

**Galatia Jr./Sr. High School
Student Handbook**

2015-2016



"Home of the Bearcats!"

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SECTION I. GENERAL POLICIES AND STATEMENTS

ADMINISTRATIVE DISCRETION

The Board of Education authorizes district administrators to have the discretionary authority to modify any or all rules within the student handbook based on unusual circumstances. Parents and students should be aware that administrators will use this power only under specific extreme circumstances. It should be expected that the handbook will be enforced as written.

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

RECOGNITION OF SCHOOL

Galatia Jr/Sr High School is approved by the Illinois State Board of Education and is recognized as an accredited high school and junior high.

MISSION STATEMENT

The mission of the Galatia Jr/Sr High School System is to continuously refine its educational system so that students master specific outcomes in a safe, caring environment in order to become lifelong learners capable of assuming productive roles in society.

PLEDGE OF ALLEGIANCE

As required by the passage of SB 1634 the Pledge of Allegiance will be recited daily and a brief period of silence will be observed in accordance with Chapter 105 Section 20/1 of the Illinois School Code.

STANDARDS

Curriculum taught at Galatia Jr. /Sr. High School covers the Illinois Learning Standards that have been adopted by the Illinois State Board of Education.

The New Illinois Learning Standards (ILS) define what all students in all Illinois public schools should know and be able to do in the seven core areas as a result of their elementary and secondary schooling. The seven core areas are English/Language Arts, Mathematics, Science, Social Science, Physical Development & Health, Fine Arts and Foreign Language.

On June 24, 2010 the Illinois State Board of Education adopted new, more rigorous learning standards for Math, Science, and English Language Arts to better prepare students for college and the workforce call Common Core State Standards. Prior to the Board's actions in June the Illinois Learning Standards had not changed since their adoption in 1997.

For more information on the Illinois Learning Standards and Common Core, including downloadable and printable documents, please visit the Illinois State Board of Education website, www.isbe.net and look for the heading "Learning Standards".

PURPOSE

The purpose of this handbook is to provide a concise outline of rights and responsibilities of students in the Galatia Public Schools and of those people, including parents/guardians and school personnel, directly involved in the education process.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right. Disciplinary responses may include but are not limited to the actions described in this handbook. The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or the presence and actions of students on campus during the school day and after-school activities; and the school-sanctioned activities that occur on or off campus.

POLICY STATEMENT

The Galatia Board of Education's primary goal is to provide a quality education. In order to achieve this goal, a positive learning environment must be maintained. In an attempt to promote this environment, a Parent/Student Handbook has been developed.

The Parent/Student handbook provides for fair and consistent treatment of all students in an atmosphere of open communication and clearly understood rules. It encourages behavior that will enable students to develop to their fullest potential and provides disciplinary measures that will be applied to those students who violate the discipline policy. Students will be responsible for adhering to the guidelines established in this handbook while at school, at school-sponsored or related activities, and on school buses.

The Mission, Statements of Philosophy, and Guidelines set forth in this handbook are in response to expressed concerns of members of the community, of the student body, of the school faculty, and the Board of Education. The handbook will be reviewed periodically to ensure that it still meets the needs of Galatia Schools and the total educational community in which we live.

PHILOSOPHY OF EDUCATION

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and of the society in which the student lives. It is the responsibility of the community to provide educational experiences, which will assist the student in becoming a responsible and contributing member of society. The prime objective of Galatia C.U.S.D. #1 is the acquisition and application of knowledge. We affirm our responsibility to do everything in our power to enable each student to reach this educational goal. We acknowledge the facts that each student has needs and purpose which are his alone, that these needs and purposes relate to his living experiences, and that this relationship can be demonstrated, explained, and strengthened through our help.

PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his own actions to infringe upon the rights of others. In a social situation such as the public schools, all participants have the right and responsibility to know the basic standards of conduct and behavior, which are expected.

A. STUDENTS:

1. Students have the right to:

- a) a meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual students.
- b) reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- c) physical safety and protection of their personal property.
- d) consultation with teachers, counselors, administrators, and other school personnel.
- e) examination of their own personal school records by themselves, their parents/guardians, or their authorized representatives.
- f) involvement in school activities without being subject to discrimination on any basis. (Where participation in activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.)
- g) respect from other students and school personnel.

2. Each student shall:

- a) be responsible for his/her own conduct and for showing consideration for the rights and property of others.
- b) exhibit neatness and cleanliness of personal attire and hygiene.
- c) refrain from fighting, creating disturbances, making excessive noise, denying others the use of school facilities or buildings, using or carrying any weapon on school premises, intentionally injuring another person, exposing others to harm, or using threats or intimidation against any other person.
- d) refrain from using tobacco, alcohol or any other controlled substances.
- e) refrain from gambling, extortion, theft, or any other unlawful activity.
- f) show respect for the educational process by taking advantage of every opportunity to further his/her education.
- g) practice self-control.

3. Student Privileges

The following types of activities are considered student privileges. This means that students do not have a property right to participate in these things. Therefore, at the discretion of the faculty and administration, students may have these privileges removed for a specified amount of time.

- a) Participating in graduation exercises.
- b) Attending prom and homecoming activities.
- c) Attending/participation in sporting and other extra-curricular events.
- d) Driving to school.
- e) Use of hall passes.
- f) Membership in clubs and organizations.
- g) Participation in field trips, class trips, etc.
- h) Holding a student elected office.
- i) Participation in incentive programs.

B. TEACHERS:

1. Teachers have the right:

- a. to the support of administrators.
- b. to work in an educational environment with a minimum of disruptions.
- c. to expect assignments, including homework, to be completed and turned in as assigned.
- d. to remove any student whose behavior disrupts a positive learning environment for up to a class period.
- e. to safety from physical harm and freedom from verbal abuse.

- f. to provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g. to take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

2. Teachers have the responsibility:

- a. to present materials and experiences to students and to inform students and parents/guardians of achievement and progress.
- b. to administer such discipline as is consistent with the handbook without discrimination on any basis.
- c. to evaluate students' assignments.
- d. to exhibit exemplary behavior.
- e. to demand high standards of academic achievement.
- f. to maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- g. to recommend for retention in a class any child who fails to meet the basic standards of the class.
- h. to follow the leadership and decisions made by administration.
- i. to work with administration to educate all students.

C. PARENTS/GUARDIANS:

1. Parents/Guardians have the right:

- a. to send their child to a school with an environment where learning is prized.
- b. to expect classroom disruptions to be dealt with fairly, firmly, and quickly.
- c. to expect the school to maintain high academic standards.
- d. to review the child's academic progress and other pertinent information which may be contained in the student's personal records.
- e. to be treated with courtesy and respect from school personnel and students
- f. to be informed of their child's academic progress.

2. Parents/Guardians have the responsibility:

- a. to instill in their children the values of an education.
- b. to instill in their children a sense of responsibility.
- c. to help children understand that disruptions in school are detrimental to the educational program for all students.
- d. to see that children attend school **REGULARLY** and **ARRIVE ON TIME**.
- e. to support efforts of the school personnel.
- f. to see that children exhibit neatness and cleanliness in their personal attire and hygiene in accordance with the Dress Code contained in this document.
- g. to see that their child/children are aware and understand that respect for all school personnel is required.

D. PRINCIPALS

1. Principals have the right:

- a. to expect staff members to comply with established policy.
- b. to suspend any student whose conduct disrupts the educational process.
- c. to be treated with courtesy and respect by students, parents/guardians, and staff members.
- d. to the support of the teachers.
- e. to the support of parents and guardians.

2. Principals have the responsibility:
 - a. to attempt to help create and foster an atmosphere of mutual respect and consideration among students and staff members.
 - b. to administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own judgment in cases not outlined therein.
 - c. to exhibit exemplary behavior in action, dress, and speech
 - d. to seek community input and involvement in the formulation of policies, guidelines, and philosophies contained in this handbook and in changes as may be deemed necessary.

EDUCATIONAL OBJECTIVES

- **Citizenship** -- Learning to understand, appreciate, and practice, with unwavering loyalty, the principles of our own American democracy.
- **Character and Human Relations** -- Becoming the finest person it is possible for each to become; making one's best contributions to society; learning to live and work cooperatively.
- **Basic Skills** -- Learning to read, write, speak, and listen intelligently; and to understand and to solve the numerical problems of everyday life.
- **Health and Safety** -- Developing and maintaining sound physical and mental health; understanding and using desirable safety practices.
- **Understanding of Environment** -- Understanding environment and its effect on life, learning how to adjust to environment; accepting responsibility for improving environment when possible.
- **Vocational Competence** -- Learning how to earn a living in work for which one is suited and prepared.
- **Consumer Effectiveness** -- Understanding the role of the consumer in our American economic life and learning to use resources wisely.
- **Successful Family Life** -- Understanding and practicing principles underlying successful family living.
- **Use of Leisure Time** -- Developing a philosophy toward leisure time.
- **Appreciation of Beauty** -- Perceiving and enjoying beauty in everyday life; participating in appreciation of, and expression in the arts.
- **Effective Thinking** -- Think effectively as a basis for good judgment and intelligent action.
- **World Mindedness** -- Understanding world culture and problems as a basis for cooperating intelligently as members of a world community.

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/2-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Administration shall use reasonable

measures to inform staff and students of this policy and grievance procedure.

LEGAL REF.: Title IX, 20 U.S.C. & 1681 et seq.; 34 C.F.R. Part 106.: Rehabilitation Act of 1973, 29 U.S.C. & 791 et seq.; Religious Freedom Restoration Act, 775 ILCS 35/5 Ill. Constitution, Art. I, & 18. CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:220 (Instructional Materials Selection and Adoption), 7:20 (Sexual Harassment), 7:130 (Publications)

PESTICIDE NOTIFICATION

Galatia CUSD #1 utilized administrative procedures regarding pest control that incorporates building maintenance, sanitation, physical barrier and in some cases the use of pesticide. In the event that the need exists to use an airborne pesticide application the district is creating a voluntary registration for notification. By notifying the Administration, verbally or in writing, your name will be added to our Pesticide notification listing. We will notify persons, on the list (2) days before any airborne pesticide application. In the case of any emergency where pesticides must be used immediately, we will notify you as soon as possible.

DISTRICT ASBESTOS MANAGEMENT PROGRAM

This correspondence is to inform you that the Asbestos Inspection and Management Plan, required under the Asbestos Hazard Emergency Response Act, is available for public inspection.

The District Plan can be reviewed weekdays from 8:00 a.m. to 3:00 p.m. at the Unit Office located in the Grade School Building at 200 Hickory, Galatia Illinois.

Plans for each school in the District are also available for viewing at the same location.

Activities that will be completed by the District during the year according to the Management Plan are as follows:

- 1) Continue six months surveillances.
- 2) Continue operations and maintenance of all A.C.B.M.
- 3) Cleaning of areas as necessary.
- 4) Provide training to Maintenance and Custodial Staff as required.

Copies of District and Building Plans can be obtained by written request to the Unit Office at a charge of 25 cents per page. The photocopies will be available within seven working days after the district receives written request.

SUPPLEMENTAL RULES

The Board of Education authorized the administration to make supplemental rules to improve the educational process as situations arise. This handbook does not restrict the administration from doing whatever is necessary to enhance the quality of education for all students.

SECTION II. POLICIES FOR PARENTS AND VISITORS

SCHOOL CLOSINGS

In case school is going to be closed for inclement weather, the new automated phone service (school reach) will notify parents or guardians of each student and the following radio and television stations will carry the announcements:

TV - WSIL - Channel 3, WPSD – Paducah

Radio - WEBQ – Harrisburg, WDDD – Marion, WCIL – Carbondale, Z100 – Carbondale

Whenever possible, announcements will be made the night before the closing.
Please do not call school employees for this information.

PHYSICAL EXAMS AND IMMUNIZATIONS

House Bill Number 2301 states that all students entering kindergarten and/or first grade, fifth grade, and ninth grade or entering school for the first time must have a physical exam on file within six months. All other students must have a physical exam on file.

The bill also states that a student must present proof of having received immunizations as required by the Department of Public Health. These include diphtheria, tetanus, rubella, polio, whooping cough, and mumps.

All physicals exams and immunizations are due by the first day of school – August 14th, 2015.

In the case of a transfer student, a period of 30 calendar days beginning with the first day of enrollment in the district shall be given to meet the immunization and school physical requirements.

ADMINISTERING MEDICINE TO STUDENTS

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. Medications directed to be given two or three times a day need not be given at school unless accompanied by a written note.
 - A. Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the child in self-administration. In the event the dosage is not administered as ordered, the reason therefore shall be entered in the record.
 - B. The school nurse may, in conjunction with a licensed physician and parent/guardian, identify the circumstances in which a child may self-administer medication.
 - C. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the child's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the school nurse.
 - D. A procedure shall be established for written feedback to the licensed physician and the parent/guardian at scheduled appropriate intervals for long-term medication or as requested by the licensed physician.
 - E. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed physician.

2. All medications (including non-prescription drugs) given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status.
 - A. A written order for **prescriptions and non-prescription** medication must be obtained from the child's licensed physician. An authorization form may be obtained from the nurse.
 - B. Over the counter medications shall be brought in with manufacturer's original label with the ingredients and the child's name affixed to the container.

ALL MEDICATIONS MUST BE BROUGHT IN THE ORIGINAL PACKAGE.

3. In addition to the licensed transcriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of an emergency. It is the parent's/guardian's responsibility to assure that the licensed physician's orders, written request and medications are brought to the school.

4. Medications must be stored in a separate locked drawer or cabinet. Medication requiring refrigeration should be refrigerated in a secure area.

5. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for the child. If the parent/guardian does not pick up the medication by the end of the year, the nurse will dispose of it and document that medications were discarded. Medications will be discarded in the presence of a witness.

6. The GALATIA School District retains the right to reject administration of medication.

ASTHMA MEDICATION/SELF-ADMINISTRATION

As stated in the Illinois School Code 105 ILCS 5/22-30, schools are required to permit the self-administration of asthma medication, provided that the parents of the pupil provide written authorization for self-administration and provide written certification from the physician that the student does have asthma's and is capable of self-administration. The school must inform the parents, and they must sign an acknowledgment that school district personnel incur no liability (except for willful and wanton conduct) for injury arising from self-administration.

An authorization form may be obtained from the nurse for this self-administration procedure.

PARENT-TEACHER CONFERENCES

It is the belief of Galatia CUSD #1 that communication between parents and the school is essential for success. Parent-teacher conferences shall be formally held in the fall and spring at each building and includes all grade levels. Additionally, parents are encouraged to telephone the school and setup appointment times with teachers whenever there is a perceived need. The school district shall send progress reports to those doing unsatisfactory work midway through each grading quarter. Parents shall have reasonable access to staff.

PROTECTION OF PUPIL RIGHTS ACT

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child.

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher.

Parents shall have the right to inspect any instructional material used as part of their child's educational curriculum

by contacting the appropriate teacher to establish a mutually convenient time for viewing.

Parents shall have the right to inspect any physical examinations or screenings, which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

PARENT'S RIGHT TO KNOW

At the beginning to each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following;

- * Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- * Whether the teacher is teaching under emergency or other provisional status through or degree held by the teacher, and the field of discipline of the certification or degree.
- * The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- * Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information is to be collected and disseminated in a manner that protects the privacy of individuals.

For additional information regarding this requirement, see Section 1111(h)(6) of the NCLB legislation at <http://.house.gov/rules/hr0001cr.pdf>

SCHOOL-PARENT COMPACT

It shall be the goal and purpose of Galatia CUSD #1 to provide a high-quality curriculum and instruction in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents should stress the need to make learning a priority. Parents are encouraged to become involved in their children's educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation by their children.

Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include but are not limited to tutoring and appropriate referrals to additional programs as indicated.

PARENT'S ROLE

The behavior of the students attending our school shall reflect standards of good citizenship demanded by members of a democratic society. *It is the parents' responsibility, by teaching an example, to develop in their student's good behavior habits as well as proper attitudes towards the school.* If a parent wishes to confer with a teacher, he/she will be required to make an appointment for a time outside of school hours or on a mutually agreed upon time in which the teacher is not in instruction.

After following the appropriate guidelines outlined in this handbook, parents may meet with teachers and or principals to discuss issues concerning their student. However, **parents are expected to conduct themselves in a**

socially appropriate manner. Failure to show the proper respect to GALATIA CUSD #1 staff will not be tolerated. A loss of temper, cursing, etc. aimed at any agent and/or employee of the school district shall be seen as grounds for criminal prosecution and/or loss of privileges at the school.

MILITARY RECRUITERS

The No Child Left Behind Act of 2002 requires that schools provide military recruiters with the names, addresses, and phone numbers of students upon request. Galatia High School does receive requests for student contact information from military recruiters. Any student (over 18) *or* parent/guardian who wishes that such information not be provided to recruiters may request that their students' contact information be withheld. A form will be provided with registration information for this purpose and will also be available in the Guidance Office.

For those who choose to submit this form, we will withhold information from military recruiters. If, at a later point, this status needs to be changed, please notify the Guidance Office in writing.

VISITORS POLICY

Visitors to the school should report to the office upon entering the building. Visitors may state their business in the high school office and wait for appropriate school personnel to respond. Visitors (including parents and guardians) shall not be allowed to be in any area of the school during the regular school day. If a parent/guardian must see their child, the office secretary shall ask the student to come to the office where the parent can talk with him/her. **Parents should make every effort to keep from disturbing their student while he/she is in class. AN ABUSE OF THIS POLICY may result in denial of further access to the school by the parent/guardian.**

Students are not allowed to bring visitors to school during school hours. This shall include siblings and friends.

RIGHTS UNDER THE SCHOOL VISITATION RIGHTS ACT

Parents of students attending Illinois schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act 820 ILCS 147/1. Employed parents who have worked for an employer for at least six consecutive months who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Advance notice must be provided to employers. The District will provide documentation for parents' use confirming the date and time of each such school visitation upon a parent's request for such documentation. For regularly scheduled, non emergency visitations, the District will make time available for visitation during both regular school hours and evening hours when it is practicable and the District is readily able to do so.

SECTION III. DISTRICT AND BUILDING PROCEDURES

ADMISSION OF STUDENTS

The GALATIA CUSD #1 Board of Education declares that all students enrolling for the current school term must meet one of the following conditions:

1. Be a legal resident of the district as defined in the Illinois School code Section 14-1.11 and 12-1.11a or Section 10-20.12b

Or

2. Pay a non-resident pupil tuition charge upon enrollment of \$7053.

ALL STUDENTS MUST BE A LEGAL RESIDENT OF THE DISTRICT AND MEET IHSA AND SIJHSAA STANDARDS TO BE ELIGIBLE FOR PARTICIPATION IN ANY AND ALL EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Galatia Community Unit School District #1 without the payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and not more than thirty (30) days in jail.

The following items are required to be considered for admission to Galatia District Schools:

- 1. Affidavit of Custody and/or Guardianship**
- 2. Proof of Residency (eg. Copy of utility bill with 911 address)**
- 3. Updated immunization/physical (if entering grades K, 5, or 9)**
- 4. ISBE Student Transfer Form must be completed and received from the sending school district showing student to be in good standing.**

RE-ENROLLMENT

Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs leading to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans With Disabilities Act.

POLICY ON RESIDENCY

Tuition shall be charged for non-resident pupils at an amount equal to 100% and not more than 110% of the per capita cost of maintaining the schools of the district for the preceding school year.

Non-resident pupils attending the schools of the district for less than the school term shall have their tuition apportioned; however pupils who become non-resident during a school term shall not be charged tuition for the remainder of the school term in which they became non-resident pupils.

HOME SCHOOL CREDIT

Home school credit is not automatically accepted by the Galatia School District. Students entering Galatia School District will be tested and then placed at the grade level deemed appropriate by the Galatia School District officials.

TRANSFER STUDENTS

Students transferring from GALATIA Schools should follow these procedures:

1. Oral/written notification by the student's parent/guardian should be turned in to the principal's office.
2. Outstanding fees, lunchroom charges, or fines should be paid.
3. Parent/guardian signatures should be on transcript release forms.
4. All school-owned property (books, uniforms, etc.) should be returned.
5. Obtain a student transfer form from the principal.
6. Sign a request to withdraw form.
7. Any disciplinary actions from Galatia Jr./Sr. High School must be met prior to enrollment to the transfer school..

STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. **A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.**

BOOK RENTAL and FEES

Effective with the 2013-2014 school year, students will be charged \$75.00 for the use of textbooks and technology. This fee is payable upon enrollment. **Students who qualify for free-reduced lunches shall have this fee waived.** Parents who believe that they may meet the free-reduced qualifications are encouraged to complete the form. The office secretaries will assist parents in completing the form if requested to do so.

Workbooks and consumables (computer disks, workbooks, sketch books, art supplies, etc.) required for certain classes must be purchased by the student.

****Students enrolled in a Dual Credit class are responsible for the purchase of all materials required to complete the class.**

INSURANCE PROGRAM

Each student will have the opportunity to purchase accident insurance used by Galatia CUSD #1.

LOCKERS

Each student is responsible for his/her own possessions and those checked out to him/her by the school. It is therefore important that each student have a safe place to keep these items when they are not in use. For that reason, each student is assigned a **PERSONAL LOCKER**. It is recommended that lockers be secured with a lock. Locks are available in the office for any student to use for the school year.

Lockers are school property and as such may be searched by an administrator and/or a teacher without the student's permission. Students are cautioned not to bring large amounts of money to school. If it is necessary for a large amount of money to be brought to school, it should be deposited in the office for safekeeping. **Students, not the school, are responsible for their own property.**

Each student is responsible for the locker assigned to him/her. Decorating a locker on the outside with paint, nail polish, crayons or markers or other decorations resulting in permanent change or damage will result in disciplinary action.

PAYMENT OF FEES

All fees must be paid in a timely manner. Statement of fees owed will be sent monthly and payment is expected upon the receipt of the bill. Delinquent bills may be sent to a collection agency.

BREAKFAST AND LUNCH

NON-DISCRIMINATION STATEMENT: This explains what to do if you have been treated unfairly. In accordance with Federal Law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write USDA, Director and Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

The following rules are to be observed in the cafeteria during breakfast and lunch:

1. Line up and receive food in an orderly fashion.
2. Return food trays and/or milk cartons to the proper area
3. Remove all cans, GUM, wrappers, & trash from trays and tables by the end of the lunch period
4. **Students are to remain seated at the tables during the lunch periods. HORSEPLAY WILL NOT BE TOLERATED.**
5. **ALL FOOD trays will not leave the cafeteria. (unless supervised by a teacher)**
6. **Breakfast will not be served after 7:55 am.**

Free and reduced lunch applications are available for completion. School district personnel will gladly assist any parent who needs such assistance in completing this form. Parents are strongly encouraged to keep food charges to a minimum or complete the free and reduced lunch application form. Prices for the breakfast and lunch program will be as follows:

Breakfast – Regular \$1.00 Reduced \$.30
Lunch - Regular \$2.50 Reduced \$.40
Extra milk - \$.30
Teacher/Staff Lunch \$2.75

STUDENT PAYMENT OF BREAKFAST AND LUNCH FEES

Students charging breakfast/lunch should check balances weekly. **Charges will not be allowed over \$20.00.** The school has a new lunch program that will enable parents to check and pay balances online. Lunch deposits may also be made in the office. A reminder of fees due will be sent home periodically. Anyone with charges larger than \$20.00 will be offered an alternative lunch or will be required to bring lunch.

Students with fees due need to make arrangements to pay the bill by the time the report card comes out. If you have any problems or questions you need to contact the office to make payment arrangements. Free and Reduced Lunch forms are available in the office at all times for anyone feeling they may qualify for this service.

SCHOOL SECURITY AND SAFETY

1. Students cannot make verbal and/or implied threats to teachers and/or other students, which could alarm, disturb, or interfere with the orderly operation of the school. Statements such as "I'll kill you," "I'm going to bomb this place," or other comments that may be construed as threats to the safety of our students and staff members will not be allowed. "Kidding around" about shooting someone is not appropriate in our society and must not be allowed in our schools.
2. Students cannot bring weapons, included but not limited to, any look-alike or toy weapons to school.
3. Students may not interfere with school purpose or with the orderly operation of the school by using, threatening to use, or counseling or advising other persons to use violence, force, coercion, threats, intimidation, fear, bullying,

or disruptive means. This includes verbal, written, or implied threats and/or discussions about using weapons to alarm, disturb, or interfere with the orderly operation of the school.

4. Student involvement in any conduct on school premises or during a school function or event which violates, local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, other employees, or visitors is not permitted.

5. Confiscation of illegal or banned items --- This could include weapons, drugs, pagers, electronic games, gambling or drug paraphernalia, tobacco products, pornography, hate literature, laser lights, water guns, tape/CD players, mp3 players, radios, etc. Such items may be confiscated.

6. Projectiles --- The throwing or casting of any spitballs, stones, paper clips, pencils or other missile at any other person is prohibited.

7. Presence in an Unauthorized Area --- After classes end for the day, students are not allowed in the building except for school-related activities such as athletics, clubs, meetings, rehearsals, and detention.

CAMPUS SECURITY

Students are not allowed to go outside the building without permission from the administration. **STUDENTS WHO LOITER OUTSIDE OR ARE FOUND IN PLACES OTHER THAN THEIR ASSIGNED AREA SHALL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.**

LOCK DOWN STATUS

For security reasons, the Principal reserves the right to place the campus under lock down status. During this time, teachers will hold students in the classroom with the door closed and locked. No student will be allowed in the halls or other parts of the building during the time of the lock down period.

ARRIVING/LEAVING CAMPUS

Students must remain at school at all times or check out through the principal's office. Students leaving campus during the school day without permission will be subject to a three day suspension. **STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:30 A.M. AND ARE NOT TO ENTER THE BUILDINGS PRIOR TO 7:30 AM. Upon entering the building, students are to either report to the cafeteria for breakfast or to the gymnasium (unless prior arrangements have been made to meet with a classroom teacher).**

Students will not be allowed to leave the campus during the day unless proper procedures are followed. Before a student may leave school due to illness, he/she must either have approval of the nurse or the administrative office. No student will be allowed to go home until the administrative office has been notified. Transportation is the responsibility of the parent. **No student will be allowed to leave campus unless parental/guardian contact has been made. Students must sign in/out in the office with the principal's permission.**

Students leaving early due to a doctor's appointment should return to school with an official doctor's script note.

Students will not be allowed to leave campus for personal business. It is the student's responsibility to bring items to school necessary for the day's activities. Students will not be allowed to "run home" to get forgotten items.

Procedures for leaving campus:

- 1. Request permission from school administrators.**
- 2. If granted, telephone contact must be made and permission to leave granted by parent, grandparent, or legal guardian.**
- 3. Students must sign out in the office after permission is granted.**

PARENTS SHOULD BE AWARE THAT A REQUEST TO HAVE THE STUDENT LEAVE CAMPUS WILL RESULT IN DISCIPLINARY ACTION IF THE ADMINISTRATION DEEMS THAT THE REQUEST VIOLATES THIS POLICY.

REPEATED VIOLATION OF THIS POLICY SHALL BE CONSIDERED GROSS DISOBEDIENCE AND MISCONDUCT. THIS CHARGE IS PUNISHABLE BY SUSPENSION AND/OR EXPULSION.

STUDENTS ARRIVING OR LEAVING CAMPUS FOR ANY REASON MUST SIGN IN AT THE OFFICE. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.

GATHERING PRIOR TO THE BEGINNING OF SCHOOL DAY

High School students shall be required to meet in the south end of the gym prior to the beginning of school each day. Students will not be allowed to enter high school hallways, etc. prior to 7:45 am. Students should park their vehicles or get off of the school bus and proceed directly to the gymnasium. **Loitering in undesignated areas will not be allowed.**

Junior High students are required to gather in north end of the gym. **Loitering in undesignated areas or mingling with high school students shall not be allowed.**

All students are reminded to obtain admit slips following an absence between 7:55 and 8:00 a.m. daily. Failure to secure the admit slip prior to 8:05 will result in an unexcused tardy to 1st period. THREE UNEXCUSED TARDIES SHALL RESULT IN 1 AFTER SCHOOL DETENTION BEING ASSIGNED. FOUR UNEXCUSED TARDIES RESULTS IN A SUPERVISED STUDY SESSION, AND AFTER THE 5TH TARDY, EACH OFFENSE WILL BE AN OUT OF SCHOOL SUSPENSION.

AUTOMOBILES AND MOTOR DRIVEN VEHICLES

Students must have the following copied and filed in the office before vehicles may be driven to school each semester:

1. Valid Driver's License
2. Proof of Liability Insurance
3. License and Registration
4. Parental Permission Form
5. Parking permit

The privilege of parking or driving on the campus may be withdrawn from any student who violates any of these regulations without prior notice:

1. Campus speed shall not be in excess of 10 miles per hour.
2. Upon arrival at school, students should proceed immediately into the school building. Sitting in parked vehicles will not be allowed.
3. Students must not go to their cars during the day unless permission is granted from the Principal. **This request also gives implied consent to allow the administrator to search the student vehicle.**
4. Cars must be driven safely at all times.
5. All student-operated motor vehicles driven to school and parked on school premises must be in safe operating condition, and each driver must certify that the vehicle for which a permit is requested is legally insured for public liability and licensed with registration.
6. Students who in any way interfere with flow of bus traffic may have their driving privileges revoked.
7. Students will not block the paths of buses at ANY time.
8. Spinning tires in the gravel or on the asphalt will result in driving privileges being suspended.
9. Students will not be allowed to leave school grounds riding in the open bed of a pick-up truck.
10. During all school activities including athletic events, students shall park in designated student parking areas.
11. Severe disciplinary actions will revoke your driving privileges.

12. Students leaving the school property without permission during the school day will be punished as per the discipline policy. Failure to abide by the parking policy will result in possible towing of vehicles at the owner's expense and driving to school privileges will be revoked.
13. Students should be aware that school officials may inspect and search places and areas, including student vehicles parked on school property without notice or consent of the student and without a search warrant. According to Illinois School Code, students have no reasonable expectation of privacy in places or areas controlled by the school or in their personal effects left in those places or areas. A student's vehicle may be searched by the principal or the principal's designee if there exists a reasonable suspicion that the student has violated federal, state, or local law, or the school's code of conduct. Any illegal or banned item found in a student's vehicle may be confiscated and law enforcement authorities may be contacted.

ATTENDANCE POLICY

YOUR NUMBER ONE OBLIGATION IS TO BE AT SCHOOL.

Following the 6th **absence** from school for **each semester**, a doctor's excuse will be required in order for the absence to be counted as excused. Absences without a doctor's excuse beyond the 6th absence will result in student's receiving (0's) on work missed. Additionally, disciplinary actions will be taken after the 6th **absence per semester.**

STUDENTS MUST PRESENT THE OFFICIAL DOCTORS SCRIPT NOTE TO THE OFFICE ON THE DAY THAT HE/SHE RETURNS TO SCHOOL. NOTES FROM PARENTS WILL NOT BE ACCEPTABLE. BACKDATED DOCTOR'S NOTES WILL NOT BE ACCEPTED.

Students who miss (6) class periods per semester will be required to have a doctor's excuse in order to be allowed to make up work in that particular class. This policy is in addition to the (6) day rule. For example...a student may not be at an overall (6) days missed for the semester but may have missed 3rd period class 6 times. In that case, a doctor's excuse must be on file in order to make up work missed in 3rd period for the remainder of the semester.

Students must be in attendance for 150 instructional minutes in order to be counted as present for 1/2 day and for 300 instructional minutes in order to be counted as present for the whole day.

Students must be in attendance for 150 instructional minutes in order to participate in extracurricular activities. Students absent for more than 150 instructional minutes of the school day are exempt from participation in **any** extracurricular event regardless of written excuse.

When it is necessary for a student to be absent, the student must either bring a written excuse from a parent/guardian upon returning to school or have the parent/guardian notify the school by telephone the day of the absence. The excuse will state the number of days absent and the reason for the absence.

Absences are classified as excused or unexcused. **This classification is made by school administration and not the parents.** A lack of written documentation or parental notification regarding the absence will automatically result in an unexcused absence with disciplinary action being taken.

Truancy is any absence from a required school function or school session that is neither approved nor known about by the school or parents. Truancy will result in disciplinary action and possible suspension from school. **Additionally, truant minors will be reported to the State's Attorney and other truancy prevention programs. STUDENTS WHO ARE 17 YEARS OLD OR OLDER WITH CHRONIC ABSENCES MAY BE EXPELLED FROM GALATIA JR/SR HIGH SCHOOL.**

Students who are classified as "emancipated minors" must have a doctor's excuse for all absences to be counted as excused.

Perfect attendance awards will be presented at the end of the year. **To be eligible, a student must not have been absent ANY PART OF A DAY.**

Excused Absences:

- A. Personal illness
- B. Doctor or Dentist visits with documentation from the Doctor's office. Parents are encouraged to schedule appointments before or after school hours, if possible.
- C. Funerals
- D. Emergency at home
- E. School related function or field trip
- F. Court appearances that do not result from the student's own behaviors (examples of excused court appearance include custody hearing, adoption procedures, etc.)
- G. Religious holidays

H. Unexcused Absences:

- a. Leaving the school without permission of school officials
- b. External suspensions for disciplinary infractions
- c. Truancy – Failure to attend school. Students who skip school without parental knowledge will be considered truant. All truancy will be reported to the proper legal authorities.

According to the truancy law, after 9 days of unexcused absences during a 180 day school period, a student is considered truant. A truant officer may refer the parent to the State's Attorney.

I. Tardy:

A student is considered tardy if he/she arrives at school after 8:00 A.M. and/or leave school before 2:30 P.M. A student is considered absent ½ day if he/she arrives after 9:30 A.M. or if he/she leaves before 1:30 P.M. and do not return to the building. Students should report to the office upon arrival at school or before leaving the building.

PRE-APPROVED ABSENCE

There may be occasions when a student must be away from school, which is known in advance. Students must request consideration for a pre-approved absence. It shall be at the discretion of the administration as to whether the request will be granted. **A pre-approved absence counts toward the student's (6) day limit. ANY STUDENT WHO HAS MISSED (6) DAYS WITHIN THE SEMESTER OR HAD EXCESSIVE TARDIES SHALL NOT BE ELIGIBLE FOR A PRE-APPROVED ABSENCE.**

SAMPLES OF EXCUSED ABSENCES: (includes but not necessarily limited to):

1. Personal illness as verified by parent phone call or note (if the student has fewer than 8 absences in the semester. After 6 absences, any illness must be verified by a doctor's note)
2. Family illness or death in the family
3. Medical appointments as verified by medical professional or official doctors script note (administration reserves the right to contact professional to verify appointment)
4. Court appearance as verified by **official documentation from the court.**
5. Pre-approved absence cleared by the administration at least (1) day in advance
6. College visitation (for Seniors only as outlined in policy)

SAMPLES OF UNEXCUSED ABSENCES: (includes but not necessarily limited to)

1. Leaving school without proper authorization
2. Out of school suspension
3. Missing the bus
4. Working
5. Oversleeping
6. Failure to bring a note from parent/guardian or failure to receive a parental phone call
7. Personal business (eg. Dog got lost, cat ran away, going to the doctor with my boyfriend/girlfriend, shopping, oversleeping, car trouble, couldn't find my keys, going to the public aid office, beauty/barber shop appointments, babysitting, tanning appt., etc.)

PARENT RESPONSIBILITY FOR STUDENT ABSENCES

When a student is absent from school, the parent should notify the office by 10:00 A.M. on the day in which the student is absent. Parents may call 268-4194 to report the absence. Parents may also send a written note with the student upon the student's return. Failure to notify and account for the student's absence will count as an unexcused absence and may be treated as truancy on the part of the student. Truancy is punishable by detention, supervised study session, or out of school suspension. Truancy is defined as repeated unexcused absences and/or a student who is absent from school without parental knowledge. **Parents must remember that students have only 6 parent-approved absences per semester. They should be used sparingly.**

EARLY DISMISSAL REQUESTS

Before a student may leave school due to illness he/she must have approval of the Principals office. Additionally, the student's parents/guardians must be notified before the student is allowed to leave. Each student must provide his/her own transportation and sign out in the Principals office prior to leaving the building. A student must be present for 300 instructional minutes in order to be counted as attending the full day.

REQUESTS TO LEAVE SCHOOL EARLY (REASONS OTHER THAN ILLNESS)

It is recommended and expected that students present their request to leave the building at least one day before the request will be effective. **"Same day" requests may result in refusals (except in emergencies).** The only exception to this policy will be verbal verification by the parent/guardian either by phone or in person.

The proper procedure for students to follow is to present a note requesting an early dismissal slip to the Principal's office before school the day before they desire to leave early. The request must be written and signed by the parent/guardian and must have a phone number where the parent/guardian may be contacted. **(Any student who falsifies a note from their parent/guardian will be subject to an out of school suspension.)** Students are expected to provide their own transportation if the request is granted. Students will go to their regularly scheduled classes and leave at the time specified on the early dismissal slip. Students must sign out prior to leaving the building.

Any student who receives an early dismissal MUST obtain an admit slip the following day.

The Principal's office must approve all early dismissals. Excessive use or abuse of the privilege of early dismissals will result in the rejection of all future requests unless a student's parent/guardian makes the request in person or meets with the building administrators.

IF SOMEONE OTHER THAN A PARENT/GUARDIAN IS TO PICK UP THE STUDENT, HE/SHE MUST HAVE A WRITTEN REQUEST FROM THE PARENT/GUARDIAN OR THE PARENT/GUARDIAN SHOULD NOTIFY THE SCHOOL GIVING THE NAME OF THE PERSON WHO WILL BE PICKING THE STUDENT UP.

Students leaving school without permission will be in violation of the School Discipline Policy and will be subject to out of school suspension.

FIRST HOUR/LAST HOUR CLASS PERIOD

Attendance at 1st and last hour class is required. If a student signs in within 10 minutes of the last bell, he/she is considered tardy. Any time after ten minutes will be considered unexcused. . . **This same rule applies to all 1st through last period classes following the third time a student reports to school after the end of 1st hour, the school reserves the right to take disciplinary action.** Students who habitually report to school later than the regular start of the school day will be reported as truant and appropriate legal actions will be taken.

MAKE-UP WORK/ASSIGNMENTS & INCOMPLETES

If an absence is excused, the student is allowed to make up work missed. A student who knows about an assignment prior to the absence is required to have the work completed and turned in during the first day back from the absence. Work assigned during the absence will be due on the teacher's desk during the exact number of days in which the student was gone. (For example, if a worksheet was assigned today, and the student was absent for 1 day, then the student will have 1 day to get the assignment completed and returned. If a student was absent for 3 days, then the student will have 3 days to get all work completed and returned.) **If a test is assigned, and the student knew about the test, then the student is required to take the test during the first day back at school. FAILURE TO MEET THE REQUIRED TIME FRAMES FOR HOMEWORK AND EXAMS WILL RESULT IN THE STUDENT RECEIVING A (0) FOR THE ASSIGNMENT.**

If the absence is unexcused, the student will not be allowed to make up work and will receive a (0) for any work done in class during the time of the absence.

OUT OF SCHOOL SUSPENSION WILL RESULT IN (0's) FOR ANY WORK DUE DURING THE TIME OF THE SUSPENSION. TEACHERS SHALL HAVE NO DISCRETION REGARDING THIS POLICY.

A student that receives an "Incomplete" or "I" for a quarter grade in a course shall have until mid-term of the following quarter to complete outstanding work. Failure to complete the outstanding work by this deadline without approval from the teacher and administration shall result in a failing grade for the quarter.

STUDENTS WHO HAVE JOBS

Students should realize that school takes top priority over work. Students are expected to be in class until the end of the school day. There will be no exceptions for students who have after-school jobs. **Remember, after-school jobs are done after school.**

Students who work after school should arrange their schedule so that they do not have to report to work until after school has been dismissed. **If work begins to interfere with the student's performance or attendance at school, the school reserves the right to contact student employers about the concern.**

Students are not allowed to miss school for work. This is an unexcused absence and may lead to an after school detention. Students and parents may have to choose between the part-time job or a high school diploma.

SECTION IV. STUDENT CONDUCT AND DISCIPLINE

SUPERVISION OF PUPIL'S CONDUCT

One of the most important lessons education should teach is discipline of one's self. While it does not appear as a subject in the curriculum, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and consideration of other people. In keeping with these beliefs the following policies have been developed:

Each teacher and administrator in the public schools shall hold pupils to a strict accounting for conduct on school

premises, on the way to and from school, and on school sponsored trips and activities.

The Board of Education may use teacher aides in supervisor capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties. While so engaged, such teacher aides shall have the same authority and responsibility as is granted to teachers in the performance of similar duties.

STUDENTS SHOULD FULLY UNDERSTAND THAT ANY TEACHER (OR TEACHERS AIDE) ASSIGNED A SUPERVISORY POSITION HAS THE AUTHORITY TO CORRECT MISCONDUCT AT ANY TIME. It is a serious matter to disobey a teacher. If a student does not understand the rules or the behavior he/she is being required to display, he/she should FIRST OBEY and then question the reasons. If students are not satisfied with the reasons, they may see an administrator and question further.

SUBSTITUTE TEACHERS

A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Be certain that these are good impressions by being polite, helpful, and considerate. Substitutes have the same disciplinary authority as the regular teacher.

JURISDICTION

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On or within sight of school grounds before, during, or after school hours or other times when school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event: or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

BUS RULES AND REGULATIONS

1. Be on time at the designated bus stop. Buses will not be allowed to wait. Help keep the bus on schedule.
2. Stay off the road at all times while waiting on the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. All students will have an assigned seat. Do not leave that seat while the bus is in motion.
5. Be alert for a danger signal from the driver.
6. Remain on the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as valuable furniture. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, packages, coats, or any other objects in the aisles.
15. Be courteous to fellow pupils and the bus driver.

16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. No food or drink is to be eaten on the bus at any time.
20. Observe other rules as set up at any time by school employees.
21. The administration reserves the right to issue disciplinary consequences for students who violate these rules.

DISCIPLINE FOR SCHOOL BUS RIDERS

Students are expected to conduct themselves in an appropriate manner while riding the school bus. The administration reserves the right to issue disciplinary consequences for students who violate bus-riding rules of conduct. Students who violate rules shall be subject to all disciplinary consequences provided for within the student handbook. District administrators may suspend students from riding the bus to school for a period of up to (10) days per occurrence. Continued disciplinary problems may result in the Board of Education suspending bus-riding privileges for a period for up to (2) calendar years.

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

SEXUAL HARASSMENT

GALATIA C.U.S.D. #1 shall not tolerate any form of sexually harassing behavior. Such activities shall be met with disciplinary action and may include legal action taken toward the perpetrator.

For the purposes of this handbook, see the following definition of sexual harassment...

I. DEFINITION OF SEXUAL HARASSMENT

- A. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 1. Submission to such conduct is made either a term or condition of an individual's employment or educational programs and benefits;
 2. Submission to or rejection of such conduct of an individual is used as the basis for employment or educational decisions affecting such individual; or
 3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.
- B. "Quid pro quo" ("this for that") sexual harassment occurs when an employer or District employee makes, or threatens to make, submission to sexual favors a basis for employment or academic decisions.
- C. "Hostile environment" cases ordinarily involve sexual conduct by supervisors, co-workers, or fellow students, which is so pervasive and severe that it creates an intimidating, hostile, or offensive work or learning environment. However, the key issue is not whether the conduct is sexual in nature but whether it is based on the victim's gender.
 1. Courts look to the following factor to determine if a hostile environment exists:
 - a) Frequency of the alleged conduct;
 - b) Severity of the conduct;
 - c) Whether the conduct is physically threatening or humiliating, or a mere utterance;

- d) Whether the conduct unreasonably interferes with an individual's employment or learning; and relationship of the parties.

2. Generally, isolated instances will not create a hostile environment unless they are severe and egregious.

Sexual harassment claims are a serious matter. Anyone found making a false claim shall have disciplinary action assigned which shall include all possible disciplinary consequences up to and including suspension and/or expulsion.

I. Reporting of Sexual Harassment

- A. If an employee or student believes that he or she has been sexually harassed, the employee, student, or parent of the student should report the alleged act immediately to the Superintendent, teacher or administrator. Any employee who receives a complaint of sexual harassment shall report the complaint to the Superintendent or designee.
- B. In the event that the Superintendent is the employee against whom the complaint is filed, the complainant may also report the alleged act to the Board of Education. Any employee receiving such a complaint of sexual harassment against the Superintendent shall report the alleged act to the President of the Board of Education.
- C. There are no express time limits for initiating complaints under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.
- D. All levels of administrators have a special responsibility for implementation of this Policy. If behavior is observed which violates this Policy, the person observing such behavior shall bring the matter to the attention of the Superintendent.

In the event that the Superintendent is the employee whose observed behavior violates this Policy, the person observing such behavior shall bring the matter to the attention of the President of the Board of Education.

II. Investigation of Sexual Harassment Complaint

- A. The Superintendent (or the Board President, if appropriate) shall undertake an investigation of all complaints of sexual harassment or shall appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant.
- B. The investigator shall file a written report of his/her findings with the Superintendent (or the Board of Education, if appropriate) within twenty-eight (28) days after the complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. The complainant shall be notified of the findings of the investigation.

III. Dissemination of Policy

- A. Any employee or student (or parent of a student) is encouraged to raise questions he or she may have regarding sexual harassment with the school counselor, Principal or the Superintendent.
- B. A copy of this Board Policy and implementing Rules and Regulations shall be distributed to each employee and student annually.
- C. The Principal shall discuss this Policy and implementing Rules and Regulations with the District's employees each year.
- D. The school counselor shall discuss this Policy and implementing Rules and Regulations with students at appropriate intervals during their enrollment in the District.

No type of sexual harassment will be tolerated in our district. This includes, but is not limited to student to student, teacher to student, student to teacher, or teacher to teacher harassment.

AGGRESSIVE BEHAVIOR

Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted. Aggressive behavior is defined as: any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

- Physical (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, etc.)
- Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

- On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event;
- Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are the victims of aggressive behavior are encouraged to notify any school district employee who in turn, notifies a building Administrator. When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action.

DRESS CODE

It is the goal of Galatia School District #1 to educate students to be successful in life. One can only be successful if he/she reflects self-respect and respect for others. A sign of such respect is appropriate dress. It shall be the policy of the Board of Education to encourage appropriate standards of dress and grooming by the students under its supervision. The faculty and administration will monitor student dress in order to ensure that those standards are being met. Proper dress is a sign of maturity. This policy will be enforced for all students regardless of their shape, size, or physical appearance.

General Dress Code Guidelines:

- Any type of dress apparel or grooming habits that is disruptive, distracting, demeaning, or that reflects negatively upon the school and student body will not be permitted.
- Clothes with vulgar language or suggestive writing, pictures, or images will not be tolerated. Clothing which promotes drugs, drug use (including alcohol) or tobacco will not be allowed.
- Bare midriff clothing, "see through" attire, undershirts; boys or girls are not permitted to wear half shirts or split side shirts. Shirts that allow public view of private undergarments or shirts, which are low, cut in the front to allow for public view of cleavage will not be permitted.
- Students will not be allowed to wear tank tops as shirts. ALL shirts shall have a sleeve and come off the shoulder. Tank tops may ONLY be worn if under or over another shirt with sleeves.
- Caps, hats, bandannas, or sunglasses may not be worn by any student. Shoes must be worn at all times.
- Waistline area and underwear is to be kept covered at all times even when bending and sitting.
- Pajamas should **not** be worn as clothing. Students should select appropriate attire for the school setting.
- **Shorts / skirts must be no more than 5" above the knee. (measurement will start at the top of the knee cap)**
- **"Yoga pants, leggings, stretch pants, and other similar close fitting type of pants MUST be worn under acceptable clothing.**

- Overalls with loose sides are not allowed. Basketball jerseys may be worn if a sleeved t-shirt is worn under the jersey.
- Dangling chains, spiked dog collars, spiked bracelets necklaces, jewelry and other accessories deemed inappropriate or promotes drugs and drug use including alcohol or disruptive to the classroom atmosphere shall not be worn by students.
- Any garments or accessories that could be deemed dangerous or as a potential weapon cannot be worn by students.

While parents have the right to approve clothing for students to wear at home, the faculty and administration reserves the right to approve clothing worn at school. **The determination made by faculty and administration regarding appropriate dress at school is final.** Students who violate this policy will be subject to disciplinary action. **Student’s failure to comply with the dress code policy will be subject to further disciplinary action.**

1. On the first offense a student who wears clothing considered to be inappropriate will be told to either change the clothing by using a shirt or sweat pants provided by the office or turn the clothing inside out. The office providing shirts and sweatpants will allow students to remain at school. Parents will receive notice of the dress code violation by phone and letter.
2. On the second offense the school will contact the student’s parents and the student will be assigned an after school detention. Parents must pick up their child and clothing must be changed prior to attending school for the remainder of the day. Parents will be informed that on the third offense the student will be suspended.
3. Upon the third offense of the dress code policy the student will be suspended from school.
4. For each additional offense of the dress code policy students will be suspended from school.

TARDY POLICY

Students are expected to arrive to school and to classes on time. Very few tardies will be considered “excused”. If students are tardy to school, they should bring a signed note from their parent/guardian or have the parent/guardian telephone the office. **A note or phone call from parents/guardians does not mean that the tardy will be excused. The decision of excused/unexcused will be the decision of the administration.** Tardiness to class is defined as not being in the room when the final bell rings. It is the student’s responsibility to report to class on time. Students wishing to go to the restroom should report to their next class and obtain permission from their teacher rather than risk being late to class. To be in the hallway during class periods, students must have their teacher signed student planners with them.

Consequences for accumulated tardies per semester are as follows:

- At the 1st student tardy warning - parent notification
- At the 2nd student tardy lunch detention - parent notification
- At the 3rd student tardy..... after school detention - parent notification
- Upon the 4th student tardy.....supervised study session (In-School Suspension)
- Upon the 5th student tardy.....1 day suspension from school

Parents will be required to meet with school officials to resolve suspension and tardy issues pertaining to their child.

STUDENT CONDUCT AWAY FROM SCHOOL CURRICULAR AND EXTRA-CURRICULAR EVENTS

Students are expected to conduct themselves in proper manner while attending events away from Galatia Jr./Sr. High School. Students who show improper conduct while away from school (e.g. ballgames at other locations) are subject to disciplinary action. Students who participate in or encourage unsafe or destructive behavior will be held accountable for their actions.

DISCIPLINE POLICY

One of the most important lessons students should learn is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training, which develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

With an understanding of the purpose for discipline, you may form a correct attitude toward it. Self-restraint and self-discipline are the foundations for developing into a productive and contributing citizen of our society. By practicing proper conduct, students will enhance the learning environment for themselves and others.

Students must adhere to a code of good conduct and behavior not only for their own benefit, but also for the benefit of others. All students have a right to learn at school but no school has the right to deprive others of a quality education or to jeopardize the safety of others. Students are expected to conduct themselves in a manner that will reflect positively on the school and student body. In an attempt to ensure proper conduct and behavior, teachers are authorized by the Illinois School Code to remove disruptive students from their classes. Students who have to be removed from the classroom on a consistent basis will be referred to the administration. The Superintendent and/or Principal may suspend students who are consistently disruptive in class.

All teachers and staff members of the school district have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies to all students at all locations and includes conduct away from school at school-sponsored activities.

Parents are expected to support the school district regarding disciplinary actions. Failure and/or refusal of parents to abide by the policies and procedures established by the school district will jeopardize the students continued enrollment within the school system.

When parents enroll their children in Galatia School District #1, it is implied and understood that the children will abide by the rules and regulations for each school or face appropriate disciplinary consequences.

Parents shall have no authority in disciplinary matters beyond the due process guaranteed by law for suspensions and expulsions.

ALL DISCIPLINARY CONSEQUENCES MUST BE FULFILLED IN ORDER FOR A STUDENT TO BE CONSIDERED "IN GOOD STANDING". ANY 8th GRADE OR SENIOR STUDENT WITH OUTSTANDING DISCIPLINARY CONSEQUENCES NOT COMPLETED BY PROMOTION OR GRADUATION MAY BE EXCLUDED FROM THESE CEREMONIES.

STUDENTS SHALL NOT BE ALLOWED TO MINGLE WITH THE GENERAL POPULATION AT THE BEGINNING OF THE NEXT SCHOOL YEAR UNTIL THE ADMINISTRATION IS SATISFIED THAT ALL PREVIOUS YEAR'S DISCIPLINARY CONSEQUENCES ARE COMPLETED. (eg. A student with a detention, which was not served, shall be placed in supervised study for the unserved detention plus any additional consequences for holding the action over until the next year. Usually, this consequence shall result in the action of the previous year being doubled.)

Any student who withdraws from the school district and who owes disciplinary consequences will fulfill the outstanding consequences upon re-enrollment.

GROSS DISOBEDIENCE AND/OR MISCONDUCT

May be defined as but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco material and product including clove

cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and will be treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs, or drug paraphernalia. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and will be treated as though they had drugs or paraphernalia, as applicable, in their possession.
For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, **regardless** of whether or not the item is (a) on the student’s person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student’s backpack, automobile, or (c) in a school’s student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.
4. Using, possessing, controlling or transferring a weapon in violation of the “weapons” section of this handbook.
5. Possessing pornographic materials or magazines.
6. Using and or possessing a Cellular Phone during regular school hours for the purpose of using photo options on the phone, calling or text messaging other students both inside and outside the school. Confiscated phones may be examined by administration without the consent of the student for text messages or photo contents provided reasonable suspicion exists that a violation occurred.
7. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
8. Disobeying directives from staff members or school officials and/or rules or regulations governing student conduct.
9. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other student to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, hazing, fear, bullying, cyberbullying, sexting or other comparable conduct.
10. **ANY PHYSICAL AGGRESSION TOWARD A STAFF MEMBER SHALL BE DEALT WITH AS THE MOST EXTREME FORM OF GROSS DISOBEDIENCE AND MISCONDUCT. THE SCHOOL DISTRICT SHALL PURSUE DISCIPLINARY CONSEQUENCES TO THE FULLEST EXTENT UNDER THE LAW. ADDITIONALLY, CRIMINAL CHARGES WILL BE FILED AND PROSECUTION SHALL BE PURSUED.**
11. Causing or attempting to cause damage to stealing or attempting to steal, school property or another person’s personal property while at school or during school sponsored events.
12. Unexcused absenteeism.
13. Involvement in gangs or gang-related activities, including the display of any symbols or paraphernalia.
14. Engaging in any activity that constitutes and interference with school purposes or an educational function.
15. Any disruptive activity which leads to the interruption of the regular school day (eg. A student who is responsible for any threat or alarm)
16. Insubordination and/or disrespect shown toward any staff member of the school district.
17. Violation of the Galatia campus policy.

18. Sexual harassment.
19. Acts of sexual nature.
20. Repeated violations of school discipline code.
21. Any action or activity deemed by the administration as detrimental to the educational process of students enrolled in Galatia C.U.S.D. #1

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 psycho stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, applies whenever the students' conduct is reasonably related to school or school activities, including, but not limited to:

1. On, within sight of, school grounds before, during, or after school hours or at any time when a school group is using the school. (including all extra-curricular activities either home or away)
2. Off school grounds at a school-sponsored activity, function, or event;
3. Traveling to or from school or a school activity, function, or event
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

ANY STUDENT WHO PARTICIPATED IN ACTIVITIES WHICH ARE CONSIDERED GROSS DISOBEDIENCE/MISCONDUCT WILL BE SUSPENDED OUT OF SCHOOL BY DISTRICT ADMINISTRATORS FOR A PERIOD UP TO (10) DAYS PER OCCURRENCE AND/OR EXPELLED BY THE BOARD OF EDUCATION FOR A PERIOD OF TIME UP TO (2) CALENDAR YEARS.

Galatia C.U.S.D. #1 shall comply with procedural safeguards as required by the Individual with Disabilities Act (IDEA) and federal/state regulation.

SUSPENSION

In accordance with section 10-22.6 of the Illinois School Code, a student who exhibits behavior, which is detrimental to the learning environment (including multiple violations of any part of the school discipline code), may be suspended for a period of time up to (10) student attendance days per occurrence.

A student who is suspended shall be counted as "unexcused absence". Students who are suspended are not allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of the suspension.

The consequence for any violation of this restriction will be additional disciplinary action and may include arrest for trespass.

Suspension Notification This notice shall include:

1. **The duration and dates of the suspension.**
2. **A notification of the school rule(s) which have been violated or other reasons which warrant such action.**
3. **A statement of the parent(s) or guardian(s) right to review the action taken with the school board or its representative.**
4. **A statement that a failure to request a review within (10) days after receipt of notice, shall be deemed a waiver of the right of review.**
5. **A notification of the right to be represented by an attorney at the review hearing.**
6. **A copy of procedures for Suspension/Expulsion hearings.**

A request to review the suspension proceedings must be written and made to the Superintendent. If a request for review of the suspension proceedings is made within the time limits set forth above, the parent(s) or guardian(s) of the suspended student shall be given written notification at least one week in advance of the review with the school board or their representative.

The administrators shall notify the Superintendent and School Board of all student suspensions. The administrators shall forward a copy of the parental notice of the suspension to the Superintendent.

EXPULSION

A student's disciplinary expulsion is the removal a student from school for gross disobedience or misconduct for a period of time ranging in excess of 10 days to a definite period of time not to exceed (2) school years. The Galatia C.U.S.D. #1 Board of Education retains the right, following a recommendation from the administration, to expel a student from school.

Procedures For Expulsions

1. If the disciplinary action results in a recommendation to the Board of Education for expulsion, the parent(s) or guardian(s) shall be advised immediately of the expulsion hearing by certified mail, return receipt requested.
2. The expulsion notice shall include:
 - a. The reason(s) for the proposed expulsion and the school rule(s), which were violated
 - b. The possible maximum duration of the proposed expulsion
 - c. The place and time of the expulsion hearing
 - d. A notification of the right to be represented by an attorney at the expulsion hearing
 - e. The parent(s)' or guardian(s)' right to a copy of the procedures for expulsion hearings

Review Hearing Procedures

1. The hearing will be held in a Closed Session at the request of the parents or guardians or the school administrators.
2. The student will be afforded the following:
 - a. The right to be represented by counsel (at the expense of the student or parents)
 - b. The right to present evidence and call witnesses
 - c. The right to cross-examine the opposing witnesses.
3. A written decision will be issued to the student and the parents or guardians within (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

If the Board of Education finds in a hearing on the suspension review or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

1. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
2. The student's absence(s) will be recorded as "excuses."
3. All educational opportunities and services missed by the student will be afforded.

SUSPENSION/EXPULSION FROM OTHER SCHOOLS

In accordance with 105 ILCS 5/10-22.6(d), a student who is suspended or expelled for any reason from any public or private school in this or any other state must complete the entire term of the suspension or expulsion before being admitted into the Galatia school district.

POLICE INVOLVEMENT

In certain circumstances, the local law enforcement agency may be contacted for assistance in student discipline matters. A student who participated in conduct so severe that the police must be called should expect charges to be filed. The school district shall not be responsible for parents to have them pick up their child at the local correctional facility.

Parents and/or guardians shall be required to come to the school and pick up their child if behavior warrants an out of school suspension. If, after an attempt is made to contact parents, there is no response then the student may be transported by the local law enforcement agency.

The school district shall work with local law enforcement (including the probation department) in helping to solve crimes. Information shall be shared between the school and local law enforcement as part of a reciprocal reporting agreement.

DUE PROCESS

1. Students shall be notified of the rules as established by the Board of Education by receiving a copy of the Parent /Student handbook within (15) days after the beginning of school or within (15) days after enrolling during the school year.
2. The adopted School Board rules are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized school administrator shall attempt to confer with a student being considered for major disciplinary action before action is taken.
4. A student shall be advised of the reason or reasons to support the considered action. The student shall be afforded the opportunity to respond to the administrator.
5. A written record of the conference shall be made and maintained by the administrator conducting the conference.
6. The administrator, after following items 3 through 5, may determine what action will be necessary.
7. If, in the opinion of the administrator, a student is an immediate threat to school personnel, other students, or school property, or poses an ongoing threat of a disruptive nature to the educational process, the student may be removed from school without a conference as outlined in items 3 through 5 above. If this action is taken, a written notice, sent by certified mail, return receipt requested shall be sent to the parents. This notice shall request the student to attend a conference as soon as possible after the notice is received. Failure to attend the conference shall constitute a waiver of the right to such conference. The parents or guardians shall be advised in writing of the formal action taken regardless of the student's attendance at the scheduled conference.

SCHOOL/LAW RECIPROCAL REPORTING POLICY

Purpose: The School/Law Reciprocal Reporting Policy was created by a committee of school personnel, parents/community people, and law enforcement personnel. This policy is established for complying with the provisions of Public Act 88-376 that amends the School Code Section 10-20.14 to require that a school district's Parent/Teacher Advisory Committee must, in cooperation with local law enforcement agencies, develop guidelines for reciprocal reporting of criminal offenses committed by students.

AFTER-SCHOOL DETENTION POLICY

Detention will be held on Tuesday and Thursday beginning (5) minutes after the end of the day and will last for a minimum of (60) minutes. Any detention received after Tuesday of each week will be served the following week unless the student/parent waive this rule and choose to serve during the current week.

FAILURE TO SHOW UP FOR YOUR ASSIGNED AFTER SCHOOL DETENTION WILL RESULT IN A

SUPERVISED STUDY SESSION ASSIGNMENT. REPEATED “NO SHOWS” MAY RESULT IN SUSPENSION.

Students who do not bring homework with them shall be given a writing assignment to be completed during the detention period. ANY STUDENT WHO FAILS TO COMPLETE THE WRITING ASSIGNMENT IN ACCORDANCE WITH THE PARAMETERS FOR ACCEPTANCE WILL RECEIVE ADDITIONAL DISCIPLINARY ACTION.

Students must serve detention on the day the detention is assigned unless the student is absent from school for the day. Following a second absence from school on a day detention is assigned; the student may be required to do (1) day of supervised study session, plus the originally assigned detention. The student may appeal this requirement by submitting a signed doctor’s statement, which states that the student was physically unable to come to school due to illness.

GUIDELINES FOR AFTER-SCHOOL DETENTION

- 1. Students must keep busy writing during the entire time in detention**
- 2. A 6 page minimum legible writing assignment must be completed with a minimum of (8) words per line on the page used.**
- 3. Repeated after school detentions will result in the student being assigned the next level of disciplinary action**
- 4. No talking will be allowed during detention**
- 5. Students will not be allowed to leave the detention room once detention begins. In the event of a “bathroom emergency” the student will be allowed to go but will be assigned additional time and work to make up for the time lost.**
- 6. No credit will be given to any student who must leave detention early. Leaving detention early will result in additional disciplinary action up to and including supervised study session and out of school suspension.**

The administration and detention monitor shall review all work for acceptability. Any work deemed unacceptable will be filed and will be used as a basis to assign further disciplinary action. Chronic behavior problems will be viewed as gross misconduct and may lead to suspension/expulsion.

DETENTION DAYS WILL NOT BE CHANGED. IF YOU HAVE A DETENTION, THAT IS YOUR NUMBER ONE OBLIGATION. BE THERE OR FACE ADDITIONAL CONSEQUENCES. PARENTS WHO FAIL TO SUPPORT THE DETENTION POLICY ARE RESPONSIBLE FOR PLACING THEIR CHILD(REN) INTO THE NEXT LEVEL OF DISCIPLINARY CONSEQUENCE.

LUNCHTIME DETENTION

Students who are assigned a lunchtime detention shall not be allowed to dine with the other students. They will be required to complete a writing assignment while in the detention. Failure to successfully complete lunchtime detention shall result in additional disciplinary action as deemed appropriate by the administration. Missing a lunchtime detention as a “no show” will result in an after school detention.

AFTER 3 LUNCHTIME DETENTIONS PER SEMESTER, THE STUDENT WILL RECEIVE AN AFTER SCHOOL DETENTION. Therefore all Lunch detentions after 3 will result in after school detentions.

SUPERVISED STUDY SESSION (In School Suspension)

Students assigned to supervised study session will be isolated from all other students during the time in which the consequence is in force. Additionally, behavior while in the supervised study area will be monitored and evaluated by the Principal to determine if further disciplinary action is warranted. **The following rules must be adhered to while in the supervised study session:**

1. Report to the supervised study session at the beginning of the instructional day
2. Bring paper and pencil along with assignments for the day
3. Permission to go to lockers will not be granted
4. **Students must remain in their seats with no talking allowed.** Any student talking will receive additional disciplinary consequences at the discretion of the monitor and/or administration
5. Student must keep area clean
6. Lunch will be eaten in the supervised study area
7. **Students will be required to first complete a 10 page written assignment before other work can be started. Students must have a minimum of 6 words per line, and every line on the page used. A second SSS will require 12 pages. A third SSS will require 15 pages with the understanding that future disciplinary referrals will result in suspension and/or a case being built for expulsion.**
8. **If a student completes the initial writing assignment and has no class work to complete OR has completed class work but has time remaining, an additional assignment will be given.**
9. Any disruptions or violations of the above rules may result in immediate dismissal from supervised study session. If that occurs, the student will be suspended out of school and will be required to make up the day(s) of SSS in full when he/she returns to school.
10. Repeated offenses, which result in students being placed in the SSS, will be considered gross disobedience and misconduct. This may lead to suspension and will be considered grounds for expulsion from Galatia CUSD #1.

ALL REQUIREMENTS OF SSS MUST BE SUCCESSFULLY COMPLETED TO THE SATISFACTION OF ADMINISTRATION BEFORE STUDENTS MAY RETURN TO THE GENERAL STUDENT BODY POPULATION.

Students will not be allowed to participate in extra-curricular activities until SSS requirements are met. (eg. A student assigned to (2) days of SSS will not be eligible to participate in any extra-curricular activities until the end of the regular school day on day 2) Partial credit will not be given for incomplete days spent in SSS. A student who comes to school late on the day of SSS will be required to report directly to SSS but will be required to do a full day the next day of school. A student who leaves early from SSS shall not be given credit for time spent in SSS.

SMOKING/USE OF TOBACCO

Students are not permitted to possess, smoke or use tobacco, including any type of cigarettes, electronic cigarettes, vaporizing devices, smokeless tobacco, cigars, snuff, lighter, matches, etc., in any form on the school grounds, including parking areas, school building, and on school buses during school time or at school related activities. Any student who chooses to disregard this policy will be dealt with by the following guidelines:

- 1st Offense – 1 Day of Out-Of-School Suspension, Parent Notification AND tobacco products destroyed.
- 2nd Offense - 3 Day Out-Of-School Suspension, Parent Notification AND tobacco products destroyed.
- 3rd Offense - 5 Days Out-Of-School Suspension, Parent Notification, and tobacco products destroyed.

*Additional offenses to this policy will be deemed as Gross disobedience and Misconduct.

DANGEROUS WEAPONS

Definition of a weapon includes, but is not limited to:

Any instrument or object possessed or used to inflict harm on another person, or to intimidate any person. Examples include firearms of any kind (operable or inoperable, loaded or unloaded, real, toy or look-a-like); knives, chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, other pointed instruments (including

pencils and pens); brass knuckles; Chinese stars; billy clubs; tear gas guns; electrical weapons or devices (stun guns); BB or pellet guns; explosives or propellants.

Possession or use of explosives, firearms, knives or other dangerous weapons or instruments, including look-a-likes shall be prohibited on school buses, in school buildings, or on school grounds at all times.

Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures other than those listed below may include counseling, withholding privileges, expulsion from school, and must be reported to law enforcement officials.

In all cases the school shall notify the parents of action taken and notify juvenile authorities.

No laser lights will be allowed on school property. Anything not specifically covered by these guidelines will be left up to the discretion of the administration.

The following procedures will be followed initially unless it is determined that more serious discipline is necessary.

FIGHTING AND PHYSICAL VIOLENCE

Fighting and other forms of physical violence will not be tolerated at GALATIA High School. Such forms of aggression shall be considered not only as a gross violation of expected student behavior but additionally as a law enforcement problem. A student who participates in a fight and makes an offensive movement shall be suspended out of school for (3) school days. For example, if two students allow their tempers to override their judgment and attempt to make physical contact in an effort to gain superiority then **both students will be suspended for a minimum of (3) days. (No exceptions)** The administration will consider the student's past disciplinary history in assigning a suspension for fighting. A minimum of three (3) days out of school will be assigned but if a student has a history of out of school suspensions, this number may increase up to ten (10) days of repeated violations of school discipline code.

If a student is struck by another student, the victim should immediately seek help from teacher/principal. It is advised that the victim refuse to take matters into his/her own hands, but allow the staff to take appropriate action except for self-defense to stop further injury. Retaliation of any form will not be tolerated.

If a student strikes a teacher or other member of the staff including but not limited to: teacher's aides, substitute teachers, custodians, etc. the student will receive an automatic 10 day suspension. In addition the matter will also be turned over to the proper authorities and legal action will be taken.

The use of violence, force, coercion, threats, intimidation or bullying, fear, or similar conduct toward any student or staff member will result in the strongest form of disciplinary action.

HAZING/HARASSMENT

Harassment is the act of provoking a student to the point of being emotionally upset or leading to possible fighting including making threats or intimidating other students. The hazing of any student on or off of school property is prohibited. Any initiations, which involve the slightest element of physical danger or poor taste is not permitted. Consequences for participation in such activity will be determined by the administration but may include suspension/expulsion.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons who purpose includes the commission of illegal acts. No student shall engage in any gang activity including but not limited to:

- a. **wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, or other things that are evidence of membership or affiliation in any gang**
- b. **committing any act or omission, or using any speech, either verbal or non-verbal, such as gestures and handshakes showing membership or affiliation in a gang**
- c. **using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:**
 - 1. **soliciting others for membership in gangs**
 - 2. **requesting any person to pay protection or otherwise intimidating/threatening any person**
 - 3. **committing any other illegal act or other violation of school district policy**
 - 4. **inciting other students to act with physical violence upon any other person**

Students engaging in any gang-related activity will be subject to serious disciplinary actions including possible suspension or expulsion from school. Additionally, all suspected gang activity shall be reported to local law enforcement and the Saline County State’s Attorney’s Office.

THREATS

Any student making a verbal or nonverbal threat to another person may be suspended for a period of up to (10) school days. A student who makes a threat to do harm against any person will be referred to the district counselor for evaluation. The administration reserves the right to ask the Board of Education for an expulsion hearing as the result of a gross threat. Local law enforcement agencies shall be notified of any gross threat made by a student.

RESPECT TOWARD STAFF

Students are expected to show each staff member of Galatia Jr./Sr. High School the proper respect they deserve at all times. Janitors, bus drivers, cooks, secretaries, teachers, paraprofessionals, coaches and administrators shall be addressed in an appropriate manner. All school staff and support personnel shall be addressed by Mr., Mrs., Ms., or Coach. Failure to show proper respect shall result in disciplinary action, which may include suspension and/or expulsion. **Insubordination is the willful failure to comply with the directions of teachers, substitute teachers, teachers aides, bus driver, principals, or other authorized school personnel. Insubordination will not be tolerated.** Arguing, back-talking, and other forms of disrespect will not be tolerated and will be met with the harshest form of disciplinary action.

ALL school personnel in the district have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules.

DUTY TO WARN

Every student at Galatia High School has an expressed duty to warn the appropriate school personnel of any threat made against the school or another individual. School safety is the responsibility of everyone.

SUBSTANCE USE/ABUSE POLICY

The possession, use, distribution purchase, sale or being under the influence of any drugs or alcohol is prohibited in any school context including, but not limited to, the school grounds, the regular school program, a school-sponsored activity including activities which occur away from Galatia Jr./Sr. High School, or in any other context clearly related to school functions, such as activities which occur adjacent to school property or school-sponsored activities, activities which occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance or discipline in the school whether or not a school-sponsored activity.

Students found to be in possession of, using, or selling alcohol/drugs shall be dealt with harshly. These students shall be penalized to the fullest extent of the Illinois School Code. Additionally, the school district reserves the right to pursue criminal charges against the student.

Students caught with said products in their possession or caught using said products will be penalized to the fullest extent of the law in accordance with the Illinois School Code. Look-alike drugs and drug paraphernalia is included in this policy. This penalty may result in a two year expulsion from Galatia CUSD #1.

DEFINITIONS

- **Drugs** –Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in The Physician’s Desk Reference, Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States , or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance. The word “drugs” also refers to look-a-like products.
- **Under the Influence of Drugs**-A student is under the influence of drugs if his/her behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- **Using Drugs**-A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any context or any product or liquid the student believed was drugs or alcohol.

SEARCH AND SEIZURE

Certified employees and school administrators may search a student and/or student’s personal affects (e.g. purses, wallets, book bags, vehicles, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s student discipline policy.

School property, including but not limited to, desks, and lockers are owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct general administrative inspections of school property without notice to or consent of the student and without a search warrant.

As stated in the Illinois Code of Schools 105 ILCS 5/10-22.6, school searches may be done to maintain order and security in the schools. School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal affects left in those places and areas by student, including vehicles driven by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectations of privacy in these places and areas or in their personal affects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student violated or is violating the law, local ordinance, or the school’s policies/rules, such evidence may be seized by school authorities, and disciplinary action taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection[e] apply in all school districts, including special character districts and districts organized under Article 34.

PLAGIARISM AND CHEATING

Plagiarism is the act of taking credit for words or thoughts of another without giving proper acknowledgement to those individuals. Cheating is using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher. **Any student who is caught cheating on tests, papers or daily homework will be given a (0) for the assignment and one after-school detention. A student who voluntarily allows another student to copy from their work will receive the same punishment.**

VANDALISM

Damage to School Property, which can include but is not limited to desks, furnishings, equipment, textbooks and tampering with safety equipment (fire alarms, etc.). Students will make financial restitutions for replacement or repair and receive severe disciplinary action.

FORGERY

Forgery is the act of falsely writing the name of another on a school form or note to the school in an effort to falsify records, dates, addresses, times, permission, or other. The severity of the offense will determine action taken. The administration reserves the right to verify all written communication the school receives. For example, a note from the parent may result in a phone call to the parent to verify the note. A note from a doctor/dentist or other professional may result in a phone call to that professional in order to verify the note.

MULTIPLE DISCIPLINARY INFRACTIONS

Students who have multiple disciplinary infractions shall be treated as chronic offenders of the school discipline code. Such students shall be suspended and may be referred to the Board of Education for an expulsion hearing. Students who cause a disruption of the educational process on a continual basis will not be allowed to attend Galatia Jr./Sr. High School.

EXAMPLES OF SERIOUS DISCIPLINARY ACTIONS

1. Disturbance on school grounds, in hallways, or cafeteria areas
2. Possession or use of water pistols or water balloons
3. Classroom disturbance
4. Forgery of a note from home
5. Forgery of a hall pass, admit slip, etc.
6. Possession or sale of pornographic materials
7. Excessive tardiness
8. Violation of classroom and field trip rules
9. Theft of personal/school property
10. Violation of closed campus
11. Unauthorized petitions
12. Possession of fireworks or smoking on school property
13. Using/displaying obscenities
14. Gambling
15. Use of tape or CD player/MP3 player/radios while on school property
16. Insubordination or disrespect
17. Fighting
18. Indecency or sexual harassment
19. Disruptions of education process
20. Truancy
21. Assault (verbal and/or physical)
22. Gross intimidation or threats of violence, bullying, cyber bullying, sexting or harassing

23. Inciting violence/disobedience
24. Repeated violations of the school discipline code
25. Use/possession of tobacco products
26. Use/possession of cell phones on school property
27. Vandalism to school/personal property
28. Impending administrative investigation
29. Plagiarism
30. Cheating on homework or exams

Students are subject to all penalties under the school discipline code. Additionally, students may be required to make financial restitution for property damage.

CONSEQUENCES FOR VIOLATIONS OF STUDENT HANDBOOK AND SCHOOL DISCIPLINE CODE

Students who choose to violate the rules set forth in this handbook will be subject to the consequences outlined within these pages. Students shall have no choice in completing the assigned disciplinary action. Parents who refuse to allow the student to take responsibility for any rule violation shall be given a request to withdraw the student, from Galatia Jr./Sr. High School. **Students will be expected to follow the rules or serve appropriate disciplinary action if they are to continue as a student of the school.**

SUSPENSION FROM ALL SCHOOL RELATED ACTIVITIES

Because of misconduct or inappropriate behavior at extracurricular activities (i.e., athletic contests, school dances, night events), it may be necessary for school administrators to suspend students from attending such extracurricular functions for the remainder of the season, semester, or year. Any student who has been suspended out of school, during the year is prohibited from attending or participating in any school activity during the suspension period. (Ex. If prom is during the 5 day suspension, attendance to prom will be denied.)

SUSPENSION FROM SCHOOL TRIPS/ACTIVITIES

Under the following conditions students will not be allowed to participate in school-sponsored trips/activities that are deemed to be a privilege:

1. Low Achievement determined by the classroom teacher.
2. More than eight days of excused or unexcused absences for the semester during which a **trip** is scheduled (excluding hospital stays and sicknesses with a doctor's excuse).
3. Repeated violations of the school discipline code.
4. Any out-of-school suspensions during the school year.
5. Any outstanding fees or charges or unreturned school equipment such as uniforms.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays and demonstrations of affection (kissing, embracing, hugging) during the day or while in attendance at school activities will not be permitted.

This includes, but is not limited to, kissing, hugging amorously, walking arm in arm, and close physical encounters.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their signed student planner or class hall pass from an authorized staff member. Roaming hallways will not be permitted. **Students who are out of class without having the proper pass will be issued an after school detention immediately, no exceptions.** Students who tend to be out of class frequently will be placed on "lock down" status. They will then be given a detention if they are seen in the hallways during class periods.

TELEPHONE

Students may use the telephone in the office in between classes and during lunch. **No passes out of class are to be issued to use the telephone.** STUDENTS WILL NOT BE BROUGHT FROM CLASS TO MAKE OR ANSWER TELEPHONE CALLS. Important messages will be forwarded to the student.

CELL PHONE/MP3 PLAYER POLICY

Personal cell phones and MP3 players (i.e. iPods) are to be off and out of sight at all times during the school day.

Any student found to be in violation of this policy is subject to the following disciplinary action:

1st Offense – Student will receive a 1day In-School Suspension. The students' phone or MP3 player will be confiscated and will be kept in the office until after school hours.

2nd Offense – Student will receive a 2 day In-School Suspension.

3rd Offense – Student will receive a 1 day Suspension from school. The students' phone or MP3 player will be picked up in the Principal's office by a parent or guardian.

4th Offense – Student will receive a 3 day Suspension from school. The students' phone or MP3 player will be picked up in the Principal's office by a parent or guardian.

5th Offense - Student will receive a 5 day Suspension from school. The students' phone or MP3 player will be picked up in the Principal's office by a parent or guardian.

Parents will be notified of any cell phone or MP3 player violations. Additional violations of the cell phone/MP3 player policy may result in up to a 10 day suspension from school for Gross disobedience and misconduct or result in the student removed to an alternative educational setting.

E-Reader Policy

E-Readers are devices with [E Ink screens](#), designed primarily for viewing books. Some examples include the Kindle, Nook, and Sony Reader. Students in 7th through 12th grade may use e-readers in school. Students may not connect these devices to the Internet while on campus or use them for any purpose other than displaying reading material.

A parent/guardian signature on the Policy Acknowledgement and Device Registration Form indicates that the parent/guardian acknowledges that they are solely responsible for the content on their child's e-reader. Books and other digital media must comply with the student Acceptable Use Policy. Parents/guardians are solely responsible for checking this content. Failure to comply with this policy may result in the revocation of e-reader privileges.

Privately owned e-reader devices are allowed at school. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed. Use of the device must adhere to the Acceptable Use Policy. These policies apply when students are at school or attending a school-sponsored or related activity off-campus. A student who brings their privately owned computer to school is personally responsible for the equipment. The district assumes no responsibility for the loss of, theft of or damage to any personal device. No privately owned student devices may be attached to the school's network or Internet services.

Personal e-reader devices must be registered with the office prior to use in the building. The model and serial number will be collected. Students must obtain teacher permission before using the device in class. Students must

turn off and put away the device when requested by a teacher. Students may use the device before school, at lunch, and after school in adult supervised areas only. The school may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines use of the device have been violated. Inappropriate use or violation of Acceptable Use Policy on personal equipment may also result in disciplinary action in coordination with policies. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

- Warn the student, verbally or in writing.
- Take away the device. Depending upon the offense, the school may keep the device for the rest of the school day and require the parents to pick up the device.
- Suspend the privilege of using the device at school.
- Deny the student the privilege of participating in extracurricular and/or athletic activities.
- Contact the student's parents or the police.
- Suspend or expel the student from school in accord with student discipline procedure.

Usage Examples

- Examples of appropriate use: reading eBooks, looking up words, highlighting text.
- Examples of inappropriate use: accessing Facebook or YouTube, playing games, listening to music, watching videos, sending messages, pictures not provided by the e-book publisher.

Tablet Computers

Touch screen devices with color LCD screens are considered tablets. This includes the iPod touch, iPad, and Android tablets, as well as crossover devices like the Kindle Fire and Nook Color. Tablet computers are prohibited on campus unless approved by the teacher and administration for class time use.

PERSONAL PROPERTY

Personal property such as radios, pagers, mp3 players, tape/CD players and cellular phones not assigned for classroom use by a teacher interfere with the educational process and are not permitted for use in school or on school grounds. Such items will be confiscated; parents will be allowed to pick them up in the school office.

Students are discouraged from bringing expensive items such as; cameras, watches, jewelry, etc. or large sums of money to school. Items brought to school should be labeled for identification purposes. Items may be kept in the office if arrangements are made with the principal.

CLOSED CAMPUS LUNCH

High school and Junior high closed campus lunches will be closed. All students should make arrangements to have lunch at the high school. (*Students, who wish to leave campus for lunch must do so accompanied by their parent only*). Parents, if you take your child for lunch you are responsible for picking up and dropping off your child. A student will not be allowed to leave with anyone but his/her parent. Students leaving for lunch must have office permission and use proper sign out policies. Any student returning to school after the bell ending the lunch period has rung will be counted as tardy and unexcused if more than 10 minutes late.

With parent permission, seniors may be granted limited open campus (walking only) for lunch by showing measured improvement from their sophomore PLAN composite score to their Prairie State Achievement Exam ACT composite score or by achieving the level of “meets” or “exceeds” in the areas of math AND reading on the Prairie State Achievement Exam during their junior year. This limited open campus (walking only) will be awarded on one (1) day per week. The day for the open campus will be designated by the administration and some weeks may not be included at the administration’s discretion.

Limited open campus is considered a privilege. Students who are found to be misbehaving, disrespectful, and/or disobedient shall lose this privilege and be subject to additional disciplinary consequences.

PROFANITY POLICY

Realizing that students need a wholesome learning environment, profanity or foul language will not be permitted at school or school related activities. Since it would be almost impossible to make a complete list of words that are considered unacceptable or rank them according to severity, the administration will make the determination.

USE OF THE “F” WORD IS ANAUTOMATIC OUT OF SCHOOL SUSPENSION.

Foul or abusive language or gestures directed at a staff member, authority, or supervisory person will always result in a suspension and possibly an expulsion.

COMPLAINTS

Any student who has a complaint is free to discuss the complaint with an administrator, counselor, or individual teacher when that person is available. **Students are not to voice a complaint in the presence of other students. Students who show disrespect to any staff member of the school district will be disciplined accordingly. This disciplinary action may include all measures up to and including suspension/expulsion.**

A complaint is not a forum for any student to attempt to “show up” any member of the Galatia staff. Any attempt to embarrass or question the authority of district employees shall be grounds for quick and harsh disciplinary action. Parents are welcome to discuss issues with appropriate staff. The discussion, however, shall be in private and shall have a high degree of mutual respect.

Any parent/guardian who displays disruptive action while visiting the school shall be subject to arrest and denial of visitation privileges. This type of behavior will not be tolerated at Galatia Community Unit School District #1.

SECTION V. BULLYING PREVENTION

Galatia Jr./Sr. High School Bullying Prevention Program

Galatia CUSD 1 is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation and bullying. Bullying and harassment negatively affect the academic performance of students, teacher morale and the success of the school to achieve its full potential. Every student has the right to spend the day free from bullying and intimidation.

The goal of the Bullying Prevention Program at Galatia Jr./Sr. High School is to address all reported situations, reduce the amount of occurrences and prevent new situations of bullying from occurring. This will be done by the following means:

- School-wide through classroom lessons
- Anonymous reporting through the school website
- Staff, student and parent awareness information
- Individual counseling
- Meeting with involved parties
- Parent/guardian contact
- Interventions, which may include disciplinary consequences from the school and referral to law enforcement

Bullying, as defined in the Illinois School Code, as: “any severe or pervasive physical or verbal act or conduct that

happens over time, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental health; (3) substantially interfering with the student's or students' academic performance; or (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

Acts of bullying, which include cyber bullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. Reports may be made by filling out a Bullying Incident Reporting Form (available in the front office or guidance office), reporting directly to faculty or an administrator, through e-mail or letter, or by using the "Bullying Incident Reporting" link on the school website.

Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others

The district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report.

Responding to a report of bullying or retaliation.

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.
- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will be consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

Investigation. The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

If necessary, the principal or designee will consult with legal counsel about the investigation.

Determinations. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the

principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

Information for Parents

Bullying is not a normal rite of passage. It can have [serious consequences](#). You can help your child learn how to prevent bullying. These tips can help:

- **Help your child understand bullying.** Explain [what bullying is](#). It is more than physical; it can be done in person or over the phone or computer.
- **Keep open lines of communication with your child.** Check in with your child and listen to any concerns about friends and other students.
- **Encourage your child to pursue their interests.** Doing what they love may help your child be more confident among their peers and make friends with other kids with similar interests.
- **Teach your child to take a stand against bullying.** Give guidance about how to stand up to those who bully if it is safe to do so.
- **Talk to your child about seeking help from a trusted adult when feeling threatened by a bully.** Talk about whom they should go to for help and role-play what they should say. Assure your child that they should not be afraid to tell an adult when someone they know is being bullied.
- **Know what is going on in your child's school.** Visit the school website, subscribe to the student paper—if there is one—and join the PTA listserv or mailing list. Get to know other parents, school counselors, and staff. Contact the school by phone or e-mail if you have suggestions to make the school a safer and better learning place.

When children are involved in bullying, it is important for parents to be willing to take action.

Children often do not tell their parents that they are being bullied because they are embarrassed or frightened. If you [suspect your child is being bullied](#) or your child brings it up, consider these steps:

- **Talk with your child.** Focus on your child. Express your concern and make it clear that you want to help.
- **Empathize with your child.** Say bullying is wrong, that it is not their fault, and that you are glad they had the courage to tell you about it.
- **Work together to find solutions.** Ask your child what they think can be done to help. Reassure them that the situation can be handled privately.
- **Document ongoing bullying.** Work with your child to keep a record of all bullying incidents. If it involves cyberbullying, keep a record of all messages or postings.
- **Help your child develop strategies and skills for handling bullying.** Provide suggestions for [ways to respond to bullying](#), and help your child gain confidence by rehearsing their responses.
- **Be persistent.** Bullying may not be resolved overnight.

SECTION VI. ACADEMIC POLICIES

HIGH SCHOOL GRADUATION REQUIREMENTS

Beginning with the – 2011-2012 school year, Galatia Jr/Sr High School will utilize a 9-period school day with high school students earning up to 7 credits per year. . This is one less credit per year than the past. This change means that the number of credits required for graduation has been adjusted. Beginning with the 2012-2013 school year, the number of credits required for graduation shall be 24 credits. These credits must include:

Four (4) Years of English

Four (4) Years of Physical Education

Three (3) Years of Science

Three (3) Years of Math. (one year must be Algebra)

Three (3) Years of Social Studies (one year must be American History)

One half (½) Year of Driver Education.

One half (½) Year of Health Education.

One (1) Year of Resource Management

One(1) Year of Art, Vocational Course or Foreign Language

A test over the U.S. and Illinois Constitution must be passed. (Am. History or Government)

2007-2008 Freshman must also include a class of Geometry or a class containing a Geometry concentration.

2007-2008 Freshman and preceding students must have 4 years of English and 1 concentration of writing.

Seniors must have all credits completed by Graduation date to participate in the Graduation ceremony.

***NOTE:** College bound students will have additional requirements. Please check with your guidance counselor.

8TH GRADE PROMOTION REQUIREMENTS

Promotion from 8th grade will depend on a student's level of work, attendance, progress during the school year, achievement test scores, and ability to work at a higher level.

Any student failing two (2) core subjects will be retained.

8th grade students must have all credits completed by Promotion date to participate in the ceremony.

PARTICIPATION IN GRADUATION CEREMONY

Participation in the 8th grade promotion and 12th grade graduation ceremonies is a privilege and may be revoked at any time by district administrators. For students who have worked hard and had good attendance, this is a chance to walk with pride and show the community that academic success has been attained. It is expected that students will act in a mature manner during the graduation ceremony. To participate, the following expectations will be met:

1. You are not to be under the influence of alcohol or drugs. You will be removed from the graduation ceremony if you are found to be under the influence of either.
2. If your behavior disrupts the ceremony in any manner you will be removed and excluded from the remainder of the ceremony.
3. You must dress in a manner appropriate for a ceremonial occasion (collared shirt of a neutral color-white, off-white, gray, black or blue- and nice pants for boys; nice dress or pants for girls). No jeans, shorts, Capri-pants, sneakers, flip-flops or Croc-style shoes. High heeled or spike heeled shoes can be difficult to walk in so please choose your shoes wisely. You will be required to change if your clothing and/or footwear are not proper.
4. Graduation caps are to be worn level with the floor and tassels are to be worn over the left front edge. You may not decorate your cap and gown in any manner.
5. You may not carry anything with you into the graduation ceremony.

Students may, however, be excluded from this ceremony if:

- the student has had an excessive number of disciplinary infractions as determined by the administration
- students have not met the minimum requirements for graduation
- students have not completed disciplinary assignments to the satisfaction of the administration
- students owe outstanding debts to the school or agents thereof as determined by the administration
- students fail to attend scheduled graduation practices
- the administration views behavior or other factors which would damage the credibility of the school.

Students who are disruptive/disrespectful during graduation practice may be excluded from participation in graduation ceremonies. Any disciplinary action assigned during practice must be completed. Diplomas will be held until after graduation ceremonies are completed. **Any action deemed by the administration as inappropriate or disruptive shall be grounds for disciplinary consequences. STUDENTS WILL NOT RECEIVE DIPLOMAS OR HAVE TRANSCRIPTS CLEARED FOR RELEASE UNTIL ALL DISCIPLINARY CONSEQUENCES HAVE BEEN FULFILLED.**

Disciplinary consequences may be assigned for completion up to (2) weeks after the conclusion of the school year.

RECOGNITION OF GRADUATES WITH HONORS AND HIGH HONORS

At the Galatia Jr./Sr. High School graduation ceremonies, students graduating with honors and high honors will be recognized.

For seniors to qualify as graduating with honors, the student must have a grade point average of 3.00 to 3.67 for eight (8) semesters of work. For seniors to qualify as graduating with high honors, the student must have a grade point average of 3.68 or above with no failing grades for eight (8) semesters of work.

For 8th grade students to qualify as graduating with honors, the student must have a cumulative grade point average of 3.00 to 3.67 over their 7th and 8th grade years. For 8th grade students to qualify as graduating with high honors, the student must have a cumulative grade point average of 3.68 or above with no failing grades over their 7th and 8th grade years.

VALEDICTORIAN AND SALUTATORIAN

Grades for eight (8) semesters' work will be averaged to determine the Valedictorian and Salutatorian.

All grade point averages will be rounded to the right of the decimal until a selection can be made.

To be considered for either valedictorian or salutatorian, a student must have taken four weighted classes during his/her high school career. Of those students with four weighted classes, the student with the highest overall GPA will be valedictorian and the student with the second highest GPA will be salutatorian. Grade point averages will not be rounded. Instead, averages will be considered to the right of the decimal until a selection can be made.

** The number of weighted classes are subject to the availability of the classes in the curriculum.

In order to be eligible for Valedictorian or Salutatorian, a student must be in attendance all of his/her junior and senior year at Galatia High School.

EARLY GRADUATION

Early graduation is not allowed. In order to receive a diploma from Galatia Jr./Sr. High School, a student must be able to document full-time attendance for four years of high school. Part-time student classification is not allowed.

CLASSIFICATION OF STUDENTS

In order to become a sophomore, a student must have (6) units of credit, a junior must have (12) units of credit, and a senior must have at least (18) units of credit. Information concerning individual classification and requirements is available in the guidance office or principal's office.

SCHOOL COUNSELING AND GUIDANCE SERVICES

The School Counselor's number one goal is to advocate for the educational, social, and emotional needs of the students. Some of the services provided by the counselor are:

- Individual and Small Group Counseling
- Academic Advisement
- Career Exploration and Decision Making
- Scholarship and Resume Workshops
- Test Administration and Interpretation
- Student/Teacher/Parent Collaboration
- Crisis Interventions and Support
- Professional Referrals
- Peer Facilitation
- Data and Transcript Management

COLLEGE DAY FOR SENIORS

Each senior may be given two college days to visit a college. Students must make sure they have cleared the visit with the counselor and principal before leaving. **If a student has made no plans to attend college, he/she will not be allowed to use college days.** Those students planning to attend Southeastern Illinois College will be given only one-half (½) day of release time. No more than two seniors will be allowed to go the same day without prior approval of the principal.

College Day forms must be picked up and signed by a college official and submitted to the office upon return to school. Having the correct forms and documentation will enable the school to count the college day as a regular attended day without affecting attendance incentives. Failure to do this could result in an unexcused absence.

GRADES, REPORT CARDS, GRADING SYSTEM AND HONOR ROLL

Each student will receive a report card at the end of each nine-week grading period. Parents will be required to pick up the first grade card at the school. It need not be returned. In order to determine the scholastic average for a student, the following points will be assigned to each letter grade. Grades are assigned point values as follows:

POINT VALUES

A+ = 4.34	B- = 2.67	D = 1.00
A = 4.00	C+ = 2.34	D- = .67
A- = 3.67	C = 2.00	E = 0
B+ = 3.34	C- = 1.67	
B = 3.00	D+ = 1.34	

GRADING SCALE

A+ = 100-99	B = 90-87	C- = 78-77
A = 98-95	B- = 86-85	D+ = 76-75
A- = 94-93	C+ = 84-83	D = 74-72
B+ = 92-91	C = 82-79	D- = 71-70
		F = 69-below

Accelerated classes will be weighted with an additional half grade point during the school year. This list includes but is not limited to Academic on-line classes with administration approval, English 121 and 122, Dual Credit Core Academic course work completed at the college level (Math, Science, History, etc.), Calculus, Chemistry II, Biology II, Pre Cal/Trig, SIC BIO 261 & 262, SIC Chem 123, and SIC Math 144.

SEMESTER TESTS

Semester tests will be given over 2 days at the end of each semester for Galatia High School students. With good attendance and excellent performance in class, students can be exempt from exams. All student absences including doctor excuses will be factored with the exemption policy unless it is a doctor's visit due to an injury which happened at a school event.

Exemption criteria are as follows:

- The student must not be issued an after school detention, In-School Suspension (SSS), or an out of school suspension during the semester of the exam.
- Miss only 2 days in the semester – must have an A semester average to be exempt
- Any student will be required to take the exam if the teacher requests it due to poor classroom behavior

If a student is not exempt from exams he or she must attend the full day of school.

Semester tests will be given on the 1st and 2nd to the last day of the semester in the following order:

- **First semester testing: 1st day - periods 1st, 2nd, 3rd, 4th. 2nd day of testing: periods 7th, 8th, 9th (2nd day is 2pm dismissal).**
- **2nd semester testing:** all exams will be given during the regular scheduled school day. Each test will be given in 2 parts over 2 days.

Semester tests will not be administered early and there will be no scheduled makeup day.

HONOR ROLL

At the end of each quarter an honor roll will be compiled. To qualify for the high honor roll, a student must have an average of 3.75 and above with no failing grades or straight A's. A student having at least an average of 3.5 but less than an average of 3.75 will be on the regular honor roll. No student with an incomplete in any class will be eligible for the honor roll.

CLASS ASSIGNMENTS

The assignment of students to classes is the responsibility of the guidance counselor and administration. Students are placed in classes based on consideration of the interests of the individual, the effect upon the instructional setting, and the student's academic record. In the case of transfer students, it is within the administration's authority to assign a student to a learning situation other than that recommended by the transferring school. The administration will be involved in all discussions regarding the placement of special education students.

YEARBOOK CLASS

Students may be placed in yearbook class only with the teacher's recommendation. The teacher will consider performance in previous year's class in order to accept or deny enrollment in this class. Students who have failed to participate in the yearbook program at a level of acceptability will be denied enrollment.

OFF-CAMPUS COURSES

Students should consider off-campus courses a privilege and should conduct themselves in a manner, which shows a high degree of maturity. Students taking off-campus courses receive dual-credit. This means that a high school student earns college credit while earning high school credit. Parents shall provide transportation to and from the site. If student attendance and/or behavior becomes a problem, the principal reserves the right to revoke the students privilege of independent transportation to the off campus site. The student may be dropped from the class.

A student, who for attendance or other reasons, fails to meet the necessary requirements shall be dropped from the program and return to the high school for the remainder of the day.

Students who have disciplinary obligations shall be required to stay on campus until the obligation is completed. For example, a student, who has a supervised study session, will not be allowed to attend off-campus classes on the day the disciplinary action is to be completed.

Students who attend off-campus courses during the regular school day who have left Galatia High School in order to attend such courses shall not return to campus during regular school hours without approval from the administration or their designee.

SCHEDULE CHANGES

In the event a schedule change is necessary, students should pursue the following procedure:

1. Contact the guidance office or the principal's office for permission.
2. Complete all schedule changes during the **first week** of the semester.
3. Complete an add/drop form signed by teachers and counselor to be placed in the students file.

ILLINOIS SCHOOL STUDENT RECORDS ACT

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Illinois School Student Records Act (ISSRA), 105 ILCS10/1 et seq. Afford parents and eligible students certain rights with respect to their educational records which include the following:

- a) The right to inspect and copy the student's educational records within 15 school days of the day the district receives a request for access. A parent should submit to the records custodian, principal, or other appropriate official, written requests that identify the records they wish to inspect. The school district official will make arrangements for access and notify the parent of the time and place where records may be inspected.
- b) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights. A parent may ask the School District to amend a record that they believe is inaccurate or misleading. To do so, parents should write the district officials responsible for the record clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent the District will notify the parent of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- c) The right to consent to disclosures if personally identifiable information contained in the student's records, except to the extent that FERPA and ISSRA authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.
- d) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

- e) The right to prohibit the release of directory information. Directory information may be disclosed without prior notice or consent unless the parent notifies the Records Custodian or other official in writing before October of the current school year that he does not want any or all directory information disclosed. Directory information means information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed and includes, but is not limited to, student's name, address, telephone, electronic mail address, photograph, date and place of birth, major field of study, grade level, and sports, weight and height of members of athletic teams dates of attendance, degrees, honors, and awards received, and the most recent previous agency or institution attended. To the extent that Galatia CUSD #1 allows post-secondary schools or employers access to directory information concerning students. Galatia must also allow military recruiters the same level of access to such information. Parent's have the right to restrict military recruiters from being provided information. To do so, parents must request in writing before October of the current school year that their child(ren)'s information not be disclosed.
- f) The right to copy school records prior to their destruction. Permanent records which include the student's name, birth date, address, grades and grade level, parents' names and addresses, and attendance records, will be maintained for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Temporary records, which include all information contained within the school student records but not contained within the permanent record, such as family background information, intelligence test scores, aptitude test scores, psychological and personality tests results, teacher evaluations and other information of clear relevance to the education of the student will be maintained for 5 years after the student has transferred, graduated or otherwise permanently withdrawn from school. Parents and students are not on notice that temporary records will be destroyed after 5 years following the student's transfer, graduation or otherwise permanent withdrawal from Galatia School District.

FREEDOM OF INFORMATION ACT

A copy of the Freedom of Information Act is posted in the Principal's office for your information. The requirements of this Act will be followed providing for liberal access by the public to information possessed by the School District. At the same time protecting legitimate privacy interests.

DEFICIENCY REPORTS

Deficiency notices will be mailed to parents at mid-quarter when the quality of the student's work is at the failing level or when the level of work is considerably below the level of expectation.

DRIVERS EDUCATION

Effective June 1, 1994 the Illinois School Code as it relates to Driver Education was amended as follows:

Each school district maintaining grades 9-12 shall provide Driver Education for each public and non-public high school student residing in that school district who either has **RECEIVED A PASSING GRADE IN 8 COURSES DURING THE PREVIOUS 2 SEMESTERS** or has received a waiver of that requirement from the local superintendent of schools.

All students must pass the classroom portion of driver's education in order to receive a high school diploma. Driving school classes shall not count toward the fulfillment of this requirement.

Effective with the 2010-2011 school year, a \$50.00 lab fee shall be charged for students wishing to take the driving portion of driver's education. While all students are required to pass the classroom portion of driver's education in a public high school, behind-the-wheel instruction is not mandatory. Parents and students desiring to utilize this service must have the \$50.00 non-refundable fee paid prior to the first day of driving. **Students who fail the behind-the-wheel portion of driver's education shall not be entitled to the return of the \$50.00 fee.**

Any student who for any reason misses 7 days of driver's education shall receive a failing grade in the course.

SPECIAL EDUCATION

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act (“IDEA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children and disabilities,” as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. this system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school district which shall assist the School District in fulfilling its obligations to the district’s disabled students.

If necessary, students may also be placed in private school education facilities.

SECTION VII. EXTRA-CURRICULAR AND ATHLETIC PARTICIPATION

Participation in extracurricular activities and athletics is a privilege enjoyed by the students of GALATIA Unit #1. As an participant, the student is a representative of the school district and the community and is expected to represent himself/herself in a manner becoming both the school and the community.

These activities offer experiences for the proper development of attitude, sense of community, and level of maturity. These experiences encourage desirable habits of discipline, provide an atmosphere of proper ethical and moral attitudes, and help develop self-sacrifice and dedication toward common goals.

To accomplish these goals, the athletic department and school administration have developed these standards which we feel will promote the desired outcomes. Parents and students are asked to read and discuss these rules. Coaches and sponsors shall present this document to all participants and provide explanation where needed.

A signed copy of this document by the parent and/or legal guardian of the participant must be turned in by the participant to his or her coach or sponsor prior to the start of the current season. A copy will be given to the participant and a copy will be kept on file in the office.

I. RULES OF CONDUCT

These rules of conduct are enforced upon confirmation of a violation by school officials, law enforcement officials, and/or the judicial system. Certain violations may result in an administrative hearing being conducted. Following the hearing, the administration reserves the right to increase the penalty for misconduct above and beyond the penalties outlined in this section. Students who engage in behavior which is deemed "gross misconduct" may be suspended or denied the privilege of participating in the sport for a period of up to (2) years. These rules of conduct shall include but not limited to extracurricular clubs and organizations and all athletic events (basketball, baseball, softball, football, golf, volleyball, track, cross country and cheerleading). These rules of conduct become effective the first day of practice for an individual sport.

1. It is a violation of the rules of conduct for a participating student to:

- a) Use, possess, or purchase/attempt to purchase tobacco products (smoking, snuff, chewing tobacco, etc.)
- b) Use, possess, or purchase/attempt to purchase any form of alcohol
- c) Use, possess, or purchase/attempt to purchase any type of illegal drug
- d) Show any form of insubordination toward a coach
- e) To be found guilty of criminal activity

2. Penalties for violations of any of the rules:

- a) For the **First Violation**, the penalty will be suspension from the sport for one week beginning with the first game after the violation has been confirmed. The student will not be allowed to dress or participate in any athletic contest. Athletes may be required to attend the game(s) in which they are suspended. They will be required to wear street clothes and sit with the team (on the bench, in the dugout) during the game. **Failure to attend the game in which the athlete is suspended shall be grounds for dismissal from the team.**
- b) For the **Second Violation**, within the school year, the student will be suspended from further participation in the sport he/she is playing at the time. Note this could mean that an infraction in one sport may carry over and be enforced with the next sport. **With the second violation, the Student shall be removed from the team.**
- c) For the **Third Violation** of athletic policy within the same school year, the student will be barred from further participation in athletics or other extra-curricular activities for the remainder of the school year.

II. GRADES

For each week of eligibility athletes must be passing all classes. Participants, including cheerleaders, who fail to meet the standards, will not be allowed to compete until the grades are checked during the following week. Academic progress shall be checked on a weekly basis as determined by the Athletic Director and sponsors. Any student who is ineligible three (3) weeks in a row will be off the team for the rest of the season. **Participants are expected to practice during time of in eligibility. Any practice missed during this time may be considered unexcused by the coach. Four unexcused missed practices shall be grounds for dismissal from the team.**

1st week of ineligibility- practice but no play

2nd week of ineligibility- practice but no play

3rd week of ineligibility-no practice and no play

4th week of ineligibility- removed from the team

III. DISCIPLINARY CONSEQUENCES

Participation in athletics does not excuse an athlete from serving detention. Each participant will serve the detention on the assigned date. Students who must miss the team bus due to a detention will not be allowed to participate in the game that evening. Students who have supervised study session shall not be permitted to participate in athletics until after the full duration of the supervised study session is completed. (For example, a student who has supervised study assigned for 3 days will not be allowed to participate until after 3:00 P.M. on the third day of the supervised study assignment). **Participants who are suspended out of school shall not be permitted to participate in any event during the time of the suspension. Students are not allowed to attend any school function during a suspension from school. Any student who appears at a school function (either home or away) during a time of suspension will be required to leave the premises or face legal charges and/or additional disciplinary consequences.**

IV. ATTENDANCE

Student athletes and other extracurricular participants are expected to attend school. Students must attend school for at least 150 instructional minutes per day (5 class periods not including lunch) in order to be eligible to participate during that day. This rule may be waived under unusual circumstances by the administration. **An unexcused absence will automatically make the student ineligible for participation during that day. Any student absent from school will not be allowed to attend the sporting event or extracurricular activity that day.**

V. GAME TRANSPORTATION

1. **To away games:** Participants must ride school transportation all away games. Exceptions can only be made by the administration, sponsor or athletic director after receiving a written request by the parent involved. **Very few exceptions will be made.** (e.g. A student who is on another school activity and will not be back at school in time to catch the bus). Violation results in an athlete's suspension for that game.
2. **From away games:** Participants may return home from an away game with their parents, grandparents, or legal guardian. Parents, grandparents, or legal guardians must personally sign a request and present it to the coach prior to leaving the game site. **No other person (sibling, friend, etc.) shall be allowed to drive an athlete home after the game.** Violation of this rule shall result in the player/cheerleader being suspended for the next scheduled game. A second violation will result in increased disciplinary action and may be grounds for dismissal from the team.

VI. ATHLETIC EQUIPMENT

Athletic equipment will be checked out and in by the team coach. The athlete is responsible for the care of the equipment while in their use. The equipment should be immediately returned to the coach upon completion of the

season or if the athlete is no longer a member of the team. Equipment for another sport will not be issued until all equipment has been returned or replacement cost is paid by the student.

VII. UNSPORTSMANLIKE CONDUCT/DISRESPECT

Any athlete who is removed from an athletic contest for unsportsmanlike conduct shall be suspended for the following contest at the same level of competition. Students showing disrespect or unsportsmanlike conduct may be subject to an administrative hearing to determine if punishment beyond the athletic policy or team rules may be necessary. The administration reserves the right to suspend or deny the privilege of participating in the sport. In cases of "gross misconduct" the student may lose participation privileges for a period of up to two years.

Parents are expected to be good role models for sportsmanlike behavior. Any spectator who displays unsportsmanlike conduct or disrespect shall be asked to leave the contest. Failure to follow school official's directives may result in arrest and a ban being placed on the spectator for a period of up to two years following a hearing before the Board of Education.

VIII. TEAM RULES

Each coach will present in writing a list of team rules in addition to the school athletic policy. The individual coach cannot change athletic policy. Team rules will include items such as consequences for missing practices.

IX. PRACTICE SCHEDULES

Practices Schedules will be determined by the athletic director and principal in advance. All practice schedules should provide a fair rotation of early and late practices. Late practices should end prior to 9 p.m. Students need to rest and prepare for the next school day.

X. SNOW DAYS

Coaches shall not hold mandatory practices in a school building on any days in which school has been canceled due to inclement weather. The Superintendent may waive this rule under unusual circumstances. The decision to attend practice on a "snow day" will be up to the parents.

XI. REQUIREMENTS TO PARTICIPATE

Athletes must meet the following requirements **prior to the first practice**:

1. Have a current physical (less than one year) on file
2. Have a signed athletic policy on file
3. Have passed all classes during the previous semester
4. Must be able to participate in Physical Education (if an athlete).

Any student exempt from Physical Education due to injury, etc. will not be able to participate in an extracurricular athletic activity, until released by their physician.

CONCUSSION POLICY

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|--|--|
| <ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns | <ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment |
|--|--|

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better

to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

INTERSCHOLASTIC ATHLETIC ELIGIBILITY – DRUG TESTING

The Board of Education believes that the use of alcohol and drugs by students who participate in interscholastic athletics presents a particular hazard to the health, safety and welfare of the student athlete and to those who compete with the student. The Board encourages students to participate in interscholastic athletics, but school sponsored interscholastic athletics is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to tryout for, or to participate in, any school-sponsored interscholastic athletic program, students must agree to submit to testing for the use of drugs, if selected, in accordance with this policy.

The purpose of this policy is to protect the health, welfare and safety of students engaged in interscholastic athletics. It is better to assure the student athlete's health and physical fitness to participate in athletics and not to provide a means which the district may use to punish a student athlete other than by disqualification from participation in interscholastic athletics. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to tryout for or participate in interscholastic athletics and for no other disciplinary purpose.

Ten percent (10%) of all athletic teams will be tested each season at a time determined by the building administration. The testing time will occur during each team's competition season, but before the post-season. Student-athletes will be chosen at random from each team in a blind drawing conducted by the high school principal, athletic director and one witness. Student-athletes selected for testing will be transported by a school official to Ferrell Hospital and parents will be notified of the testing by building administration.

IHSA PERFORMANCE-ENHANCING DRUG TESTING POLICY

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association shall implement a performance-enhancing substance testing program for student-athletes at IHSA member schools. The Illinois Department of Public Health shall provide oversight to the association and the testing program as needed.

In August 2009, Illinois Governor Pat Quinn signed into law Public Act 096-0132, which expanded the association's drug testing efforts. The measure allows for not only an increase in the number of administered tests, but also allows for testing throughout the school year and not just during selected state series competitions.

General Prohibitions

1. It shall be considered a violation of the IHSA By-law 2.170 and its subsections for any student-athlete to ingest, or otherwise use any substance of the IHSA's Banned Substance Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for legitimate medical condition.
2. Violations found as a result of the IHSA's Performance-Enhancing Substance Testing program shall be penalized in accordance with this policy.
3. Violations found as a result of any other drug or substance testing conducted by a member school shall be penalized in accordance with the member school's athletic code of conduct policy.

Banned Substances

A posting of banned substance classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned substance classes list can be accessed at http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_drug_classes.pdf.

Consent

The association shall prohibit a student from participating in an athletic competition sponsored or sanctioned by the association unless the following conditions are met:

- The student agrees not to use any performance-enhancing substances on the association's most current banned substances classes list, and, if the student is enrolled in high school, the student submits to random testing for the presence of these substances in the student's body, in accordance with the program established by the association.
- The association obtains from the student's parent a statement signed by the parent and acknowledging: that the parent's child, if enrolled in high school, may be subject to random performance-enhancing substance testing; that State law prohibits possessing, dispensing, delivering, or administering a performance-enhancing substance in a manner not allowed by State law; that State law provides that bodybuilding, muscle enhancement, or the increase of muscle bulk or strength training through the use of a performance-enhancing substance by a person who is in good health is not a valid medical purpose; that only a licensed practitioner with prescriptive authority may prescribe a performance-enhancing substance for a person; and that a violation of State law concerning performance-enhancing substances is a criminal offense punishable by confinement in jail or imprisonment.

Parent and Student Agreement/Acknowledgement

Before competition in a high school sport begins, student-athletes and their parents/guardians will be provided with the IHSA's Performance-Enhancing Drug Testing Policy in its entirety along with an Agreement/Acknowledgement Form which **MUST** be signed by both parties before the student-athlete will be allowed to participate further in a high school sport.

ATHLETIC EVENTS BEHAVIOR

Students are to behave appropriately and respectfully at all school sponsored events. Students are expected to display good sportsmanship. Students showing poor sportsmanship and unruly behavior will be removed from the athletic event and may lose privileges to attend future extra curricular events.

BEHAVIOR AT BALLGAMES AND OTHER EXTRA-CURRICULAR EVENTS

Good student conduct is expected at ballgames and other events. Students who are not watching the game or who are lingering in the entrance or hallway will be asked to leave the athletic event. Parents should supervise children at all times for their safety. Students and parents should demonstrate sportsmanlike conduct at all times. Unsportsmanlike conduct may result in the person being ejected from the event and may be suspended from attending all school events for a period of time up to one year. Examples of unsportsmanlike conduct include:

1. Using vulgar or obscene language or booing of the officials or participants.
2. Possession/use of being under the influence of any alcoholic beverage or illegal substance.
3. Fighting, striking, or threatening another person.
4. Failing to obey the instructions of a security officer or district employee.
5. Engaging in any activity, which is illegal or disruptive.
6. GALATIA students shall not be allowed to leave the building unless they are planning to leave for the evening. **(Students shall not be permitted to re-enter once they leave the building during extracurricular events.)**

HOMECOMING AND PROM CANDIDATE ELIGIBILITY

To be eligible for King, Queen and Attendant (if applicable), candidates must:

1. Maintain an overall 2.0/4.0 GPA.
2. Be enrolled in GHS (from the beginning of the semester)
3. Be in good standing:
 - a. No more than (8) excused or unexcused absences during the semester.
 - b. No more than (1) day of suspension during the year.
 - c. Not have been suspended prior to election in the current semester.
4. All credits must be accounted for in the current class (e.g. Jr.) in which the student resides.

RULES FOR JUNIOR-SENIOR PROM AND HOMECOMING

Students should be aware that these and all extra-curricular activities are student privileges and participation is based on the fulfillment of appropriate requirements. Students who demonstrate disruptive behavior while at school may be denied the privilege of participating in any or all extra-curricular activities including Homecoming and Prom.

Homecoming is one of the social activities at Galatia High School that is planned primarily for the pleasure of students at GHS. Any Freshman through Senior in good standing at GALATIA High School may attend. **Jr. High students shall not be permitted to attend the Homecoming dance.** Prom is reserved for Juniors and Seniors; although Freshman or Sophomore may attend as a date companion of our Junior and Senior students.

Any student who has been suspended/expelled from school and has not been re-admitted in good standing cannot attend Prom or Homecoming. Students who have dropped out of public school shall not be permitted to attend Prom or Homecoming. All outstanding fees or financial obligations to the school must be taken care of prior to attending these events.

Guests must:

- Have an approved guest request form
- Be no older than 20 years of age
- Be a high school student in good standing (if guest is home schooled, proof must be obtained from their local ROE)
- Have a valid driver's license if 16 and above
- Be a high school graduate (cannot be a drop-out)

Appropriate forms must be completed and approved by the administration before Prom/Homecoming tickets may be obtained. **As with all activities sponsored by Galatia High School, students who leave the building will not be permitted to re-enter.**

GOOD CONDUCT IS EXPECTED AT THESE AND ALL EXTRA-CURRICULAR EVENTS. FAILURE TO DEMONSTRATE APPROPRIATE CONDUCT SHALL RESULT IN A BAN BEING PLACED ON ATTENDING FUTURE ACTIVITIES.

Students who are allowed to help decorate for prom and/or homecoming should exhibit appropriate good behavior. Students with a history of disciplinary problems shall not be allowed to help with decorating.

Students shall not participate in suggestive or sexually implicit dancing at the prom or homecoming dance. (eg. booty dancing, etc.)

CONDUCT CODE VIOLATIONS
QUICK REFERENCE CHART

<i>Infraction</i>	<i>1st violation</i>	<i>2nd violation</i>	<i>3rd violation</i>	<i>4th violation</i>	<i>5th violation</i>
Dress code	change clothes, parent notified	change clothes, parent notified, after-school detention	1 day suspension		
Tardy	warning	parent notified, lunch detention	parent notified, after school	supervised study session	1 day suspension
Cell phone/MP 3	confiscated supervised study session	confiscated 2 day in school	confiscated 1 day suspension		
No authorized pass	after school detention	supervised study session	1 day suspension, loss of privileges		
Disrespect	after school detention	supervised study session	1-3 day suspension	5-10 day suspension	recommend expulsion
Insubordination	supervised study session	1-3 day suspension	5-10 day suspension	recommend expulsion	
“F” word	1 day suspension	3 day suspension			
Uncooperative with substitute	after school detention	supervised study session	1 day suspension		
Verbal aggression (threats)	supervised study session	1-3 day suspension	3-5 day suspension		
Physical aggression	3 day suspension	5 day suspension	recommend Expulsion		
Tobacco possession/use	1 day suspension	3 day suspension	5 day suspension	recommend expulsion	

This chart is intended as a reference chart/guide, it is not intended to include all infractions or consequences. More serious violations may result in consequences which are more severe than those in the chart above.

GALATIA UNIT SCHOOL DISTRICT #1

Acknowledgment of policies and procedures presented in the Galatia Student Handbook.

I acknowledge that I have received a copy of the Galatia Student Handbook and the policies and procedures contained within. I agree to read the information contained within the pages of this handbook. I, furthermore, understand that students will be held accountable to the rules and procedures set forth within the pages of the handbook. I realize that the student's failure to comply with established policies and procedures shall result in disciplinary consequences being assigned me.

Student's Signature

Date