Galva Elementary Student Handbook

2026-2027

Galva Elementary School
224 Morgan Road
Galva, Illinois 61434
(309) 932-2420 – Office
(309) 932-8715 - Fax

District Website: www.galva224.org
District Mobile App: Galva CUSD 224 *in iOS store or Play Store*
Facebook: Galva Elementary
X (*Formerly Twitter*): @GalvaCUSD224

Mr. Adam Norway
PRINCIPAL
anorway@galva224.org

Mrs. Olivia Clark
SECRETARY
oclark@galva224.org

Mr. Jerry J. Becker
SUPERINTENDENT
Galva C.U.S.D. #224

Galva C.U.S.D. #224 Board of Education

Eric Bates PRESIDENT
Brittany Boston VICE-PRESIDENT
Kaleena Conrad SECRETARY

Laura Burke **Jill Pankau** **John VanDeVelde** **Brandy Funke**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Galva C.U.S.D. #224 Board Policies are also available for public inspection at the Administrative Office located at 224 Morgan Road, Galva, Illinois.

EXPECTATIONS

One of the more important lessons education should teach is self-discipline. The responsibility to accomplish this goal is shared between home and school. Effective training develops self-control, character, orderliness, and efficiency. Self-discipline is the key to good conduct and proper consideration for other people and their property. Students are expected to conduct themselves in a manner that will promote a safe and orderly learning environment for all. Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be allowed.

To better communicate general behavior expectations for all students at Galva Elementary, we have decided to unify our expectations throughout the building. School-wide expectations for behavior will be clearly communicated to the students throughout the school year. The system involves basic expectations for all students regardless of age or grade level. These school-wide expectations can be applied to any situation/location within the school. Please go over these expectations with your child.

The staff will encourage students to display appropriate levels of behavior to meet these expectations throughout the building. Time will be spent to explain and teach these expectations to all students, at all grade levels. The expectations are designed to make all students feel safe and to establish the best possible learning environment.



2026-2027
School Calendar

JULY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
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SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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30	31					

JUNE

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27	28	29	30			

	11:30 Dismissal
	1:55 Dismissal
	School Holiday, No School
	Teacher Institute - No Student Attendance
	Emergency Make-up Days No School if Not Used

AUGUST

14&17 Teacher Institute - No Student Attendance
18 1:55 PM Dismissal First Day of Student Attendance
18-28 1:55 PM Dismissal

SEPTEMBER

2 1:55 PM Dismissal
7 No School Labor Day
16 1:55 PM Dismissal/PLC
23 1:55 PM Dismissal/PLC
30 1:55 PM Dismissal/PLC

OCTOBER

7 & 8 1:55 PM Dismissal
7 & 8 Parent-Teacher Conferences
9 Teacher Institute - No Student Attendance
12 No School Columbus Day
14 1:55 PM Dismissal/PLC
21 1:55 PM Dismissal/PLC
28 1:55 PM Dismissal/PLC
30 11:30 AM Dismissal

NOVEMBER

4 1:55 PM Dismissal/PLC
11 11:30 AM Dismissal
18 1:55 PM Dismissal/PLC
25-27 No School Thanksgiving break

DECEMBER

2 1:55 PM Dismissal/PLC
9 1:55 PM Dismissal/PLC
17 & 18 1:55 PM Dismissal/Final Exams
21-31 No School Winter Break

JANUARY

1 No School Winter Break
4 First Day of Student Attendance
6 1:55 PM Dismissal/PLC
13 1:55 PM Dismissal/PLC
18 No School MLK Day
20 1:55 PM Dismissal/PLC
27 1:55 PM Dismissal/PLC

FEBRUARY

3 1:55 PM Dismissal/PLC
10 1:55 PM Dismissal/PLC
12 11:30 AM Dismissal
15 No School President's Day
17 1:55 PM Dismissal/PLC
24 1:55 PM Dismissal/PLC

MARCH

3 1:55 PM Dismissal/PLC
10 1:55 PM Dismissal/PLC
17 1:55 PM Dismissal/PLC
24 1:55 PM Dismissal/PLC
25 11:30 AM Dismissal
26- 31 No School Spring Break

APRIL

1-2 No School Spring Break
7 1:55 PM Dismissal/PLC
14 1:55 PM Dismissal/PLC
21 1:55 PM Dismissal/PLC
28 1:55 PM Dismissal/PLC

MAY

5 1:55 PM Dismissal/PLC
7 Emergency Day #1 (No School if Not Used)
12 1:55 PM Dismissal/PLC
14 Emergency Day #2 (No School if Not Used)
19 1:55 PM Dismissal/PLC
21 Emergency Day #3 (No School if Not Used)
26&27 1:55 PM Dismissal/Final Exams
28 Emergency Day #4 (No School if Not Used)
31 No School Memorial Day

JUNE

1 Emergency Day #5 (No School if Not Used)
2 Teacher Institute - No Student Attendance

GALVA CUSD 224

Mission & Vision

Mission

Galva Schools are committed to nurturing a strong sense of community, fostering meaningful relationships, and promoting academic excellence to empower student success.

Vision

Through unwavering dedication, we cultivate an environment where every individual thrives now and in the future.

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I. GENERAL INFORMATION

Communication

Parents/guardians/students shall observe the established process when they have a question or concern. Please follow the order of protocol: Teacher → Principal → Superintendent → Board of Education

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Application for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

a. The student currently lives in a household that meet the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
b. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

Books and Consumables

Textbooks are loaned to students for use during the school year. Book covers may be required to keep books in good condition. Fines are charged for damaged books. Students are charged a consumable fee to cover workbooks, Weekly Readers and assignment notebooks, for instance.

Student Lockers

Students in grades K-5 are assigned a hallway locker. These lockers are school property and as such may be searched by school officials. (See Search & Seizure.) Stickers or decals are not permitted on school property including lockers.

Video and Audio Monitoring Systems

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

discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Pest Management Treatment

In order to protect the safety and well-being of students and staff, a designated company will pesticide treat all Galva CUSD #224 facilities at 4:00 PM. A list of dates is posted at the school or a copy is available upon request.

a. **Pest Application Notice** - The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Superintendent Jerry J. Becker at jbecker@galva224.org

   Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Asbestos Notice

There are asbestos containing building materials within the building. Building asbestos management plans are available for public inspection in the administrative offices.

Parent Notices: Every Student Succeeds Act

A. Teacher Qualifications - A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

   1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
   2. The teacher is teaching under emergency or other provisional status.
   3. The teacher is teaching in the field of discipline of the certification of the teacher.
   4. Paraprofessionals provide services to the student and, if so, their qualifications.

B. Testing Transparency - The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

C. Annual Report Card - Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.galva224.org

Student Records

The District maintains *permanent school records* for each student. Permanent records may include basic identifying information, academic transcripts, attendance record, accident and health reports, standardized testing scores, discipline file and information pertaining to the release of this record.

The District also maintains *temporary school records* for each student. Temporary records may include honors and awards, psychological reports, special education files, verified reports and information from non-education persons, verified information of clear relevance to the student's education, information pertaining to the release of records, and disciplinary information.

Parents shall have the right to inspect and challenge the accuracy, relevance, and propriety of any entry in student records. For a complete list of parent rights pertaining to student records, please contact the principal.

Bus Eligibility

Each town student who is deemed bus eligible must be registered in order to ride the bus. Students that live on the south side of the railroad tracks and/or U.S. Route 34 are eligible for transportation. Town students must load and unload the bus at designated bus stops.

II. DAILY OPERATIONS

Arrival and Dismissal Procedure for Students

a. **ARRIVAL:** Kindergarten-5th grade students should enter through the gym doors between 7:45 a.m. - 8:00 a.m. and sit with their classmates in designated areas of the gym. Students having breakfast should enter the eastside cafeteria doorway (Door #9) facing the playground. Breakfast is served from 7:30 a.m. to 7:55 a.m. Students will be dismissed to their homerooms starting at 7:55 a.m. Students who arrive after 8:00 a.m. must enter the Elementary Office door. School begins at 8:05 a.m. Pre-K students will enter/exit from the Pre-K door.
b. **DISMISSAL:** Kindergarten-5th grade students will exit the building through the front doorways (south side). Grade levels will line up Kindergarten-5th grade along Morgan Road and ending with "family/siblings". Students using the school buses will exit the building through Doors #7 or #8 on the north side. Staff will assist bus riding students to their respective school buses.

Arrival and Dismissal Procedure for Parents/Guardians:

a. **Morning Drop-Off Procedures** – To ensure the safety and orderly transition of all students, the school building remains a secure zone during morning arrival.
b. **Entry Points** – Parents and guardians may accompany their children to the designated exterior entry doors only.
c. **Building Access** – For the protection of the student body, parents/guardians are not permitted to escort students to classrooms, lockers, or the cafeteria during the drop-off

window. This allows staff to maintain clear sightlines and account for all individuals entering the building.

d. **Authorized Entry** – Any Parent, guardian, or guest seeking to enter the school for a scheduled visit, meeting, or volunteer opportunity must utilize the Electronic Security Entry System at the Main Elementary School doors.
e. **Unscheduled Visits** – To minimize instructional disruptions and maintain a secure environment, unscheduled classroom visits or "walk-ins" are not permitted. Please contact the Main Office or your child's teacher at least 24 hours in advance to schedule a visit or conference.

Late Pick-Up and Supervision

a. The school recognizes that occasional emergencies, such as extreme weather or unexpected traffic incidents, may occur. In such events, parents are required to notify the Main Office as soon as possible. However, notification does not waive the school's safety protocols regarding supervision.

   Excessive Lateness and Mandated Reporting
   Under the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/), school personnel are identified as Mandated Reporters. Consistent failure to provide for a child's supervision by neglecting to pick them up from school is a serious matter.

   Definition of Excessive Lateness: A "Late Pick-Up" is defined as any arrival more than 30 minutes after the scheduled dismissal time.

   The "Two-Occurrence" Rule: * First Occurrence: The parent/guardian will receive a formal written warning via email or letter, reminding them of the school's dismissal policy.

   Second Occurrence: A mandatory meeting with the Principal or School Social Worker will be required to discuss the barriers to timely pick-up and to establish a Pick-Up Success Plan.

   Third Occurrence: If a student is picked up more than 30 minutes late for a third time (or any subsequent time thereafter), the school will consider this a pattern of inadequate supervision. In accordance with state law, the school will contact the Illinois Department of Children and Family Services (DCFS) to report the situation.

   Emergency Services Involvement
   If a student has not been picked up within 60 minutes of dismissal and the school is unable to reach the parent, guardian, or any emergency contacts, the school may contact the Galva Police Department to take protective custody of the child until a guardian can be located.

Messages & Deliveries

Please contact our Elementary Office at (309) 932-2420 or contact our Office Secretary, Mrs. Olivia Clark, via email at: oclark@galva224.org. You may also contact our Building Principal, Mr. Adam Norway, via email at: anorway@galva224.org.

Deliveries can be made by checking in at the Elementary Office Doors and being admitted into the building after camera confirmation by the Office Secretary.

Visitors

A. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.
B. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting.
C. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.
D. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.
E. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.
F. No person on school property or at a school event shall perform any of the following acts:

    1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
    2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
    3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
    4. Damage or threaten to damage another's property.
    5. Damage or deface school property.
    6. Violate any Illinois law or municipal, local, or county ordinance.
    7. Smoke or otherwise use tobacco products or vaping devices.
    8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
    9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
    10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
    11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
    12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
    13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
    14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
    15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
    16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

G. Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

School Closings

The District mass notification system, Thrillshare, will be utilized for communication for unscheduled school closings, delays, and early dismissals. Thrillshare announcements will be delivered by email, phone, and on our district website live feed. Additional information may be posted on school social media channels. Please ensure that the school office has correct telephone numbers and emails. Emergency messages will be sent to all phone numbers and emails, if provided.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities. Failure to do so may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons: failure to receive appropriate permission from parent/guardian, failure to complete appropriate coursework, behavioral or safety concerns, denial of permission from administration, and other reasons as determined by the school. The following standards will apply to all student grade levels:

A. Students must show safe and respectful behavior towards peers and adults at school each day.
B. Students who have frequent unsafe behavior incidents may not be allowed to participate in a field trip. Unsafe behaviors include, but are not limited to: hurting others, leaving assigned areas, or not following directions.
C. Parent(s)/guardian(s) will be informed if there are any concerns about field trip participation.
D. The final decision regarding a student's field trip participation shall be made by the Principal.
E. Standards for Grades Pre-Kindergarten through 2nd:

    1. Students with four (4) or more office discipline referrals in the semester of the field trip will not be allowed to participate. Discipline includes, but is not limited to: office detention, lunch detention, and/or recess detention.
    2. Students with two (2) or more In-School Suspensions (ISS) will not be allowed to participate.
    3. Students with any length of Out-of-School Suspensions (OSS) are automatically ineligible for field trip participation during that semester.

F. Standards for Grades 3rd and 4th:

    1. Students with four (4) or more office discipline referrals in the semester of the field trip will not be allowed to participate. Discipline includes, but is not limited to: office detention, lunch detention, and/or recess detention.
    2. Students with two (2) or more In-School Suspensions (ISS) will not be allowed to participate.
    3. Students with any length of Out-of-School Suspensions (OSS) are automatically ineligible for field trip participation during that semester.
    4. Students in grades 3rd and 4th must be passing all core academic subjects (Reading/ELA, Mathematics, Science, and Social Studies) at the time of the field trip to be eligible to participate. Eligibility will be

calculated one (1) week prior to the field trip and will be based on the student's Y1 grade.

G. Standards for Grade 5:

1. Students with three (3) or more office discipline referrals in the semester of the field trip will not be allowed to participate. Discipline includes, but is not limited to: office detention, lunch detention, and/or recess detention.
2. Students with any length of In-School Suspensions (ISS) will not be allowed to participate.
3. Students with any length of Out-of-School Suspensions (OSS) are automatically ineligible for field trip participation during that semester.
4. Students in grade 5 must be passing all core academic subjects (Reading/ELA, Mathematics, Science, and Social Studies) at the time of the field trip to be eligible to participate. Eligibility will be calculated one (1) week prior to the field trip and will be based on the student's Y1 grade.

III. ABSENCES & TRUANCY

Truancy

In accordance with the Illinois School Code, all school-aged children (6-17 years old) are required to attend school. Regular, daily attendance is the responsibility of the parent/guardian and the student. Irregular attendance jeopardizes the student's chances for academic success. Therefore it is a serious issue and will be dealt with in a serious manner. Students who miss 5% or more of the prior 180 regular school days without valid cause are considered chronic truants. A total of 9 school days of absence for a school year is the maximum excusable amount. If chronic truancy persists after support services and other resources are made available, the school will take further action including a referral to the truancy officer. A parent/guardian who knowingly and willfully permits a child to be truant is in violation of State law.

In the event of any absence, the parent/guardian is required to call the Elementary School Office (309-932-2420) and state the reason for the absence. If contact has not been made before 8:30 a.m., the school secretary will call the home to inquire why the student is not at school. The school may require documentation explaining the reason for the student's absence. It is good practice for students to return to school with an "office release/excusal form" after appointments or doctor visits. If the parent/guardian cannot be contacted after an absence, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. There are only two types of absences: **excused** and **unexcused**.

Excused Absences

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, attending a military honors funeral to sound TAPS, or other planned absences

as approved by the principal. Pre-arranged excused absences must be approved by the principal (*See Vacations*). In case of three (3) or more continuous days of absence, a doctor's note will be required upon return to school to be excused.

Unexcused Absences

All other absences, not considered valid cause by Illinois School Code, will be considered unexcused. Failure to explain the reason for any absence by calling the elementary office or sending a note explaining why the child was not at school shall result in an unexcused absence. The Truant Officer will be notified of students having two (2) unexcused absences.

Vacations

Time spent out of school cannot be replaced by written work alone. According to Illinois School Code, removing a child from school for the purpose of taking family vacation is not a valid cause for absence; therefore, strongly discouraged. Vacations may not exceed the nine (9) days limit of absences in a school year. The principal will review the attendance policy, student's current grades, and student's attendance history with the parent when requesting approval for a vacation. Students will receive their work on the last day of attendance before the vacation and all work must be turned in on the day after the said vacation. Late work may be subject to a grade reduction of one letter grade or no credit if not turned in a timely manner.

Tardies

As educators, we strive to maximize our instructional learning time with our students. The first hour of the school day can be the most productive. Students that arrive after 8:05 a.m. will be counted as tardy. Students who arrive late due to a medical appointment will not be counted as tardy, IF they present the office with a signed doctor's note.

IV. CAFETERIA/FOOD & RECESS

Free and Reduced–Price Food Service

FOR THE 2026-27 SCHOOL YEAR, ALL BREAKFAST AND LUNCH WILL BE SERVED FREE OF CHARGE.

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Illinois State Board of Education.

Our school participates in the Community Eligibility Provision (CEP), providing one nutritionally balanced breakfast and lunch to all students at no cost every school day. To qualify as a free meal under federal guidelines, students must select at least three food components, including at

least one fruit or vegetable. Individual items, such as milk purchased alone or 'second helpings,' are not covered by this grant and must be paid for at the time of purchase.

Meal Charges for School Provided Meals

FOR THE 2026-27 SCHOOL YEAR, ALL BREAKFAST AND LUNCH WILL BE SERVED FREE OF CHARGE.

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Illinois Department of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

REFUNDS: Upon graduation or transfer out of District, a refund of any monies remaining on a student's account can be requested by completing the Refund/Transfer Request Form located on the Galva C.U.S.D. #224 website. Completed forms must be submitted to the District Administrative Office. A refund check will be processed and mailed to the legal guardian.

TRANSFER OF FUNDS: Funds from one student's food service account to another student's food service account is acceptable after by contacting the school's office. The requestor must be the legal guardian on record and this fact may be verified.

Lunch and Recess Schedule

The Galva School District participates in the Federal Free Lunch program. The necessary forms to be completed are available in the office. Student lunches can be paid on a daily, weekly, or monthly basis. Breakfast is served from 7:30 a.m. to 7:55 a.m. Contact the Elementary Office or classroom teacher about lunch times and costs, if you wish to eat lunch with your child. Lunch Times are as follows:

Grade	Lunch	Recess
Kindergarten	11:00 – 11:20	11:20 – 11:50
1st	11:30 – 11:50	11:00 – 11:30
2nd	11:50 – 12:10	12:10 – 12:40
3rd	12:10 – 12:30	12:30 – 1:00
4th	12:30 – 12:50	12:50 – 1:20
5th	12:50 – 1:10	1:10 – 1:40

a. **Definition of a "Free Lunch"** - Our school participates in the Community Eligibility Provision (CEP), providing one nutritionally balanced breakfast and lunch to all students at no cost every school day. To qualify as a free meal under federal guidelines, students must select at least three food components, including at least one fruit or vegetable. Individual items, such as milk purchased alone or 'second helpings,' are not covered by this grant and must be paid for at the time of purchase.

Recess Policy & State Requirements

a. Daily Recess Allocation
   1. Duration: Students are provided a minimum of 30 minutes of supervised, unstructured physical activity each full school day.
   2. Scheduling: Daily recess is scheduled separately from structured physical education (P.E.) classes.
b. Outdoor & Indoor Recess Guidelines: Recess is held outdoors whenever possible to encourage physical movement and fresh air.
   1. Outdoor Recess: Students go outside unless weather conditions are deemed unsafe (e.g., extreme temperatures, wind chill, heavy precipitation, or poor air quality). Parents/guardians are expected to send students to school with appropriate weather attire (coats, hats, gloves, boots) for seasonal conditions.
   2. Indoor Recess: In the event of inclement weather, supervised unstructured physical activity or active movement breaks are provided indoors (such as in the gymnasium or classroom).

POWERLUNCH Information and Guidelines

a. This is a prepaid account, just like a debit card (NOT a credit card). Please send lunch money to the school in an envelope CLEARLY marked with your child's first name, last name, grade level, and the amount of money in the envelope. If there is more than one student you are paying for, you must indicate how much for each student on the outside of the envelope. You may include all grade levels in one envelope. For example, if you have a student in elementary and in junior high you may include all monies in one envelope and send with either student to turn in.
b. Any student with negative balances will not be allowed to charge purchases to their account. This includes students who receive free or reduced priced lunches. Students on the government- provided program will ONLY receive what the program allows (basically one

lunch, no extras). Extra money may be put on the free or reduced student lunch account in order to cover extras.

c. Account balances can be accessed via PowerSchool using your PowerSchool passwords, just as you would check student grades. If you do not have access to a computer, please call the school office to inquire about the balance.
d. In order to protect your privacy our serving staff is unaware of whether a student is receiving free lunch, reduced lunch, or a full pay lunch. The government-provided program only covers one free regular lunch plate per day.
e. If you feel your student is purchasing too many extras, then you need to discuss this with your child. The cafeteria staff cannot be responsible for the choices that your student makes. It is the parent's responsibility to discuss with their student if there is a problem with excessive charges.
f. E-pay is available again this year. The E-pay program allows you to pay with a credit card online. You may deposit money to your student's lunch account online through the E-Pay link on our district website www.galva224.org. Any questions on the PowerLunch program, please call the District Office at (309) 932-2108.

Snacks/Treats for Special Occasions

The items listed on the **Allergy Aware Safe Food List** (Appendix C) will be the ONLY food items allowed for holidays, birthday treats, and snacks. Food items must have a clearly printed list of ingredients on the packaging that include nutrition values and allergy statements. Cupcakes and baked goods will no longer be accepted. Colored, sugary drinks will also not be permitted. Water only, please. Contact the teacher for suggestions of non-food items as an alternative to treats. Party invitations may be distributed at school as long as EVERY student in the class receives an invitation. The school will not provide addresses and phone numbers of students.

V. ACADEMIC POLICIES

Equal Education Opportunity

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, and/or actual or potential marital or parental status. Any student or parent/guardian with an equal education opportunity concern should contact the superintendent.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs or activities. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school.

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

In compliance with the McKinney-Vento Homeless Act, the District will ensure that any student deemed homeless as defined by law shall have the same free and appropriate educational opportunities as students who are not defined as homeless. Please contact the building principal if you have questions regarding a possible homeless situation.

Response to Intervention (RtI) Team

The RtI Team consists of teachers, school psychologist, school social worker, other specialists and administrators. Response to Intervention is a framework designed to provide proactive and targeted support to all students, addressing their academic, behavioral, and social-emotional needs. RtI utilizes a tiered system of interventions, with increasingly intensive supports available as needed.

Response to Intervention (RtI) Program

All grade levels will receive Intervention Time to work in small groups or individually with staff. Teachers will place students initially, with parents being notified of the placement. The RtI Team will notify parents of a placement by sending a letter home. Additionally, the RtI Team will notify parents of a dismissal from RtI services by sending a letter home. After an initial placement, teachers and parents will work together to ensure the best placement is maintained. Some placements are intensive and are part of the school's RtI Plan. A wide variety of placements include, but are not limited to:

a. Title I Placement, Accelerated Reading, Reading Centers, Reading Rocks, Advanced Novel Study, Math Centers, Math Rocks, Advanced Math Study, Project Oriented Learning, Social Skill Reinforcement, and Behavior Intervention Plan.

Students receiving special education services may have resource instruction during scheduled homeroom intervention times.

Classroom Communication and Late Work

Classroom teachers, in conjunction with the building principal, will determine the preferred method for communicating assignments and classroom activities with parents or guardians. Galva Elementary School will utilize "Rooms" for frequent home-to-school communication. Assignment notebooks can provide frequent home to school communication. When necessary, a teacher may ask for parent signatures on the notebook. If a student's absence is excused or if a student is suspended from school, s/he will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will have two days for each day of absence to make up work. Penalties for late work may be applied when work is not completed and turned in a timely manner determined by teacher and communicated with student.

Parents and guardians are expected to download the District's Galva 224 App in the Google Play or iOS Store. This platform is the heart of our district communication, especially in the "Rooms" feature of messaging.

Grading Procedures

When computing final grades, teachers are required to convert any letter grade to its percentage equivalent and to use the District approved grading scale for recording the final grade. The following grade equivalency table is used to convert letter grades for grades 2-6.

KINDERGARTEN (Includes ALL Specials)	1st GRADE (Include ALL Specials)	GRADES 2nd-5th (Classes & P.E.)	GRADES 2nd-5th (Art, Music, Band)
E: Exceptional	E: Exceptional	A: 90% - 100%	E: Exceptional
MS: Meets Standard	MS: Meets Standard	B: 80% - 89%	MS: Meets Standard
AS: Approaching Standard	AS: Approaching Standard	C: 70% - 79%	AS: Approaching Standard
BS: Below Standard	BS: Below Standard	D: 60% - 69%	BS: Below Standard
		F: 0% - 59%	

E: (exceeds expectations, 90% - 100%)
Student demonstrates the skill or understands the concepts at a level exceeding expectations for the reporting period.

MS: (developing appropriately, 70% - 89%)
Student usually demonstrates the skill or understands the concepts and meets the expectations for the reporting period.

AS: (beginning to develop, 60% - 69%)
Student sometimes demonstrates the skill or understands the concepts and meets some expectations for the reporting period.

BS: (needs to develop, 59% or below)
Student seldom demonstrates the skill or understands the concepts and is not meeting expectations for the reporting period.

For grades K-1, students will proceed to the next grade based upon the satisfactory completion of benchmarks evaluated on quarterly report cards. An emphasis on reading ability is included in these benchmarks. For grades 2-5, students will proceed to the next grade level based upon the results recorded in the core subjects of the quarterly report cards. Letter grades will be averaged to make the determination. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. Summer school may be a requirement for promotion. Students with failing averages in 3 or more core subjects will be considered for retention. Academic core subjects include English-Language Arts, Math, Social Studies and Science classes.

Extracurricular Eligibility

Students are encouraged to participate in extracurricular activities to supplement their academic experience. Academics must be every student's first priority, however, and students must comply with basic expectations in order to participate in the school's activities, performances, and interscholastic competitions.

A. SEASON ELIGIBILITY

1. ***No pass, no play*** – Students who fail **one** class will be ineligible to participate in following semester.
2. Students receiving one failing grades in Spring Semester will be allowed to take summer school to make up failed course(s) and be eligible to compete in the Fall semester.

B. WEEKLY ELIGIBILITY
   1. Student-Athletes must be passing ALL classes from the previous week.
   2. Eligibility grades are determined each Monday morning at 10:00am with weekly eligibility running from that Tuesday through the following Monday.
   3. There must be *four* grade entries for a course grade to "count".
   4. An ineligible student cannot become eligible until the following eligibility is ran the next week.
   5. It is the student's responsibility to talk with their teachers about grades and assignments.
   6. Athletic Director will send a list of ineligible players to each coach to notify of those ineligible.
   7. Athletic Director, with assistance of coach will notify player of ineligibility.

C. WEEKLY ELIGIBILITY HIERARCHY
   1. Probationary Week = May practice & may play
   2. First Ineligible Week = May practice, may NOT play
   3. Second Ineligible Week = May practice, may NOT play
   4. Third Ineligible Week = No practice, no play
   5. Fourth Ineligible Week = Dismissal from the team

D. Students first week of ineligibility will be considered probationary, allowing him/her to practice and play that week. Each student is allowed one probationary week per season (Fall/Winter/Spring).

Extracurricular Code of Conduct

A. The Extracurricular Code of Conduct establishes standards of conduct and consequences for violating such standards as a participant in any extracurricular activity. The Extracurricular Code of Conduct is in addition to the rules, regulations, and consequences established in this Handbook.
B. The consequences for a violation of the Extracurricular Code of Conduct are applicable when the violation is committed on or off school property. The Code of Conduct is in effect twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days per year once student enters the 5th Grade. The Code applies to student conduct on and off campus, even when the conduct is not directly connected to Galva Elementary School.
C. Tryouts and participation in an activity automatically assumes a requirement of full compliance with training rules and regulations as well as compliance with the Code of Conduct. A student must have all enrollment fees paid to participate in extracurricular activities, including sports and cheer/dance.
D. Band and Chorus are not considered extracurricular. Students in Band and/or Chorus receive grades for participation and therefore are part of the regular school curriculum. Discipline issues in Band and Chorus will be governed by the school handbook and not by the Extracurricular Code of Conduct.
E. Students are encouraged to participate in extracurricular activities to supplement their academic experience. Academics must be every student's first priority and students must comply with basic expectations in order to participate in the school's activities, performances, and interscholastic competitions.

F. Galva C.U.S.D. #224 believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school, students, and the community. Students are not permitted to possess, use, be under the influence of, or sell drugs, alcohol, tobacco products, nicotine delivery products, or electronic cigarettes/vapes on the school premises at any time, at any school sponsored activity, off-campus, and including photographs, social networking websites, and electronic applications. Students who are in the presence of illegal substances are subject to the same penalties as those students who participate in the illegal activity. Students violating this policy will be subject to the consequences listed below:

1. 1st Offense – Student forfeits 50% of scheduled season. Student may reduce suspension to 25% of scheduled season by using the Honesty Policy prior to administration gaining knowledge.
2. 2nd Offense – Student forfeits one (1) calendar year of eligibility. Student may reduce suspension to ninety (90) school days with successful completion of an approved substance abuse awareness program.
3. 3rd Offense – Student loses all extracurricular eligibility for remainder of their attendance at Galva Elementary School/Galva Junior-Senior High School.
4. Student may have to satisfy suspension length during current season and the following season depending on the amount of season remaining when violation occurred.

G. **Extracurricular Student Behavior** – Students that participate in extracurricular and cocurricular activities are expected to demonstrate positive cooperative behavior in the classroom, at school, school functions, an outside the school walls in the community. Students that do not abide by the Extracurricular Code of Conduct and/or School Code of Conduct may be suspended, removed, or withheld from participation in extracurricular groups or dances. Other policies pertaining to extracurricular activities are cover in the Galva Extracurricular Code of Conduct.

H. **Appeal Procedure** – The Principal has final authority in the elementary school in determining the exact consequences of all discipline infractions, including extracurricular behavior infractions. Each situation is unique and will be managed on an individual basis. A parent/guardian may appeal disciplinary action first to the Principal. If no satisfaction is received at this level, the parent/guardian may appeal to the Superintendent of Schools. To exercise this right, the parent/guardian must call the school office and establish an appointment.

I. **Contacting Coaches** – Parents/guardians may not contact coaches before/after games with concerns. Parents/Guardians must make an appointment to voice concern before or after games with concerns.

J. **Absence from School on Day of Extracurricular or Athletic Activity** – A student who is absent from school after 11:30 a.m. is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the Principal. Exceptions may be made by the designated teacher, sponsor or coach for:

1. A prearranged medical absence;
2. A death in the student's family;
3. Or a religious ceremony or event.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, coach, or administrator.

K. **Attendance at Any School-Sponsored Activity** – To attend any school function that occurs after school hours, the student must meet the following expectations:

1. Student must be in school attendance a minimum of one half-day (1/2) to attend extracurricular school functions.
2. Student must not be serving an Out-of-School Suspension (OSS).
3. Student must display good sportsmanship at both home and away activities. Students will refrain from the use of inappropriate noises, sign, language, gestures, clothing, or taunts.
4. Students removed from games by game officials will be prohibited from attending games for the remainder of that season.

Honor Roll

Honor Roll is figured at the end of each nine-week grading period for grades 2nd through 5th. The classes included in the Honor Roll are Spelling, Reading, Math, Science, Social Studies and Language Arts. Although PE is a daily requirement, it is not included in the honor roll calculations. Students must achieve a grade point average of 3.5 or higher with no "C's" or "D's" to be on High Honor Roll. A grade point average of 3.0 with no "D's" must be achieved for Honor Roll. Parents should monitor a child's grades and assignments by accessing their PowerSchool account (password distributed at registration).

Use of Artificial Intelligence (AI)

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 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.

Curriculum, Instructional Materials, and Program Complaints

Parents or guardians have the right to inspect all instructional materials used as part of their child's education. If you believe that curriculum, instructional materials, or programs violate right 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 from the District Office.

VI. STUDENT HEALTH

Requirements for Health Exams & Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to the start of the school year.

The following grade levels have required health examinations per the State of Illinois.

Pre-K:
Physical (performed by your family medical provider).
Up-to-Date Immunizations, either included on the physical form or documentation provided.
Lead Screening, either documented on the physical or documentation of the results provided.

Kindergarten:
Physical (performed by your family medical provider).
Up-to-Date Immunizations, either on the physical form or documentation provided.
Lead Screening, either documented on the physical or documentation of the results provided.
Dental Exam.
Eye Exam (performed by an eye doctor).

2nd Grade:
Dental Exam.

a. REQUIRED HEALTH EXAMINATIONS
Pre-K (for the 1st time), Kindergarten and 5th Grade

The required health examinations MUST include a diabetes screening (diabetes testing is not required) and a statement from the medical provider ensuring "risk-assessed" or screened for lead poisoning as required by statute (410 ILCS 45/7.1).

b. REQUIRED DENTAL EXAMINATIONS
Kindergarten, 2nd Grade, and 5th Grade

If the school is providing a mobile dental clinic and this takes place after the September 1st exclusion date, as long as your student is registered for this service the exclusion from school will not apply.

c. REQUIRED VISION EXAMINATIONS
Kindergarten

d. STUDENTS ENTERING ILLINOIS SCHOOLS FOR THE FIRST TIME (Regardless of Grade)

Physical, Immunizations and Vision Examination

Failure to comply with the above requirements by September 1st of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

New students who register after the September 1st exclusion date shall have thirty (30) days following registration to comply with the health examination and immunization regulations.

If a medical reason prevents the student from receiving a required immunization by September 1st, the student MUST present, by September 1st, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

If a student missed more than two (2) consecutive physical education (P.E.) class periods or two (2) consecutive days of recess due to an illness or an injury, a physician's order/note must be presented to the School Nurse.

Hearing and Vision Screening

Hearing and Vision screenings will be conducted at school. This notice is NOT a request for permission to screen. Permission to screen is not required as hearing and vision screenings are a state mandate and will be done at the State Mandated age and grade levels.

"Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed the vision examination report indicating an eye examination has been administered within the previous 12 months." *Title 77 Administrative Code Section 685.110*.

Medical Exclusions for Illness

Each illness will be evaluated on a case-by-case basis. See **Appendix B** for guidance or contact the school nurse for clarification.

Request for Administration of Medication

Medicine may be administered during school hours by the school nurse, other designated school personnel, or self-administered by a student provided the following rules are followed.

a. MEDICATION WILL NOT BE ADMINISTERED WITHOUT A FULLY COMPLETED FORM for Prescription and Over-The-Counter medications.
b. THE FORM MUST BE TURNED IN BEFORE MEDICATION WILL BE ADMINISTERED for both Prescription and Over-The-Counter medications.
c. Medication must be in its original container and labeled with a pharmacy label for PRESCRIPTION MEDICATION.
d. If there is a change in the dosage or interval of the medication a new Prescription Medication form MUST be completed prior to the change taking place at school. A NOTE RECEIVED FROM THE PARENT/GUARDIAN WILL NOT BE ACCEPTED.
e. Only empty medication bottles will be sent home with the students.

f. If the medication is being provided by the parent or guardian, the medicine will be kept in the secure storage of the school nurse's office. STUDENT'S ARE NOT ALLOWED TO KEEP THE MEDICATION ON THEM, this includes COUGH DROPS.
g. The school district retains the right to reject any request to administer medication if all guideline criteria are NOT MET.
h. NO PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS OTHER THAN THAT WHICH IS AUTHORIZED BY THE PHYSICIAN AND PARENT ARE ALLOWED IN THE SCHOOL.

Asthma Medication

If a child is required to use an inhaler or diagnosed with Asthma, the following requirements are mandated by state statute (105 ILCS 5/22-30):

a. ALL students with asthma or medical conditions that require the use of inhalers must complete and submit an Action Plan and a Medication Authorization Form to the school nurse that includes:

    i. The name and purpose of the inhaler;
    ii. The prescribed dosage; and
    iii. The time or times at which, or the special circumstances under which, the inhaler is to be administered.

b. Action Plan and Medication Authorization Forms may be obtained from the school nurse and completed by your child's doctor.
c. The Action Plan will be kept on file in the nurse's office for use of the child's inhaler.
d. For students who carry their own inhaler (5th Grade), a Medication Authorization Form must still be completed and signed by parents and medical provider, with the inhaler label attached, and returned to the school nurse.
e. The Action Plan and Medication Authorization Form MUST be renewed each school year.

Epinephrine Auto-injectors (Epi-Pen)

If a child is required to use an Epi-Pen, the following requirements are mandated by state statute (105 ILCS 5/22-20):

a. ALL students with severe allergies who require the use of epinephrine auto injectors must completed and submit an Action Plan and a Medication Authorization Form to the school nurse that includes:

    i. The name and purpose of the epinephrine injector;
    ii. The prescribed dosage; and
    iii. The time or times at which or the special circumstances under which the epinephrine injector is to be administered.

b. Action Plan and Medical Authorization Forms may be obtained from the school nurse and completed by your child's doctor.
c. Action Plan and Medical Authorization Forms MUST be signed by your children's medical provider prior to returning them to your school nurse.

d. This Action Plan will be kept on file in the nurse's office for use of the Epi-Pen auto injector.
e. The Action Plan and Medication Authorization Form MUST be renewed each school year.

Food Allergies

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies or chronic illnesses may be eligible under Section 504. Our school may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school, a Diabetes Care Plan must be submitted to the principal or school nurse. For further information, please contact the building principal or school nurse.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline
Call or text 988

Crisis Text Line
Text HOME to 741741

Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

VII. STUDENT CONDUCT & SAFETY

Student Dress Code and Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Clothing which displays drug, alcohol or tobacco advertisements, profanity or suggestive language/drawings will not be permitted. Hats, hoods, sunglasses, jackets, coats and other types of outdoor apparel should not be worn during the school day, but stored in lockers. Clothing with holes, rips, tears, and clothing that is poor fitting showing skin and/or undergarments may not be worn at school. For example, tank tops, muscle shirts, spaghetti strap tops, and cropped shirts are not permitted, specifically for students starting in 3rd grade. The length of shorts or skirts must be appropriate for the school environment. Sport shorts are generally a good option for comfort during the warmer months. Flip flops and slide shoes are not allowed to be worn by students due to safety on the stairs, on the playground, and in gym class. Crocs are only to be worn if the strap is secured behind the foot. Students are expected to wear athletic shoes during gym class. If there is any doubt about dress and appearance, the building principal will make the final decision.

Student-Piloted Wheeled Devices

Bicycles, scooters, skateboards or other student-piloted wheeled devices should be operated with care as directed by the parent and should be walked while on school grounds.

Electronics, Trading Cards, and Toys

The following items are NOT allowed in school: laser pointers, high-powered lights, and pagers. Valuable electronics such as MP3 Players and game consoles may be allowed on field trips with teacher permission. Cell Phones should be turned off or silenced during the school day and kept in locker. Any electronic device that is determined to be unsafe or causes a distraction will be subject to review, and if confiscated, will be returned only to a parent. Trading cards, such as sports or Pokémon cards, and all other toys should not be brought to school.

Emergency Procedures and Drills

A minimum of three (3) fire drills involving evacuation of the school building will be conducted each school year. A minimum of one (1) severe weather drill, minimum of one (1) law enforcement drill, and a minimum of one (1) school bus evacuation drill will be conducted each school year. Additional drills and/or other emergency preparedness drills/procedures may be conducted at the discretion of school administration. All drills will be performed in the proper manner as prescribed by state statute and/or by appropriate current standards/practices meeting industry standards for the time. Drills may be supervised and coordinated on-site by state/local fire service officials, law enforcement officials, emergency management officials, or other applicable agency officials, in addition to school administration.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of eighteen (18) are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Prohibited Student Conduct

School administration is authorized to discipline students for gross disobedience and/or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
g. 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.
h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
i. Any substance and/or device containing any amount of tetrahydrocannabinol (THC).

4. 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.
5. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using an electronic communication device in any manner during classroom time; or at any other time when the use of such device infringes on the rights of others; or whenever prohibited by a teacher or school official. An electronic device includes, but is not limited to: cellular telephone, smartphone, body worn cellular device (i.e. smartwatch), video/audio recording device, personal digital assistant (PDA), radio transmitter and/or receiver, global positioning system (GPS) transmitter and/or receiver (i.e. airtag), or other similar electronic device. Unless otherwise authorized by school administration, electronic communication devices must be kept powered-off and stored in a student's locker during the regular school day unless: (a) use of the device is provided in a student's Individualized Educational Program (IEP); (b) it is needed in an emergency that threatens the safety of student, staff, or other persons. Nothing in this section shall prohibit the authorized use of school issued devices for educational purposes.
7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual

depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) use of the device is provided in a student’s individualized education program (IEP); (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function; including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

24. Engaging in or attempting to engage in fighting, quarrelling, and/or non-consensual physical contact with another person including, but not limited to: punching with fist, kicking with foot, striking with head, spitting, biting, licking with tongue, touching or wiping with hands, feet, or other body parts, and/or use of another object to achieve contact or attempted contact.
25. Displacing bodily fluids and/or substances on surfaces or in areas not specifically designed for disposal of such fluids/substances. Bodily fluids and/or substances includes, but is not limited to: feces, urine, mucus, blood, semen, vaginal secretions, dried mucus, and saliva.
26. The audio and/or visual recording of other persons and/or activities on school grounds during the regular school day is prohibited. The taking of photographs, audio recordings, and/or video recordings of another student(s), staff member(s), visitor(s) without consent of the person(s) being photographed/recorded may be a violation of Illinois criminal code (720 ILCS 5/14 et al). The taking of photographs and/or recordings in areas where an expectation of privacy is present is strictly prohibited.
27. Use of global positioning system (GPS) devices (i.e. airtags) will only be permitted when: the device is authorized by the student's parent(s)/guardian(s); and its worn, contained within or upon, or attached to the student and/or student's personal property: and the device does not interfere with, or is detected by the electronic device of another person who is not authorized to receive the device's signal. If worn by a student, the device must be worn so that it does not interfere with normal body movement/activity and does not distract the student or others from the learning environment. If a GPS is worn by a student, notice must be given to the building principal and the student's teacher(s) so that its use in accordance with this section is complied with.
28. Creating or drawing an image, gesturing, manufacturing an object, or using an object to depict a weapon of any type; or displaying any creation, drawing, gesture, and/or object to indicate death or bodily harm of another.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

a. on the student’s person;
b. contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
c. contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
d. at any location on school property or at a school-sponsored event; or
e. in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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:

a. On, or within sight of, school grounds before, during, or after school hours or at any time;
b. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
c. Traveling to or from school or a school activity, function, or event; or
d. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures for Misconduct

When students choose not to follow expectations, consequences should be expected. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.

The list of disciplinary measures is a range of options that will not always be applicable in every case. The **Galva Elementary School Discipline Guidance Matrix** outlines the discipline ranges for frequent offenses (**Appendix A**). 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. Nor does this list represent a continuum of consequences that will be applied in the order listed. It does, however, represent a menu of consequences from which school personnel may select.

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.

Weapons Prohibition

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 two (2) calendar years:

A. 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 Chapter 430 65/Section 1.1 of the Illinois Firearm Owners Identification Card Act, or firearm as defined in Chapter 720 5/Section 24-1 of the Illinois Criminal Code of 2012. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis.

B. A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, bludgeon, or any other object if used or attempted to be used to cause bodily harm, including “look-a-likes” and/or toys of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang and Gang Activity Prohibition

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

A. wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or
B. use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
C. request any person to pay protection or otherwise intimidate, harass or threaten any person;
D. commit any other illegal act or other violation of district policies;
E. or incite other students to act with physical violence upon any other person.

Re-Engagement of Students Returning to School

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

Bullying, Intimidation, and Harassment Response

A. 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 school goals.

   Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

B. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or student's' 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.

C. 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.

D. 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.

E. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

F. Complaint managers:

1. Superintendent Jerry J. Becker
   Galva C.U.S.D. #224
   224 Morgan Road
   Galva, Illinois
   (309) 932-2108
   jbecker@galva224.org

2. Principal Adam Norway
   Galva Elementary School
   224 Morgan Road
   Galva, Illinois
   (309) 932-2420
   anorway@galva224.org

G. Nondiscrimination complaint manager:

1. Superintendent Jerry J. Becker
   Galva C.U.S.D. #224
   224 Morgan Road
   Galva, Illinois
   (309) 932-2108
   jbecker@galva224.org

H. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
I. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
J. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
K. Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within twenty four (24) hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Discrimination and Harassment

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.

A. <u>Examples of Prohibited Conduct</u>

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.

B. Making a Report or Complaint; Investigation Process

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

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

C. 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).

D. 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.

E. 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.

F. 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.

Targeted School Violence Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat

assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Search and Seizure

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

A. School Property and Equipment and Personal Property Abandoned by Students

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

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

B. Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

C. Seizure of Property

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Internet Usage

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

b. **Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.
c. P**rivileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The System Administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
d. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

3. Do not reveal personal information, including the addresses or telephone numbers, of student or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

f. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

g. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

h. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the System Administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

i. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

j. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

k. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

l. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

School Bus Conduct

A. Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior the Building Principal deems to threaten the safe operation of the bus and/or its occupants.

B. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

C. Parents will be given appropriate notice regarding a bus suspension so that transportation arrangements can be completed. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation. Drivers will complete a bus misconduct form, which describes the reason for the recommended suspension. Video cameras are in use on the buses to help monitor student behavior. Parents may appeal a bus suspension to the Superintendent and then the School Board of Education.

School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Plagiarism Policy & Consequences

1. Plagiarism is when a person takes someone else's work or ideas and pretends they are their own. In our school, this includes:
   Copying: Writing down words exactly from a book, website, or another student without saying where they came from.
   "Picture Stealing": Using an image or video from the internet in a project without mentioning the source.
   AI Misuse: Using Artificial Intelligence (like chatbots) to write an essay or solve a problem and claiming it was done by the student.
   Ghostwriting: Having a parent, older sibling, or friend do the work for the student.

2. Student Responsibilities

K-2nd Grade: Students will practice identifying their sources (e.g., "I found this in a book about frogs").

3rd-5th Grade: Students will begin using basic citations, such as listing the website URL or the title/author of a book used for research.

First Incident - Teacher-Student Conference: The student will receive a "Do-Over." They must redo the assignment using their own words to demonstrate mastery of the concept. No grade penalty is applied to the final version.

Second Incident - Parent/Teacher Meeting: The student must complete a "Reflections Page" explaining why honesty is important. The assignment must be redone, and the highest possible grade earned will be a "C" or "Satisfactory."

Repeated Patterns - Principal Conference: A formal Academic Success Plan will be created. The student may receive a "0" for the specific assignment and may lose privileges (such as a school-wide reward or club participation) for a designated period.

Attendance at Extracurricular District Events

Galva Elementary School encourages families to support our students by attending district-sponsored extracurricular activities, including athletic competitions, musical performances, theater productions, and community events. To ensure a safe and enjoyable experience for all attendees, the following supervision requirements are in effect for all district events, whether held on our campus or at Galva Junior-Senior High School.

1. Supervision Requirement (PreK-5th Grade)

   Mandatory Chaperone: All students in grades PreK through 5th must be accompanied by a legal adult chaperone (parent, guardian, or an adult age 18+ authorized by the parent) to enter any district extracurricular event.

   Entry Protocol: Students in these grades will not be permitted entry to the event without an adult present at the gate/door.

   Active Supervision: The adult chaperone is responsible for the behavior and location of the student throughout the duration of the event. Students are expected to remain in the designated spectator areas (e.g., bleachers or seating) with their chaperone. Running in concourses, hallways, or common areas is prohibited.

2. Conduct and Dismissal

   All attendees—both students and adults—are subject to the District Student Code of Conduct (Board Policy 7:190) while on school property.

   Behavioral Expectations: Students must follow all staff directions. Failure to maintain appropriate behavior may result in the student and their chaperone being asked to leave the event without a refund.

   Timely Departure: Chaperones must ensure that students depart the premises immediately following the conclusion of the event.

Appendix A – Behavior Matrix

Galva Elementary School

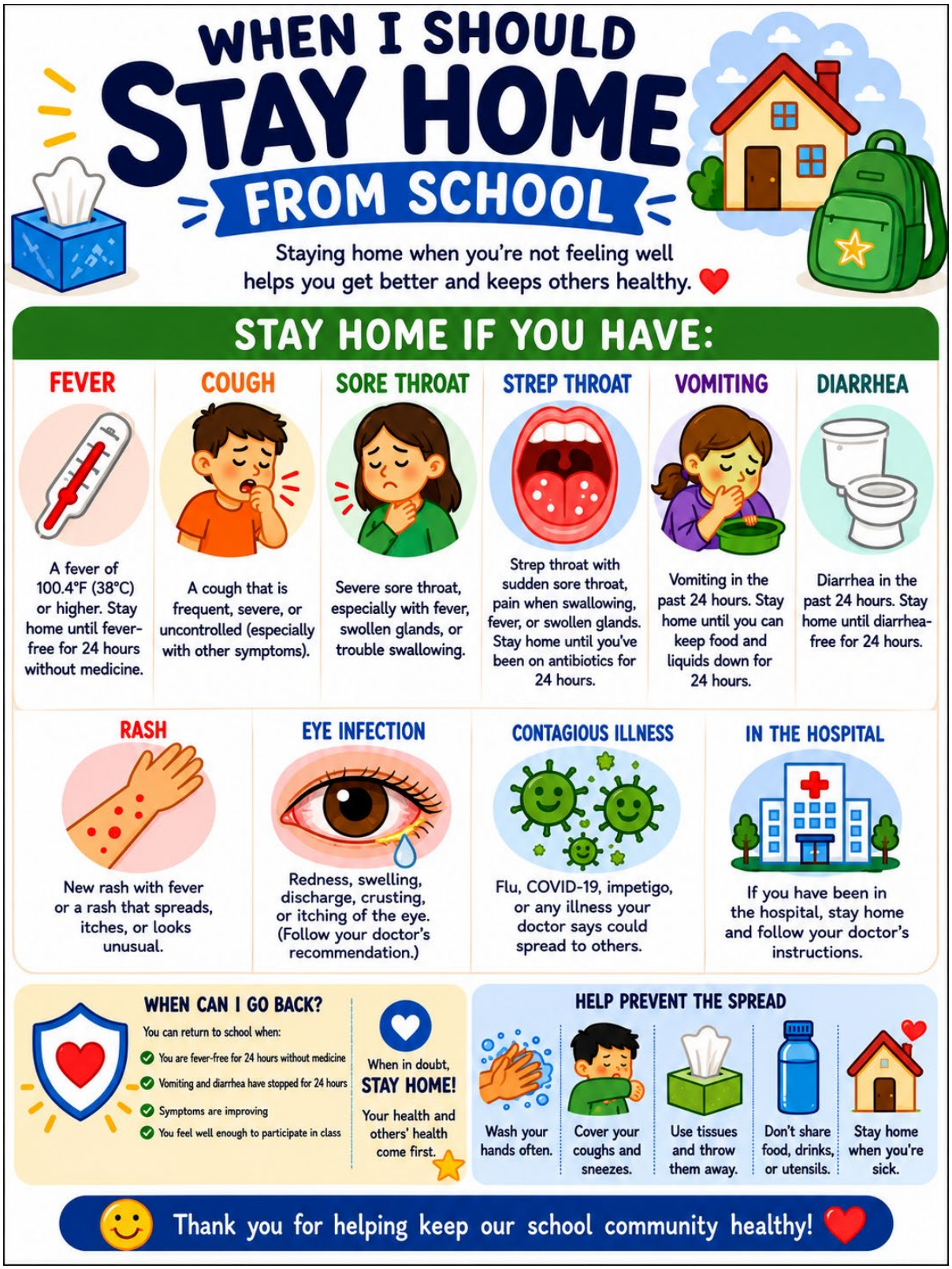
Discipline Guidance Matrix

	Redirection	Time Out	Loss of L/R	Parent Contact	Detention	Office Referral	ISS		OSS									Expulsion
							1	2	1	2	3	4	5	6	7	8	9	10
Level I: Handled by Teacher																		
Disregarding Teacher Directions																		
Incomplete Work																		
Inappropriate Language																		
Minor Classroom Disruption																		
Dishonesty																		
Basic Misbehavior																		
Level II: Handled by Principal																		
Repeated Level I Behaviors																		
Inappropriate Dress/Attire																		
Obscene Language																		
Leaving Without Permission																		
Misuse of Technology																		
Unauthorized Poss. of Electronic Device																		
Weapons, Images, and Unsafe Gestures																		
Level III: Immediate Principal Intervention																		
Repeated Level II Behaviors																		
Destruction of Property																		
Possession of Nicotine/Tobacco/Vape																		
Overt Defiance																		
Theft																		
Self-Report of Weapon Possession																		
Illegal Substance Possession																		
Bullying																		
Physical Contact w/Another Person																		
Displacing of Bodily Fluids/Substances																		
Level IV: Immediate Principal Intervention																		ISS
Repeated Level III Behaviors																		ISS
Fighting/Physical Harm																		ISS
Serious Threat of Harm																		ISS
Weapons Possession																		ISS
Intent to Transfer Illegal Substances																		ISS
Intent to Disrupt Learning Environment																		ISS

Each Level has a range of consequences which will be considered on an individual basis. Age, cognitive level, intent, past behaviors, and other factors will be weighed when issuing discipline. OSS of 4-10 days may only be assigned if these is a credible threat to student and/or staff safety, or a systemic disruption to the learning environment. The last day of 4-10 days OSS will be an ISS day to transition the student back to regular class. These consequences will be utilized in coordination with other supportive, non-punitive interventions.

04/2025

Appendix B – Illness Infographic



Appendix C – Peanut & Tree Nut-Free Snack List

Galva District #224 Peanut & Tree Nut-Free Snack List

Please **ONLY** select store bought items in **original packages with ingredients lists**.

Please, **ONLY** select items from this list, **do not substitute brands unless you've checked with the School Nurse first. Different Brands contain different ingredients and may be produced in an environment with peanuts or nuts.**

If you see something in a different brand, you **MUST** bring in the food item **1 week PRIOR for nurse approval.**

Check ingredient lists carefully each time of purchase, to ensure items do not contain nuts (peanuts, almonds, walnuts, pecans, cashews, coconuts, etc), peanut flour, peanut oil or peanut butter or other nuts in any form. **Ingredients and production lines can change without warning!**

Avoid all items with labels that state: **"contains" "may contain traces of" "made on the same equipment" or "made in the same factory as peanuts or tree nuts."**

NO BAKERY items will be allowed, as cross contamination may have occurred in the facility.****This includes Casey's Donuts, Walmart Donuts, Walmart Cupcakes, Walmart Cookies, In-Home Baked Goods, etc****

NAME BRAND	ALDI	WALMART (Great Value)
Cereal Cheerios - Original ONLY Rice Chex Corn Chex Kix Berry Berry Kix Quaker Life Rice Krispies Kellogg's Fruit Loops Kellogg's Apple Jacks Kix Berry Kix Fruity Pebbles Cocoa Pebbles	**Cereal** Millville Crispy Oats Millville Corn and Rice Squares Millville Orig. Balance Multigrain Millville Crispy Rice Millville Fruit Rounds Millville Corn Flakes	**Cereal** Rice Crips Corn Flakes Crispy Rice Toasted Oats Fruit Spins

Corn Flakes Lucky Charms Cinnamon Toast Crunch		
Fruit/Cereal Bars Nutri-Grain Bars - Apple Cinnamon, Cherry, Raspberry, Blueberry, Strawberry	**Fruit/Cereal Bars** Millville Fruit & Grain Baked Bar - Cherry, Mixed Berry, Strawberry, Apple	**Fruit/Cereal Bars** Strawberry Apple Mixed Berry Blueberry
Poptarts Strawberry - Frosted & Unfrosted Cherry - Frosted & Unfrosted Blueberry - Frosted & Unfrosted Brown Sugar Cinnamon - Frosted & Unfrosted	**Toaster Tarts** Millville - Strawberry Millville - Cherry Millville - Brown Sugar Cinnamon Millville - Fudge	**Toaster Pastries** Frosted Cherry Frosted Cookies & Cream Strawberry Brown Sugar Cinnamon Blueberry
Chips/Pretzels Sunchips - Original, Cheddar Harvest, Garden Salsa, French Onion Lay's - Classic, Barbecue, Sour Cream & Onion, Cheddar & Sour Cream, Wavy Original, Honey Barbecue Fritos - Original Ruffles - Original, Sour Cream & Onion, Cheddar & Sour Cream Bugles - Original, Nacho Cheese Cheetos - Crunchy, Puffs, Baked Pringles - Original, Sour Cream & Onion, BBQ, Cheddar Cheese, Ranch Tostitos - Original Restaurant Style, Bite Size Rounds, Scoops, Multigrain Doritos - Nacho Cheese, Cool Ranch Veggie Straws - Sea Salt, Zesty Ranch, Cheddar Utz Cheeseballs Utz Pretzels Kraft Handi-Snacks Mister Salty Pretzels n' Cheese Dip	**Chips/Pretzels** Clancy Original Potato Chips Clancy Wavy Potato Chips Clancy Restaurant Style Tortilla Chips Clancy Original Corn Chips Clancy Kettle Cooked Original Chips Clancy Pretzel Mini Twists	**Chips/Pretzels** Original Potato Chips Wavy Potato Chips Restaurant Style Tortillo Chips Corn Chips Kettle Cooked Original Chips Pretzel Twists
Snack Mixes Chex Mix - Traditional, Bold & Cheddar, Savory Cheddar, Bold Party Blend Cheez-It Party Mix	**Snack Mixes** Clancy Original Snack Mix Clancy Cheese Snack Mix	**Snack Mixes** Traditional Snack Mix Party Mix
Popcorn Pirates Booty Aged White Cheddar Popcorn Skinnypop Popcorn - Original, White Cheddar, Sweet & Salty Kettle	**Popcorn** Clancy Butter Popcorn Clancy Kettle Corn Clancy Microwave Popcorn (Butter)	**Popcorn** Butter Popcorn Kettle Corn Movie Theater Butter Popcorn

Smartfood Popcorn - White Cheddar, Movie Theater Butter, Sea Salt Jolly Time Microwave Popcorn	Clancy Movie Theater Butter Popcorn	Sea Salt Popcorn
Rice Cakes Quaker Quakes - Lightly Salted, Salt Free, Caramel, Apple Cinnamon, White Cheddar, Cheddar Cheese, Kettle Corn	**Rice Cakes** Simply Nature/Fit & Active - Brown, Lightly Salted, Caramel	**Rice Cakes** Lightly Salted, Caramel, Apple Cinnamon
Crackers Premium Original Salted Crackers Premium Soup & Oyster Crackers Zesta Original Oyster Crackers Club Crackers Ritz Original Crackers Nabisco - Chicken in a Biscuit Triscuit - Original Triscuit Minis - Original Triscuit Thin Crisps - Original Wheat Thins - Original Kraft Handi-Snacks Premium Breadsticks n' Cheese Dip	**Crackers** Savoritz Original Saltine Crackers Savoritz Oyster Crackers Savortiz Entertainment Crackers Savoritz Buttery Round Crackers	**Crackers** Unsalted Top Saltine Crackers Oyster Buttery Round Crackers Entertainment Crackers
Crackers (Cheese) Cheese Nips - Cheddar Cheese Crackers Cheese Nips - Four Cheese Crackers Cheez-Its - Original Cheese Crackers Cheez-Its - White Cheddar Cheese Crackers Cheez-Its - Extra Toasty Cheese Crackers Goldfish - Cheddar Goldfish - Colors Goldfish - Baby Goldfish - Xtra Cheddar Goldfish - XPlosive Pizza Ritz - Four Cheese Crackers	**Crackers (Cheese)** Savoritz - Baked Cheese Crackers Savoritz - Cheddar Cheese Crackers Savoritz - Extra Toasty Cheese Crackers Savoritz - White Cheddar Cheese Crackers Savoritz - Penguins Baked Cheddar	**Crackers (Cheese)** Cheese Crackers Cheddar Cheese Crackers White Cheddar Cheese Crackers Penguin Crackers
Crackers (Graham) Honey Maid - Original Honey Maid - Cinnamon Honey Maid - Chocolate Honey Maid - Honey Sticks Honey Maid - Cinnamon Sticks Teddy Graham - Honey Teddy Graham - Chocolate Teddy Graham - Cinnamon Teddy Graham - Strawberry Teddy Graham - Chocolate Chip Goldfish - Vanilla Cupcake Graham Crackers Goldfish - Cinnamon Graham Crackers Goldfish - S'Mores Graham Crackers Goldfish - Chocolate Brownie Graham Crackers	**Crackers (Graham)** Benton's - Honey Benton's - Cinnamon Benton's - Honey Mini Bears Benton's - Chocolate Mini Bears	**Crackers (Graham)** Honey Graham Honey Graham Wafers Honey Graham Mini Bears

Goldfish - Strawberry Shortcake Graham Crackers Scooby Doo Graham Crackers		
Cookies/Sweets Chips Ahoy - Original Chips Ahoy - Chewy Oreos - Original Oreos- Golden Oreos - Double Stuff Keebler - Flude Stripe Keebler - E.L. Fudge Keebler - Grasshopper Nilla Wafers Rice Krispie - Original	**Cookies/Sweets** Benton's - Iced Oatmeal Benton's - Birthday Cake Benton's - Chocolate Chip Benton's - Vanilla Sandwich Cremes Benton's - Original Chocolate Sandwich Millville Crispy Rice Treats	**Cookies/Sweets** Fudge Marshmallow Chocolate Sandwich Vanilla Sandwich Chocolate Chip Mini Chippers Chocolate Chip Original Crispy Rice Treats
Snack Cakes/Cupcakes Hostess - Chocolate Cupcakes Hostess - Twinkies Hostess - Ho Ho's Hostess - Ding Dongs Little Debbie - Swiss Rolls Little Debbie - Zebra Cakes Little Debbie - Honey Buns Little Debbie - Oatmeal Cream Pies Little Debbie - Birthday Cakes	**Snack Cakes/Cupcakes** Baker's Treat - Chocolate Cupcakes Baker's Treat - Swiss Rolls Baker's Treat - Honey Buns	**Snack Cakes/Cupcakes** Chocolate Cupcakes Swiss Rolls Creme-Filled Cakes
Donuts/Muffins Hostess Donetts - Powdered Mini Donuts Hostess Donetts - Chocolate Frosted Mini Donuts Hostess Donetts - Glazed Mini Donuts Entemann's - Chocolate Chip Little Bites Muffins Entemann's - Blueberry Little Bites Muffins Entemann's - Birthday Cake Little Bites Muffins Hostess - Chocolate Chip Mini Muffins Hostess - Blueberry Mini Muffins	**Donuts/Muffins** Bake Shop - Powdered Mini Donuts Bake Shop - Chocolate Mini Donuts Bake Shop - Glazed Mini Donuts Bake Shop - Blueberry Muffins Bake Shop - Chocolate Chip Muffins	**Donuts/Muffins** Powdered Mini Donuts Chocolate Mini Donuts Glazed Mini Donuts Blueberry Mini Muffins Chocolate Chip Mini Muffins Party Cake Mini Muffins
Fruits/Vegetables Dole - Dice Peach Cups Dole - Mandarin Orange Cups Dole - Mixed Fruit Cups Dole - Pineapple Tidbits Cups Dole - Tropical Fruit Cups Del Monte - Peach Fruit Cups Del Monte - Mandarin Orange Cups Del Monte - Mixed Fruit Cups Del Monte - Pear Fruit Cups Del Monte - Cherry Mixed Fruit Cups	**Fruits/Vegetables** Happy Harvest - Mandarin Orange Cups Happy Harvest - Peach Cups Happy Harvest - Mixed Fruit Cups Happy Harvest - Pear Cups Simply Nature - Applesauce Cups Simply Nature - Applesauce Pouches	**Fruits/Vegetables** Mixed Fruit Cups Peach Cups Mandarin Orange Cups Pear Cups Cherry Mixed Fruit Cups Original Applesauce Cups Unsweetened Applesauce Cups

Mott's - Original Applesauce Cups Mott's - Cinnamon Applesauce Cups Mott's - Unsweetened Applesauce Cups GoGo Squeez - Original Applesauce Pouches GoGo Squeez - Apple Cinnamon Pouches GoGo Squeez - Apple Strawberry Pouches Fresh Fruits & Vegetables	Fresh Fruits & Vegetables	Cinnamon Applesauce Cups Applesauce Pouches Fresh Fruits & Vegetables
Gelatin/Pudding Jell-O - Strawberry Gelatin Cups Jell-O - Cherry Gelatin Cups Jell-O - Orange Gelatin Cups Jell-O - Raspberry Gelatin Cups Jell-O - Peach Gelatin Cups Snack Pack - Strawberry Juicy Gel Cups Snack Pack - Orange Juicy Gel Cups Snack Pack - Cherry Juicy Gel Cups Snack Pack - Mixed Fruit Juicy Gel Cups Jell-O - Vanilla Pudding Cups Jell-O - Chocolate Pudding Cups Jell-O - Chocolate Vanilla Swirl Pudding Cups Jell-O - Butterscotch Pudding Cups Jell-O - Banana Cream Pudding Cups Snack Pack - Vanilla Pudding Cups Snack Pack - Chocolate Pudding Cups Snack Pack - Chocolate Vanilla Pudding Cups Snack Pack - Tapioca Pudding Cups Snack Pack - Butterscotch Pudding Cups	**Gelatin/Pudding** Happy Harvest - Strawberry Gelatin Cups Happy Harvest - Cherry Gelatin Cups Happy Harvest - Orange Gelatin Cups Happy Farms - Chocolate Pudding Cups Happy Farms - Vanilla Pudding Cups Happy Farms - Chocolate Vanilla Swirl Pudding Cups	**Gelatin/Pudding** Strawberry Gelatin Cups Cherry Gelatin Cups Orange Gelatin Cups Mixed Fruit Gelatin Cups Vanilla Pudding Cups Chocolate Pudding Cups Chocolate Vanilla Swirls Pudding Cups Tapioca Pudding Cups
Dairy Sargento - String Cheese Sargento - Colby-Jack Cheese Sticks Sargento - Cheddar Cheese Sticks Sargento - Cheese Cubes Kraft - String Cheese Kraft - Colby-Jack Cheese Sticks Kraft - Twist Cheese Sticks Kraft - Cheese Cubes Babybel - Original Mini Cheese GoGo SqueeZ - YogurtZ Pouches Yoplait - Go-Gurt Punch Yoplait - Go-Gurt Strawberry Yoplait - Go-Gurt Watermelon Yoplait - Go-Gurt Strawberry Splash Yoplait - Go-Gurt Cool Cotton Candy Dannon Danimals Smoothie - Strawberry Explosion Dannon Danimals Smoothie - Banana Split Dannon Danimals Smoothie - Strikin Strawberry Kiwi	**Dairy** Happy Farms - String Cheese Happy Farms - Colby-Jack Cheese Sticks Happy Farms - Cheddar Cheese Cubes Happy Farms - Mozzarella Cheese Sticks Friendly Farms - Yogurt Tubes	**Dairy** String Cheese Mozzarella Cheese Sticks Colby-Jack Cheese Sticks Mild Cheddar Cheese Cubes Yogurt Tubes

Fruit Snacks Welchs - Mixed Berry Welchs - Berries n' Cherries Welchs - Island Fruit Welchs - Superfruit Mix Welchs - Fruit Punch Motts - Assorted Fruit Motts - Berry Flavor Motts - Mixed Fruit Black Forest - Mixed Berry Black Forest - Cherry Annie's - Berry Patch Bunny Fruit Snacks Annie's - Tropical Treat Bunny Fruit Snacks Betty Crocker - Fruit Roll-Ups Betty Crocker - Fruit by the Foot	**Fruit Snacks** Simply Nature - Organic Fruit Snacks Simply Nature - Mixed Berry Fruit Snacks Simply Nature - Tropical Fruit Snacks Lunch Buddies - Assorted Fruit Snacks Lunch Buddies - Mixed Fruit Snacks	**Fruit Snacks** Assorted Fruit Smiles Mixed Berry Fruit Smiles Tropical Fruit Smiles
Candy Airheads Blow Pops Dum-Dum Suckers Jolly Ranchers Hard Candy Laffy Taffy Smarties Starbursts Life Savers Hard Candy Life Savers Gummy Candy Nerds Nerd Clusters Ring Pops Skittles Twizzlers Swedish Fish Smarties Tootsie Rolls Tootsie Roll Pops Kraft Marshmallows Sour Patch Kids	**Candy**	**Candy**

Food Allergies in the School Include: **Peanuts, Tree Nuts (Cashews, Pistachios, Walnuts, Almonds, Pecans, Hazelnuts, Brazil Nuts, Macadamia Nuts, Pine Nuts, etc), Strawberries, Red Dye 40.**

This list is subject to change so ALWAYS READ THE FOOD LABELS to verify as ingredients and production lines can change without warning!!

Thank you for your consideration and support in keeping the food-allergic children and staff safe from having a life threatening allergic reaction at school.

Galva CUSD #224 does not promote certain brand names, nor does it consider items on the Peanut and Tree Nut Free Snack List to be healthy.