollment in the course. This fee may be waived for eligible students. A \$50 fee will be charged for each missed or canceled driving session after the first occurrence. This rescheduling fee is not covered by a fee waiver.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the

knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator	Complaint Managers
Mrs. Tina Imes times@galesburg205.org 309-973-2000	Mr. Jason Spring jspring@galesburg205.org 309.973.2000
	Mr. Matt Davis mdavis2@galesburg205.org 309.973.2000
	Ms. Grace Crouch gcrouch@galesburg205.org 309.973.2000
940 W. Fremont St., Galesburg, IL 61401	

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as

appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes.

Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary. The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, Restrictions on Publications; Elementary Schools, and 7:315, Restrictions on Publications; High Schools. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and

(2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs. d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying. Board Policy 7:180

Board Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Cellular Phones/Electronic Devices

Cellular phones or other personal electronic entertainment devices (including but not limited to bluetooth devices, AirPods, Smart Glasses, or headphones, etc.) must be powered-off and out-of-sight in District #205 buildings from starting bell to dismissal bell unless permission is given by the administrator for them to be used for intended purpose. Student use without building administration approval will result in the device(s) being brought to the school office for pickup. First two offenses, students may pick up at the end of the day. Third and any offense there after will result in the parent/guardian needing to pick the device(s) up. 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.

For grades K-4, electronic devices must be powered off and out of sight during staff supervised activities.

Closed Campus

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Code of Conduct Duration, Notification, and Acknowledgements

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

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

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

Complaints about Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form (Board Policy 6:260)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

Technology Policy

While at school, students may only use District-issued devices for assigned work unless required by a course. Students are expected to treat all equipment with care and respect and are responsible for repair or replacement of any district hardware or software that is lost or damaged beyond normal wear and tear. Students shall not gain access to computer files or data for which they have not been authorized. Students shall not copy software or files to district equipment without the permission of the instructor.

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

All students will abide by the Acceptable Use of the District's Electronic Networks policy which is acknowledged by the parent/guardian at the time of registration. Failure to properly care for District owned devices will result in fines or repair costs. The District will repair or replace equipment failures resulting from normal use at no cost.

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

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588139/Section_8.pdf

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

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

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

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Dental Exams

All students in grades K, 2, 6, & 9 must provide proof of a dental examination. These must be turned in to the school office by May 15th of the school year. (Board Policy 7:100)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

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

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

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

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

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

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

Federal and State Agencies: If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

- 1) Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
- 2) Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

- 3) Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
- 4) Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
- 5) Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
- 6) Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement: Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited: Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Door Security/Visitors in the School Building

All main buildings are secured with a controlled entry system. At GJSHS, the Fieldhouse and Wicall Gymnasium remain locked during class time. Security personnel monitor entrances during passing periods. All visitors are required to provide a State-issued ID to check in at the school office. The ID is required to run a background check through the school's Raptor system. Once cleared, the visitors will receive a sticker ID which must be worn at all times while in the building. Former students shall follow these same procedures. (Board Policy 8:30)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588139/Section_8.pdf

Galesburg District #205 believes that parent/guardian visits to schools are very important. Your visitation of the classroom demonstrates to your child that you value the work he/she is doing. Simply contact the teacher or principal the day before your visit to make an appointment. Upon your arrival at school, stop in the office for a visitor's pass. We also ask that while you are observing in the classroom (as opposed to volunteering), you do not interrupt instruction by talking with the teacher or students.

Dress and Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency (Board Policy 7:160). Restrictions include, but are not limited to, the following:

- Student dress (including accessories) may not advertise, promote, picture or display alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images, lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats, backpacks (other than school issued) and sunglasses may not be worn in the building during the school day.

- Clear backpacks are allowed to be carried at the 9-12 grade level.
- No head coverings unless for religious reasons or for protective hair covering as approved by the Principal.
- Student clothing should not show undergarments or excessive skin.
- Safe and appropriate footwear must be worn at all times.
- If there is any concern about dress and appearance, the building principal or designee will make the final decision.

Education of Homeless Children

Homeless children have the right to a free, appropriate public education (McKinney-Vento Homeless Assistance Act and Illinois Education for Homeless Children Act). If a family, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, on the street, or doubled up with relatives or friends, they are presently homeless. All applicable fees for a search for a birth record or a certified copy of a birth record shall be waived for a homeless student. (Public Act 100-506.) For more information contact the District Homeless Liaison, Grace Crouch (309) 973-2000. (Board Policy 6:140)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

English Language Learners

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

(Board Policy 6:160) https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race; color; nationality; sex; sexual orientation; gender identity; ancestry; age; religious beliefs; physical or mental disability; status as homeless; order of protection; or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact Tina Imes (309) 973-2264.

(Board Policy 7:10) https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Field Trips and Recreational Class Trips

All field trips must have the Superintendent or designee's prior approval, except that field trips extending out of state and/or overnight must have the prior approval of the Board of Education. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

(Board Policy 6:240) https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

Gangs, Cults, Hate Groups and Related Activities

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

(Board Policy 7:190) https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Guarded Crossings (Grades K-4)

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

King: Farnham in front of school

Steele: Main and Columbus

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

Lombard: Corner of Knox and Whitesboro

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

All students in the State of Illinois beginning pre-kindergarten, kindergarten, sixth and ninth grades are required to provide a copy of a current Illinois physical examination, including required State of Illinois vaccinations. If you have any questions regarding grade level immunization requirements, please speak with your child's physician and/or the school nurse and/or Health Services Coordinator. A copy of a current State of Illinois physical examination and immunizations must be presented by the first day of attendance. (Board Policy 7:100)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Students transferring to Galesburg Schools must provide a copy of a current, valid State of Illinois physical within 30 days of enrollment.

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

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

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

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Library Book Checkout Policy

Galesburg School District #205 supports literacy and affirms students' right to read. District libraries are maintained to provide equitable access to high-quality reading materials while ensuring responsible use of shared resources. This policy is designed to balance access to library resources with accountability and will be reviewed periodically to support district literacy goals.

- **Checkout Limits**
 - Elementary, Middle, and Junior High Students: May check out up to two (2) books at a time.
 - High School Students: May check out up to three (3) books at a time.
- **Loan Periods**
 - Elementary and Middle Schools: Books may be checked out for two (2) weeks.
 - Junior High and Senior High Schools: Books may be checked out for three (3) weeks.

- Renewals
 - Books may be renewed up to two (2) times, provided there are no holds and the student is in good standing.
- Overdue Materials
 - Students with overdue books may not check out additional materials until all overdue items are returned.
- Lost or Damaged Materials
 - Books that are lost or damaged beyond repair (examples include, but not limited to: water damage, lost/torn pages, missing cover, chew marks, etc.) will be charged the full replacement cost. Students with outstanding lost or damaged book fees may not check out new library materials until the fees are paid.
- End-of-Year Procedures
 - All library books must be returned by 2 weeks before the last day of school. Any library books not returned by the last day of school will be charged the replacement cost in Skyward. Refunds will not be issued for books returned after the last day of school.
- Alternative Access
 - Students who are temporarily unable to check out books due to overdue materials or unpaid fees may select reading materials from other sources (for example: books from home, teacher's classroom library, discontinued book cart where available).

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. (Board Policy 7:140) Locker decorations which undermine the spirit/content of the Code of Conduct and basic objectives of education are prohibited. Students should not have the expectation of privacy in the use of district lockers. Students may not share lockers, locks and locker combinations with others and should report broken or malfunctioning lockers to the school office immediately.

Mental Health Needs: Screening to Identify Students' Social and Emotional Needs

In order to continue to prioritize our students' Social and Emotional Learning (SEL) needs, Galesburg District 205 is offering a check-in survey to students in grades 6 and 9. This survey was created through a collaboration with the Collaborative for Social-Emotional and Academic Learning (CASEL). The brief survey our students will complete is called the Social-Emotional Competency Assessment (SECA). The assessment measures social and emotional competency in areas such as self-management of emotions and responsible decision-making. Results of the survey will provide basic information about SEL areas in which a student may be struggling or excelling in. Parental consent is required for students to complete this survey.

Mid-Day Pick Up Procedures

For the safety and security of all students, a parent/guardian or approved caregiver listed in Skyward as an authorized pick-up person must present a valid photo ID to verify their identity. Once identity has been confirmed, school staff will contact the classroom to have the student report to the main office (or attendance office for grades 7–12). Students must be signed out by the authorized adult prior to leaving; the parent/guardian/caregiver is required to complete the designated sign-out process before exiting the building.

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 (parking in handicap areas, parking in unauthorized areas, blocking driveways). The designated student parking lot is west of the GJSHS building. (Board Policy 7:140)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Photographs/Videos/Student Work

Student work and accomplishments are often recognized within each building, at District events, and in local media including online social media. Parents/guardians may elect to prohibit the use of their student's photograph/video images/work outside of the school building by submitting a written request to the student's building principal or designee.

Promotion/Retention (Grades K-8)

Promotion is recommended by the teachers based on the progress of the student. If retention is a possibility, the teacher and principal will set up a series of conferences with the parents. The final decision of retention or promotion rests with the principal. (Board Policy 6:280).

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

The school retains the option of reassigning a student once school opens if population, unforeseen circumstances, or student progress warrant such action. Parents will be consulted prior to the reassignment.

Questioning of Students (Grades 6-12)

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Reciprocal Reporting

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588139/Section_8.pdf

Reporting to Parents/Guardians

Elementary Report cards are issued at the end of each grading period (see Academic School Calendar—page 1). They are intended to give an evaluation of the scholastic achievement, work habits, and attitudes of each child. An explanation of the marks used for evaluating the child's work can be found on the elementary report card.

Parents/Guardians should examine all cards carefully since each child is rated not only on academic progress but also progress in development of social attitudes and work habits. *State Law allows report cards to be withheld for students who have not provided proof of dental and/or vision exams. Successful communication between parents and school requires a continuing commitment throughout the year by parents and teachers. Parent-teacher conferences will be held—offered once per semester for the parents/guardians of elementary and middle school students. High School parent-teacher conferences are held at mid-point of each term (see Academic School Calendar- page 1). Additional conferences may be scheduled, depending upon individual circumstances. (Board Policy 6:280)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588137/Section_6.pdf

Safe Schools

District #205 Schools are considered Safe School Zones. Safe school zone means an area that encompasses any of the following places during regular school hours or within 60 minutes before or after the school day or 60 minutes before or after a school-sponsored activity. This shall include any school property, ground, or street, sidewalk, or public

way immediately adjacent thereto and any public right-of-way situated immediately adjacent to school property. The safe school zone shall not include any portion of the highway not actually on school property. Breaches of discipline which are also violations of the laws pertaining to Safe School Zones will be pursued through school disciplinary procedures and referred to legal authorities. Conviction under the Safe School laws may include enhanced legal penalties. Safe School Zones are in effect 24 hours a day, year-round, and include buses. (Board Policy 4:170) https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/588134/Section_4_Board_Policy.pdf

Safety

Personal safety for all students is stressed, both in route to school and while on school grounds. Please see that your child travels the safest way to school. Children are not to cut through yards or gardens on the way to school and must stay off railroad tracks. Kindergarten and first grade students are prohibited from riding bicycles to school. It is safer for children to walk in groups. If a stranger follows your child to or from school, the child should tell you or the teacher immediately and a police report will be filed. (Board Policy 4:170)

Student Identification and Lanyards

In an effort to maintain school safety and ensure that students and staff are easily recognizable in the buildings, all students in grades 5 -12 and all staff will be required to wear a breakaway lanyard as intended and their school issued ID. Replacement ID/lanyards can be purchased in the Lombard and Galesburg Junior/Senior High offices. The replacement cost is \$2.00 for an ID and \$2.00 for a lanyard.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse and/or Health Services Coordinator and provide the school with a Food Allergy Action Plan signed by the provider.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. (Board Policy 7:285) https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

School Event Code

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

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

Students may be disciplined for engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. This may include but not limited to, personal and/or electronic communications and/or social media. (Board Policy 7:240)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

A student may be given a social suspension or loss of social privilege notification per administrative decision due to code of conduct infractions and/or failure to serve pending consequences. Social suspension and LOP will be determined on a weekly basis with an opportunity for multiple weeks to be assigned during a semester.

School Supplies

Supply lists for grades K-12 can be found at the District website.

<https://www.galesburg205.org/documents/school-supply-lists/786212>

Search and Seizures

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

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

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

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Suicide and Depression Awareness and Prevention

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. (See Board Policy 7:290)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Teacher and Paraprofessional Qualifications (Grades K-5)

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

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/588135/Section_5.pdf

Title IX and Sexual Harassment

Sexual harassment of students is prohibited. Any student who is found responsible for engaging in sexual harassment will be disciplined appropriately, under the circumstances of such finding. Such discipline for students may include, but is not limited to, suspension and expulsion consistent with the discipline policy. Any District employee who is found responsible to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge.

Examples of conduct which may rise to the level of Title IX Sexual Harassment, when considering the severity, pervasiveness, and offensiveness, include, but are not limited to: unwelcome 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment may make a complaint with the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, a counselor, or any employee with whom the student is comfortable speaking. Students may choose to report to a person of the student's same sex.

Reports of alleged sexual harassment will be kept confidential to the extent possible under state and federal law and subject to the District's duty to investigate and maintain an educational program that is productive, respectful, and free of sexual harassment. Students who make good faith complaints will not be disciplined on the basis of making the good faith complaint. Any person making a knowingly false accusation regarding sexual harassment is subject to disciplinary action.

Information about the Title IX Process may be found at Board Policy 2:265.

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/588130/Section_2.pdf

Title IX Coordinator

Tina Imes
940 West Fremont Street
times@galesburg205.org
309.973.2264

Transfers (Grades K-4)

Students enrolled in grades K-4 shall attend the school established by the School Board as the attendance center for their home address.

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

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Treats & Snacks

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Video Cameras

The Community Unit School District No. 205 Board of Education has authorized the use of video/audio cameras in District schools and video/audio cameras on school buses. The video/audio cameras will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents/guardians are

hereby notified that the content of the video/audio recordings may be used in a student disciplinary proceeding. The contents of the video/audio recordings are confidential and will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined by the Superintendent or his/her designee. Parents or legal guardians may submit a written request to the Principal to view the video/audio recordings of their child if the video/audio recordings are used as part of the basis for a discipline action against their child. The parents or legal guardians have a right to appeal the Principal's decision to the Superintendent or his/her designee. (Board Policy 7:190)
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Vision Exams

All Illinois children who upon first entry into school must provide proof of an eye exam by October 15th of the school year. The exam must be performed by an ophthalmologist or an optometrist. (Board Policy 7:100)
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Vision/Hearing Screening

Vision and hearing screening at various grade levels is mandated by the State of Illinois and will be done during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child will be screened. (Board Policy 7:100)
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Student School and Bus Behavior

Administration of School Discipline (In loco parentis)

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

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

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

Since the law is in place to protect the student body and the educational environment of the schoolhouse, the principal is expected to act expeditiously on all discipline matters regardless of the actions of civil authorities. For example, if in the judgment of the principal a student is guilty of physically attacking another student, the principal is expected (by law) to immediately invoke the appropriate consequences in keeping with district policy. Obviously, this is done to protect the student body and the educational environment of the schoolhouse. If a battery complaint is also filed against the student with the police, and the complaint is subsequently dismissed due to plea-bargaining or

technicalities, the decision on whether or not to recant, modify or sustain the principal's ruling rest solely with the principal, based again on his/her judgment.

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Disciplinary Professional Development

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

Conduct/Disciplinary Application of Rules

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: a) be a threat or an attempted intimidation of a staff member; b) endanger the health or safety of students, staff or school property; or c) gross disobedience or misconduct.

Restorative Practices

Administration will utilize restorative practices when appropriate. These strategies may be in place of or in addition to typical school consequences for violations. Restorative sessions aid in responding effectively to wrongdoing, restoring relationships, and building community. In some cases, students may earn back privileges by participating in service hours, counseling sessions, and/or tutoring per a contract with Administration.

Acts of Misconduct/Misbehaviors

School and bus misconduct/misbehaviors whose frequency or seriousness tend to disrupt the learning environment of the class and/or school or affect the safety of all persons on the bus as well as other drivers on the road may require disciplinary intervention and/or consequences. This leveling system is used within Galesburg CUSD #205 as a guideline of discipline and response to student misconduct. Each level includes intervention response options in addition to disciplinary response options. This list may include but is not limited to the following:

LEVEL 1 Prohibited Behaviors/Violations	
• Refusal to identify self/produce I.D. • Dress code violation • Inappropriate language • Violation of parking regulations • Public displays of affection • Disruptive/inappropriate behavior • Refusal to follow directions and requests and/or directives from school personnel to end current behavior • Academic dishonesty includes chatting, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores • Truancy/skipping class • Unauthorized use of a laser pointer, cellular phones, or other personal electronic entertainment devices in the school building during school hours.	
Positive Behavior Supports	Intervention Options
• Individual counseling • Teacher/Parent/Guardian collaboration • Establish School-Wide expectations (CHAMPS) • Teaching of expectations • Effective classroom management practices • Recognition Programming • SEL Curriculum • Class meetings • Class/Team Builders • Reflection & Refocus Sheet	• Online Intervention Program • Lunch, Before/After school detention • Technology Turn-In • Truancy Referral • Withholding of Privileges

LEVEL 2 Prohibited Behaviors/Violations	
• Reoccurring Level 1 behaviors • Being in (the wrong place at the wrong time) an unauthorized area Trespassing • Violation of closed campus • Sexual Misconduct • Repetition of certain acts of misconduct/misbehavior • Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes (E-cigs) • Computer misuse including gross computer and electronic device-related misconduct • Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by school officials • Hands on Behavior	
Positive Behavior Supports	Intervention Options
Options from Level 1 plus: • Group Counseling • Re-Teaching of Expectations • Referral to appropriate resources	Options from Level 1 plus: • Suspension/ Re-Entry Plan • Check and Connect • Peer mediation • Peer mentoring • Individual Restorative Meetings • Restorative Circle • Restorative Room (formerly ISSP)

LEVEL 3 Prohibited Behaviors/Violations	
• Recurring Level 1 & 2 behaviors • Stealing/Non-felony theft and/or burglary, robbery, and theft (Felony) as related to school property are violations on a year-round basis. Theft of another student's property is also prohibited • Engaging in intimidation, bullying, hazing, harassment, or any kind of aggressive behavior that does physical or psychological harm including but not limited to: written, verbal, physical threat, force, noise, coercion, stalking, humiliation, retaliation, or attack of another student; cyber-bullying; sexting; and/or verbal abuse/profanity directed at ANY staff member, which includes all CUSD #205 employees • Involvement in a secret society, gangs, hate groups, and related activities including engaging in gang-like activities, and displaying gang symbols or paraphernalia • Tampering, obstructing, and/or interfering with security devices • Fighting includes written/verbal/electronic/physical altercations • Sexual harassment • Malicious Destruction/Defacing of School Property	
Positive Behavior Supports	Intervention Options
Options from Level 1 & 2 plus: • Functional Behavior Assessments • Individual Behavior Plans	Options from Level 1 & 2 plus: • Truancy Board Review • Alternative Placement • Expulsion

LEVEL 4 Prohibited Behaviors/Violations
• Recurring Level 1, 2, & 3 behaviors • Mob action • Assault and battery; attacks of school personnel or other student(s) or endangering personnel or students of such threats or attacks • Illegal activity such as but not limited to: arson, theft, gambling, eavesdropping, blackmail, coercion, extortion, and hazing • Using, possessing, controlling or transferring a "weapon" including a 1) firearm, meaning any gun, rifle, shotgun or weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961; 2) a knife, brass knuckles or other knuckle weapons regardless of its composition; a "billy" club or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm or weapon as defined above • Bomb Threats (tracing equipment is in place at all schools) • False emergency proclamations, in the absence of a reasonable belief that an emergency exists, call emergency responders (911); signaling or setting off fire alarms or other emergency alarms or signals indicating the presence of an emergency; or indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school-sponsored or school-related activity • Using, possessing distributing, purchasing, selling, or offering for sale: A. Alcoholic beverages B. Illegal drugs

- C. Controlled substances or cannabis (including marijuana, medical cannabis, and hashish)
- D. Anabolic steroids (unless being administered in accordance with a physician's or licensee practitioner's prescription)
- E. Performance-enhancing substances (as listed on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription)
- F. Prescription drugs when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioners instructions (use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed is prohibited)
- G. Inhalants, regardless of whether it contains an illegal drug or controlled substance:
 - a. A student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - b. About which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system (prohibition of inhalants does not apply to a student's use of asthma or other legally prescribed inhalant medications)
- H. "Look-Alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
 - a. that a student believes to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
 - b. about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy
- I. Drug paraphernalia including devices that are or can be used to:
 - a. ingest, inhale, or inject cannabis or controlled substances into the body; and
 - b. grow, process, store, or conceal cannabis or controlled substances
- J. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological change in the body, including without limitation, pure caffeine in a tablet or powdered form
- K. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession

Positive Behavior Supports	Intervention Options
Options from Level 1, 2, & 3 plus: ● Partnerships with local agencies	Options from Level 1, 2, & 3 plus: ● Threat Assessment Team ● Risk of Harm referral ● Manifestation Hearing

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

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

Specific Bus-Related Disciplinary Measures

- Driver gives verbal warning.
- Driver assigns student permanent or temporary seat.
- Driver prepares a written bus discipline referral with copies to the terminal manager and building principal.

- Date and violation recorded in Driver's Log. Driver prepares a written Bus Discipline Referral with copies to the terminal manager and building principal. Building principal notifies parent/guardian of bus discipline referral and notice that further violations could result in suspension of riding privileges.
- The principal or designee may choose to utilize a variety of interventions prior to the suspension of riding privileges.
- Immediate intervention of the driver who is responsible to prepare a written Bus Discipline Referral (copies of the Driver's log may be required).
- Bus Discipline Referral is completed the same day and submitted to First Student, Inc. terminal manager who approves the referral. Driver takes a copy of referral to building principal or designee.
- Riders may be suspended from the bus due to multiple previous Bus Discipline Referrals. Length of the suspension will be dependent upon the seriousness of the misbehavior as well as previous referrals.
- A typical sequence of suspension of riding privileges might be:
 - 1st Violation 1-5 school days suspension of riding privileges.
 - 2nd Violation 5-10 school days suspension of riding privileges.
 - 3rd Violation Suspension of riding privileges for the semester or remainder of the year.

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

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

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

Search and Seizures

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

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

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

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

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

Corporal Punishment

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

Early Interventions/Community-Based Resources

Early Intervention options and information should be provided to any student and/or their parent/guardian in an attempt to be proactive regarding behavioral and/or academic issues and difficulties that may arise (i.e. Bridgeway, credit recovery. Any and all attempts to provide early intervention options shall not include 1) a monetary fine or fee as a disciplinary consequence to the student or 2) encouraging a student to drop out voluntarily due to behavioral or academic difficulties. These options shall not preclude requiring a student to provide restitution for lost, stolen, or damaged property. Students may also utilize the services of a school-based mental health professional at their school. Referrals will be made to community providers as needed.

Pre-Suspension/Non-Exclusionary Discipline

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

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

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

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

Restorative Room

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

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

- Parents/Guardians will be notified by telephone, email, or mail that their child has been assigned to the Restorative Room and for what violation.
- School administrators will assign students to the program. While assigned to the program, students will be required to do assignments that may or may not be related to their classroom work.
- It is the responsibility of the student to comply with all Restorative Room procedures.
- It is the responsibility of the student to complete all work for the duration of the original Restorative Room assignment. Work is to be completed by a time agreed upon by the teacher and student and will receive full credit.
- All students assigned to a Restorative Room may be permitted to attend or participate in school activities based on the severity of the infraction and disciplinary history, as determined on a case-by-case basis by the Principal or Assistant Principal.

- A student is considered to have completed an Restorative Room assignment at the end of the time assigned to a Restorative Room.

Out of School Suspension

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

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

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

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

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

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

Expulsion

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

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

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

- Only the local Board of Education may expel a student.
- The student and the student's parents/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 on his/her own behalf

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

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

Re-Engagement of Suspended and Expelled Students

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

Probation

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

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

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

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

Conditions of Expulsion

- 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.

Additional Disciplinary Responses

- The Board may require a student to participate in a school-approved substance abuse program, conflict or anger management class and/or undergo psychological evaluation.
- Violations by graduating seniors may result in exclusion from school-sponsored graduation ceremonies, activities, and/or other disciplinary action.
- Violation of the discipline code may result in notification and action by legal authorities. Staff members are required to notify the principal if they find a firearm at school. The principal is required to notify law enforcement officials and the parents of the student bringing the firearm to school.
- Depending on degree of seriousness of any violation, alternative disciplinary consequences may be used, allowing for certain steps in the process to be eliminated.
- A student who has committed an alcohol, nicotine, or drug-related offense shall be referred for an evaluation. If deemed appropriate, the student may be referred for additional behavioral health services within the community. Any costs associated with the implementation of the recommendations may be the responsibility of the parent/guardian.

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

Year-Round Athletic Code (Grades 7-12 Only)

Athletic Code Duration

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

Student Participation in Athletics

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

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

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Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's cultural values or modesty preferences.

Student Athlete Concussions and Head Injuries

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

athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. (Board Policy 7:305)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Eligibility

Eligibility is designed to create a standard of achievement for students involved in extracurricular and athletic activities.

Galesburg Junior Senior High School requires more than IHSA/IESA 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. Tutoring services are available to all students at GJSHS and required for those needing assistance in achieving the eligibility requirements of this code. All students must be enrolled in 7 periods.

One Failing Grade

Any student who has **1** failing grade on a weekly check will remain eligible as long as the student is meeting the following expectations:

- Meeting weekly with the Athletic/Activities Director
- Attend required tutoring sessions

Two Failing Grades

Students who have **2** failing grades on a weekly check:

- Will have a one week probationary period to raise failing grades while still participating in the activity.
- The student will enter the Eligibility Timeline (see below).

Three or More Failing Grades

Students who have 3 or more failing grades on a weekly check are immediately ineligible and will not be allowed to compete in extracurricular and athletic activities per IHSA Guidelines.

All Students

- Any student with failing grades will be required to participate in a tutorial program approved by the Athletic/Activities Director. Tutoring sessions will take precedence over practices, rehearsals, etc. Any missed tutoring that is not excused by Administration (Absence Excusals referenced on Page 11) will result in immediate ineligibility status.
- Any student who raises their grade(s) to passing status will regain eligibility immediately.
- Students ineligible for four consecutive weeks are dropped from the team.
- Eligibility is not cumulative season-to-season.

Week 1	Probationary Week; Meeting with Athletic/Activities Director; Must attend Tutoring
Week 2	Ineligible for Interscholastic activities; Must attend Tutoring; Eligible to practice
Week 3	Ineligible for Interscholastic activities; Must attend Tutoring; Eligible to practice
Week 4	No longer allowed to attend practices or team activities; Must attend Tutoring
Week 5	Removed from the team/activity.

Students must also pass **5 periods each semester** to be eligible to participate in the next **semester's** activities. **A minimum of two periods must be taken at Galesburg High School. The equivalent of a three-semester hour**

college course may be substituted for periods 3,4,5,6 & 7. 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 5 periods for the second semester may use summer school as an extension of the second semester.

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

Grade	Credit Range	Credits Needed
Grade 9	0-4.5 credits	
Grade 10	5-10.5 credits	5 credits
Grade 11	11-16.5 credits	11 credits
Grade 12	17+ credits	17 credits
Graduate	24 credits	24 credits

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.

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 students participating in IESA-sponsored activities shall comply with current IESA scholastic standing requirements, including doing passing work in all school subjects as determined by the District and maintaining passing grades in each subject at the District's weekly eligibility check.

School Event Code

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

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

Students may be disciplined for engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. This may include but not limited to, personal and/or electronic communications and/or social media. (Board Policy 7:240)

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Athletes Must Refrain from Any of These:

- Hazing or Sexual Harassment, being defined as any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct.
- Any Act of Misconduct/Misbehavior as defined in the Student School and Bus Behavior section of the code.

- Any criminal act defined as a Felony or Class A Misdemeanor;
- Possession, use, distribution or sale of drugs or drug paraphernalia, including all controlled substances, look-a-likes, alcoholic beverages synthetic compounds or herbal compounds as described in PA 097-0193 (ILCS effective January 2012) including, but not limited to, the following types of compounds: Madhatter, G-13, K-2, salts, isomers, etc.; as well as illegal weapons, ammunition, explosives or look-a-likes.
- Being under the influence of illegal drugs or alcohol.
- Possession or use of tobacco or tobacco products and smoking materials at any school event or activity as per current code, including use of electronic cigarettes (E-cigs) or vape pens.

(See Pages 28-31 for other possible Acts of Misconduct/Misbehaviors)

Disciplinary Measures

- I. Any student formally charged in state or federal court with committing an act which constitutes any felony or a misdemeanor classified as “crime of violence” as defined by 740 ILCS 45/2 shall be suspended immediately from participation in any practices, games, competitions and/or performances.
 - A. Within 48 hours of such a suspension, the Athletic Director shall review the suspension and make a recommendation to the Assistant Superintendent as to whether the suspension should continue. The Assistant Superintendent’s decision shall be made within 5 days after his or her receipt of such recommendation.
 - B. Upon request by the student, filed within 5 days of notice of the Assistant Superintendent’s decision that the suspension should continue, the student shall, within 5 days making such request, be afforded an opportunity to present his position before the Athletic Director, Building Administrator, and Assistant Superintendent. The aforementioned group shall, within 5 days after the student’s presentation, make a recommendation to the Superintendent as to whether the suspension should be continued, lifted or modified. The Superintendent’s decision shall be made within 5 days after his or her receipt of such recommendation.
 - C. Within 5 days after a decision by the Superintendent that the suspension shall be continued, the student may appeal the decision, in writing to the School Board, whose decision shall be final under this Code.

Any suspension imposed hereunder shall end, and the student’s eligibility shall be reinstated, if the charge(s) which is the basis of the suspension are dismissed or if the student is acquitted of said charge(s).

If a student pleads guilty or is found guilty of committing an act which constitutes any felony or a misdemeanor classified as “crime of violence” as defined by 740 ILCS 45/2, that student shall be barred from participation in all athletic or extra-curricular activities for the remainder of his or her high school career. However, the student may petition the School Board for reinstatement of eligibility after one year.

- II. Notwithstanding the disciplinary procedures and measures set forth above. Violations of Behavioral Expectations will result in the following:
 - A. First Violation
 1. Consequence: Suspension from team until the student and parent/guardian meet with head coach/sponsor and Building Principal, or designee, to discuss expectations, consequences, and next steps.
 2. Intervention:
 - a) If the offense is a Level 1 or Level 2 violation, the students must complete 10 service hours completed at a local venue, approved by GJSHS administration. The student must write an explanation letter to the Athletic Director, to be kept in a private file, that explains the incident, why the wrong decision was made, and what better decision will be made if/when there is a similar set of circumstances. The student will go before the team and coaches, apologize, and share what better decision will be made if/when there

is a similar set of circumstances. The student may attend related practices and meetings but may not participate in games/competitions/performances.

- b) If the offense is a Level 3 or Level 4 violation, the student must complete 10 service hours completed at a local venue, approved by GJSHS administration. The student must write an explanation letter to the Athletic Director, to be kept in a private file, that explains the incident, why the wrong decision was made, and what better decision will be made if/when there is a similar set of circumstances. The student will go before the team and coaches, apologize, and share what better decision will be made if/when there is a similar set of circumstances. The student will be suspended from 25% of the season and may not participate in practices/meetings/games/competitions/performances.
3. If students and parents/guardians do not comply with the intervention program, the student will be ineligible to participate in any extra-curricular activity.

B. Second Violation

1. Consequence: Suspended for 50% of scheduled games/competitions/performances including IHSA state series. If less than 50% of the events remain in that activity, the remaining suspension shall carry over to the next extra-curricular activity of participation or during the following year, whichever comes first.
2. Intervention: Student, parent/guardian, head coach/sponsor, and Athletic Director must meet before re-participation will be granted to discuss consequences and next steps. If offense is drugs, alcohol related, student must enroll in a school-sanctioned abuse/counseling program (at student's expense), which will require a parent/guardian meeting at the entrance and exit of the program. Length of intervention will be determined by support professionals.
3. If students and parents/guardians do not comply with the intervention program, student will be ineligible to participate in any extra-curricular activity.

C. Third Violation

1. Consequence: Suspended one full calendar year from all extra-curricular activities from the official suspension date of the third offense.
2. Intervention: Continue to communicate with student regarding good-decision making, eligibility, and life skills.

D. Fourth Violation

1. Consequence: suspended from all extra-curricular activities for remainder of high school career.
2. Intervention: continue to support student as they transition for life after high school.

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

- III. Students who are ineligible for academic or code violations may not be in school provided gear including uniforms at interscholastic contests held during the period of ineligibility. (Board Policy 7:190)
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Governing Regulations

- Violations of the Code of Conduct directly impacts student status under the Athletic Code.
- The number of violations is cumulative throughout the high school or junior high/middle school career.
- Penalties will carry over to the next sport/activity or school year as deemed necessary.
- Penalties that carry over must be served on the next sport/activity the student decides to participate.
- Junior high/middle school code violations do not carry over to the high school, unless the penalty for the code violation was not served in District #205 or other school setting.
- Violations which occur prior to the start of a season will be enforced during the next sport/activity season in which the student participates.

- Violations occurring prior to the start of a season will be enforced during the next sport season in which the student is allowed to participate.
- Athletes are not allowed to participate in a sport for the purpose of serving a suspension in that sport rather than one where the student has a record of consistent participation.
- Penalties for violations are to be enforced in conjunction with the athlete's record of participation. It is recognized that freshman and sophomores may not have established a consistent record of participation.
- Consequences are successfully completed only when the season in which the consequence is served is also successfully completed by the student.
- All cases are decided within the Code and at the discretion of the Athletic Director.
- If a violation occurs at the time a student is injured or ineligible, the suspension will start when the student returns to practice or is academically eligible.
- An athlete suspended from school (ISSP, OSSP) is not able to participate until the full length of the suspension has been served.
- Disciplinary responses from code violations may not run concurrently.

Disciplinary Procedures

- A. Participation in athletics and extra-curricular activities is a privilege, not a right. The District will follow outlined procedures on a case by case basis when administering code violations:
- The Athletic Director shall investigate to determine whether or not a violation took place.
 - If a staff member personally witnesses a violation, it shall be considered an offense.
 - If a staff member is told of a violation by a school official, law enforcement officer, or parent/guardian of the student involved in the violation or witnessed the violation, it shall be considered an offense.
 - If a staff member is told of a violation by a student or non-school person (adult or child), he/she shall consider the offense to be invalid unless the student admits the violation to the staff member, or there is reasonable evidence to support the allegation.
 - The student and parent/guardian will be informed in advance of the investigation and the process.
 - The Athletic Director after investigating the allegation, shall meet with the student and parent/guardian to discuss the alleged violation. At this meeting, the Athletic Director shall present the accusation, discuss the seriousness of the offense, and make a final determination of a violation.
 - The student and his/her parent/guardian will be provided the opportunity to request a case review of the disciplinary action to the building Principal. The case review must be submitted in writing to the building Principal within five days of the initial decision.
 - The building Principal shall review all pertinent information and communicate the decision in writing within ten days of receipt of the request for case review.
 - The decision of the building Principal is final.
 - The student is not allowed to participate during the case review process.
 - The parent or guardian will be informed of all steps of the process including the case review.
- B. Voluntary admission, in writing, by a student or their legal guardian of an infraction involving substance abuse will count as a first violation. The purpose of this language is two-fold:
- To encourage the students who believe they have a substance abuse problem to seek help in dealing with that problem.
 - To encourage students who have committed a substance abuse infraction to admit their mistake and recognize they made a poor choice.

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

Transportation

The transportation code applies in all situations involving athletic events. When necessary, students may be released

to ride with parents or guardians only. The transportation code can be found on pages 48-49. (Board Policy 7:220)
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Extra-Curricular/Co-Curricular Activities

Eligibility

Eligibility is designed to create a standard of achievement for students involved in extracurricular and athletic activities.

Galesburg Junior Senior 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. Tutoring services are available to all students at GJSHS and required for those needing assistance in achieving the eligibility requirements of this code. All students must be enrolled in 7 periods.

One Failing Grade

Any student who has **1** failing grade on a weekly check will remain eligible as long as the student is meeting the following expectations:

- Meeting weekly with the Athletic/Activities Director
- Attend required tutoring sessions

Two Failing Grades

Students who have **2** failing grades on a weekly check:

- Will have a one week probationary period to raise failing grades while still participating in the activity.
- The student will enter the Eligibility Timeline (see below).

Three or More Failing Grades

Students who have 3 or more failing grades on a weekly check are immediately ineligible and will not be allowed to compete in extracurricular and athletic activities per IHSA Guidelines.

All Students

- Any student with failing grades will be required to participate in a tutorial program approved by the Athletic/Activities Director. Tutoring sessions will take precedence over practices, rehearsals, etc. Any missed tutoring that is not excused by Administration (Absence Excusals referenced on Page 11) will result in immediate ineligibility status.
- Any student who raises their grade(s) to passing status will regain eligibility immediately.
- Students ineligible for four consecutive weeks are dropped from the team.
- Eligibility is not cumulative season-to-season.

Week 1	Probationary Week; Meeting with Athletic/Activities Director; Must attend Tutoring
Week 2	Ineligible for Interscholastic activities; Must attend Tutoring; Eligible to practice
Week 3	Ineligible for Interscholastic activities; Must attend Tutoring; Eligible to practice
Week 4	No longer allowed to attend practices or team activities; Must attend Tutoring
Week 5	Removed from the team/activity.

Students must also pass **5 periods each semester** to be eligible to participate in the next **semester's** activities. **A minimum of two periods must be taken at Galesburg High School. The equivalent of a three-semester hour college course may be substituted for periods 3,4,5,6 & 7. 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 5 periods for the second semester may use summer school as an extension of the second semester.

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

Grade	Credit Range	Credits Needed
Grade 9	0-4.5 credits	
Grade 10	5-10.5 credits	5 credits
Grade 11	11-16.5 credits	11 credits
Grade 12	17+ credits	17 credits
Graduate	24 credits	24 credits

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.

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 students participating in IESA-sponsored activities shall comply with current IESA scholastic standing requirements, including doing passing work in all school subjects as determined by the District and maintaining passing grades in each subject at the District's weekly eligibility check.

School Event Code

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

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

Students may be disciplined for engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. This may include but not limited to, personal and/or electronic communications and/or social media. (Board Policy 7:240)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Behavior Expectations

All students are expected to abide by the rules and regulations outlined in the approved by-laws for a specific extra-curricular club or activity.

Students must refrain from any of these:

- Hazing or Sexual Harassment, being defined as any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct.
- Any Act of Misconduct/Misbehavior as defined in the Student School and Bus Behavior section of the code.
- Any criminal act defined as a Felony or Class A Misdemeanor;

- Possession, use, distribution or sale of drugs or drug paraphernalia, including all controlled substances, look-a-likes, alcoholic beverages synthetic compounds or herbal compounds as described in PA 097-0193 (ILCS effective January 2012) including, but not limited to, the following types of compounds: Madhatter, G-13, K-2, salts, isomers, etc.; as well as illegal weapons, ammunition, explosives or look-a-likes.
- Being under the influence of illegal drugs or alcohol.
- Possession or use of tobacco or tobacco products and smoking materials at any school event or activity as per current code, including use of electronic cigarettes (E-cigs) or vape pens.

(See Page 28-31 for other possible Acts of Misconduct/Misbehaviors)

Disciplinary Measures

- I. Any student formally charged in state or federal court with committing an act which constitutes any felony or a misdemeanor classified as “crime of violence” as defined by 740 ILCS 45/2 shall be suspended immediately from participation in any practices, games, competitions and/or performances.
 - A. Within 48 hours of such a suspension, the Fine Arts Coordinator shall review the suspension and make a recommendation to the Assistant Superintendent as to whether the suspension should continue. The Assistant Superintendent’s decision shall be made within 5 days after his or her receipt of such recommendation.
 - B. Upon request by the student, filed within 5 days of notice of the Assistant Superintendent’s decision that the suspension should continue, the student shall, within 5 days making such request, be afforded an opportunity to present his position before the Fine Arts Coordinator, Building Administrator, and Assistant Superintendent. The aforementioned group shall, within 5 days after the student’s presentation, make a recommendation to the Superintendent as to whether the suspension should be continued, lifted or modified. The Superintendent’s decision shall be made within 5 days after his or her receipt of such recommendation.
 - C. Within 5 days after a decision by the Superintendent that the suspension shall be continued, the student may appeal the decision, in writing to the School Board, whose decision shall be final under this Code.

Any suspension imposed hereunder shall end, and the student’s eligibility shall be reinstated, if the charge(s) which is the basis of the suspension are dismissed or if the student is acquitted of said charge(s).

If a student pleads guilty or is found guilty of committing an act which constitutes any felony or a misdemeanor classified as “crime of violence” as defined by 740 ILCS 45/2, that student shall be barred from participation in all athletic or extra-curricular activities for the remainder of his or her high school career. However, the student may petition the School Board for reinstatement of eligibility after one year.

- II. Notwithstanding the disciplinary procedures and measures set forth above. Violations of Behavioral Expectations will result in the following:
 - A. First Violation
 1. Consequence: Suspension from team until the student and parent/guardian meet with head coach/sponsor and Building Principal, or designee, to discuss expectations, consequences, and next steps.
 2. Intervention:
 - (1) If the offense is a Level 1 or Level 2 violation, the students must complete 10 service hours completed at a local venue, approved by GJSHS administration. The student must write an explanation letter to the Athletic Director, to be kept in a private file, that explains the incident, why the wrong decision was made, and what better decision will be made if/when there is a similar set of circumstances. The student will go before the team and coaches, apologize, and share what better decision will be made if/when there is a similar

set of circumstances. The student may attend related practices and meetings but may not participate in games/competitions/performances.

- (2) If the offense is a Level 3 or Level 4 violation, the student must complete 10 service hours completed at a local venue, approved by GJSHS administration. The student must write an explanation letter to the Athletic Director, to be kept in a private file, that explains the incident, why the wrong decision was made, and what better decision will be made if/when there is a similar set of circumstances. The student will go before the team and coaches, apologize, and share what better decision will be made if/when there is a similar set of circumstances. The student will be suspended from 25% of the season and may not participate in practices/meetings/games/competitions/performances.
3. If students and parents/guardians do not comply with the intervention program, the student will be ineligible to participate in any extra-curricular activity.

B. Second Violation

1. Consequence: suspended for 50% of scheduled games/competitions/performances including IHSA state series. If less than 50% of the events remain in that activity, the remaining suspension shall carry over to the next extra-curricular activity of participation or during the following year, whichever comes first.
2. Intervention: student, parent/guardian, head coach/sponsor, and the Fine Arts Coordinator must meet before re-participation will be granted to discuss consequences and next steps. If offense is drugs, alcohol related, student must enroll in a school-sanctioned abuse/counseling program (at student's expense), which will require a parent/guardian meeting at the entrance and exit of the program. Length of intervention will be determined by support professionals.
3. If students and parents/guardians do not comply with the intervention program, student will be ineligible to participate in any extra-curricular activity.

C. Third Violation

1. Consequence: Suspended one full calendar year from all extra-curricular activities from the official suspension date of the third offense.
2. Intervention: Continue to communicate with student regarding good-decision making, eligibility, and life skills.

D. Fourth Violation

1. Consequence: Suspended from all extra-curricular activities for the remainder of high school career.
2. Intervention: Continue to support student as they transition for life after high school.

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

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

Governing Regulations

- When a student is suspended from a performance organization and performance in that organization is part of his/her grade, the administrator and advisor/sponsor will devise a replacement assignment/activity to protect that student's right to an education. Expulsion from school means expulsion from all school-related extracurricular activities.
- The advisor/sponsor or the administration will notify the student of a reported violation.
- The advisor/sponsor or the administration will inform the student's parent or guardian of the violation.
- Suspension may carry over from one activity to the next.

- If a school suspension results from a violation of the Student Code of Conduct policies, penalties will run concurrently. An activities' suspension may run longer than the concurrent school suspension.
- During an out-of-school suspension, the student may not participate in any student activities.
- If a parent or guardian wishes to have the decision reviewed, the parent or guardian should forward a written request for review to the Superintendent within five days of the decision. The Superintendent shall review the decision and communicate his or her decision in writing to the parent or guardian within ten days of the receipt of the request for review. The decision of the Superintendent is final.
- Violations by any student while not a member of a club or activity will cause the student to be ineligible for not less than three school calendar months from the date they first report to the club or activity.
- Acts not covered by the code or by-laws of the individual club or activity will be handled at the discretion and judgment of the principal or designee.
- Regular attendance at school is a requirement for participation in extracurricular activities.
- Violations of the Code of Conduct also directly impact student status under the Extracurricular Code.
- Students alleged to be in violation of the Extracurricular Code will be afforded basic due process of law.
- Disciplinary responses from code violations may not run concurrently.

Disciplinary Procedures

- A. Participation in athletics and extra-curricular activities is a privilege, not a right. The District will follow outlined procedures on a case by case basis when administering code violations:
 - a. The Activities Director shall investigate to determine whether or not a violation took place.
 - i. If a staff member personally witnesses a violation, it shall be considered an offense.
 - ii. If a staff member is told of a violation by a school official, law enforcement officer, or parent/guardian of the student involved in the violation or witnessed the violation, it shall be considered an offense.
 - iii. If a staff member is told of a violation by a student or non-school person (adult or child), he/she shall consider the offense to be invalid unless the student admits the violation to the staff member, or there is reasonable evidence to support the allegation.
 - b. The student and parent will be informed in advance of the investigation and the process.
 - c. The Activities Director after investigating the allegation, shall meet with the student and parent/guardian to discuss the alleged violation. At this meeting, the Activities Director shall present the accusation discuss the seriousness of the offense, and make a final determination of a violation.
 - d. The student and his/her parent/guardian will be provided the opportunity to request a case review of the disciplinary action to the building Principal. The case review must be submitted in writing to the building Principal within five days of the initial decision.
 - i. The building Principal shall review all pertinent information and communicate the decision in writing within ten days of receipt of the request for case review.
 - ii. The decision of the building Principal is final.
 - iii. The student is not allowed to participate during the case review process.
 - iv. The parent or guardian will be informed of all steps of the process including the case review.
- B. Voluntary admission, in writing, by a student or their legal guardian of an infraction involving substance abuse will count as a first violation.

The purpose of this language is two-fold:

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

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

Transportation

The transportation code applies in all situations involving athletic events. When necessary, students may be released to ride with parents or guardians only. The transportation code can be found on pages 48-49. (Board Policy 7:220)

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf

Transportation Rules

Eligibility for Transportation

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

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

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

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/588134/Section_4_Board_Policy.pdf

Location of Bus Stops

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 Services in collaboration with the district. Specific bus stop information is available on Skyward Family Access. Reach out to your school office for transportation questions.

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

Safety Rules and Expectations

Riding the Bus

Students are expected to:

- Follow all directions from the bus driver and school staff
- Use appropriate language and maintain a quiet voice level
- Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Maintain quiet at all railroad crossings

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 student's parent/guardian)
- Inappropriate language or verbal abuse

Before the Bus (At the Bus Stop):

Students are expected to:

- Arrive on time (no more than 5 minutes before pickup)
- Wait in a safe location away from the street
- Stay off private property while waiting for the bus

- Stay out of the bus “danger zone” and in view of the driver

Students must not:

- Play in or near the street
- Push, shove, or engage in unsafe behavior

Bus Boarding

Students are expected to:

- Form a single, orderly line to board the bus. Do not push or shove in the bus line
- Get seated as quickly as possible
- Follow assigned seating as directed by the driver

Students must not:

- Approach the bus before it has come to a complete stop
- Push or shove while boarding

During the Bus Ride:

Students are expected to:

- Keep head, hands, and objects inside the bus and to themselves
- Keep aisles clear of belongings

Students must not:

- Stand or move around while the bus is in motion
- Create excessive noise or distractions

Getting Off the Bus

- No rider shall get off the bus other than at their assigned stop
- Riders who must cross the road in front of the bus to get to their homes should:
 - Walk to a point where they can see the bus driver and the bus driver can see them and;
 - Check traffic and wait for the bus driver’s signal to cross the road
- Riders who do not have to cross the road should walk straight away from the bus steps to a point where they can see the bus driver and the bus driver can see them as they drive away

Video/Audio Cameras

Community Unit School District #205 Board of Education Policy 7:220

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/588138/Section_7.pdf authorizes the use of video/audio cameras on buses to monitor student behavior. Student and parents/legal guardians are hereby notified that the content of video/audio recordings may be used in student disciplinary proceedings. Contents of the recordings are confidential and retained only as needed for disciplinary proceedings.

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

Bus Suspension/Loss of Privileges

Students are expected to follow all school rules while on the school bus. Students may be suspended from riding the school bus for 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus on suspension for 10 consecutive days or fewer.

Students who are suspended from the school bus and do not have alternate transportation to school; shall have the opportunity to make up work for equivalent academic credit. It shall be the responsibility of the

parent(s)/guardian(s) to notify school officials that their child does not have alternate transportation to school. Any absence from school as a result of the bus suspension will be unexcused.

Transportation Handbook

For detailed information regarding transportation policies, procedures, and expectations, parents and students are encouraged to review the Transportation Handbook. The handbook is available on the district website..

 [Transportation Handbook July 2026.pdf](#)