

2025-2026 STUDENT HANDBOOK

GALVA JUNIOR/SENIOR HIGH SCHOOL

GALVA JR/SR HIGH SCHOOL
1020 N. CENTER AVE.
Galva, IL 61434

Administrative Office: 932-2108

Elementary Office: 932-2420

Jr/Sr High Office: 932-2151

Jr/Sr FAX: 932-2152

Admin. FAX: 932-8326

Board of Education

Eric Bates, President

Brittany Boston, Vice President

Kaleena Conrad, Secretary

Eric Bates

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John VanDeVelde

Brandi Funke

Administration

Mr. Jerry J. Becker, Superintendent of Schools

Mr. Kurtis A. Smyth, Junior/Senior High School Principal

Mr. Adam J. Norway, Elementary School Principal

Mr. Marland D. Rachel, Junior/Senior High School Dean of Students & Athletic Director

Failure to read this handbook does not excuse students from the requirements and regulations described herein. While every effort is made to provide accurate and current information, Galva CUSD #224 reserves the right to change, without prior notice, any rules, policies, fees, and programs described herein to reflect the Board of Education or Administrative action. An "IPA Model Student Handbook" will be considered an official part of the 2025-2026 Galva Jr/Sr High School Student Handbook and accessible on the "Jr/Sr High Student Handbook" link found on the school's website at <http://www.galva224.org/>. Our handbooks are aligned with IASB and PRESS to address all school legal statutes.

Dear Parent/Guardian,

Please complete the following form and return to the Main Office by **August 22, 2025**

Thank you,
Mr. Kurtis A. Smyth
Principal

Student/Parent Handbook Acknowledgement and Pledge

Name of Student(s): _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

Mission Statement

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

Vision Statement

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

- A sense of personal responsibility and opportunity as citizens of the local, state, country, and world society
- An understanding of the physical, social, scientific, and economic world in which we live
- Effective use of energy, ability, and talent
- Clear, logical, and independent thinking
- Due regard for the rights of others
- A moral and ethical sense shown by self control, honesty, fairness, justice, tolerance, courtesy, and kindness
- Development of communication skills in reading, writing, math, and language
- An appreciation of music and art
- Productive participation in society
- Preparation to enter higher education, training, or employment
- Development of robust health along with a desire and knowledge to safeguard it Psychological well being in social, family, and leisure lives

Conference: Lincoln Trail

Nickname: Wildcats

Colors: Maize/Blue

THE GALVA HIGH SCHOOL SONG

We're Galva High School
We're Galva High School
We're proud of every girl and boy
We are the one school
We are the best school
In all the state of Illinois. Rah! Rah! Come on you old grads
Come join us young lads
To carry high our maize and blue.
So let us give a cheer throughout the year To keep our honor – glory, true ue ue.

**G - G - GAL-L-L-LVA-
G-A-L-V-A Galva Galva take it away!**

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Chapter 1: Introductory Information & General Notices

General School Information

This handbook is a *summary* of the school's rules and expectations, and is not a comprehensive statement of school proceedings. The Board's comprehensive policy manual is available for public inspection at the District Office, located at: **224 Morgan Rd. Galva, IL 61434**

Visitors

Between hours of 8:00am to 3:00pm all doors to school will remain locked. All visitors, including parents and siblings, will be required to report to the main door of the building to be allowed entrance by the electronic lock system and then proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Parents are welcome to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to talk with a teacher, an appointment should be made for a time outside of instruction hours. Students living outside the District or who are not of school age are not permitted to visit classes. Parents visiting classes need to contact the principal 24 hours in advance.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon, looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller blading, roller skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:
Mr. Jerry J. Becker, Superintendent of Schools, at 309 932 2108.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Grievance Procedure: Within 7 calendar days of receiving a grievance or complaint of illegal discrimination, the Superintendent shall send a copy of the District's Grievance Procedure to the complainant. The Superintendent shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Superintendent may seek advice from state agencies or from legal counsel. Within sixty days of receiving the grievance, the Superintendent shall render a written decision, including the necessary steps to further appeal the decision.

The written decision may be appealed to the Board of Education by submitting a written request for a hearing before the Board. The decision of the Board may be appealed to the Regional Superintendent of Schools. Appeal thereafter may be made to the State Superintendent of Schools.

Emergency School Closings

In the event of severe weather or mechanical breakdown, school may be closed, the starting time delayed, or early dismissal may be necessary. School closings, delayed starting time, or early dismissals are announced over radio stations WHHK (Galva), WGIL (Galesburg), WKEI (Kewanee) and on TV Channels 4, 6, & 8. In addition to the radio and television station bulletins the Alert Now system will contact each household. It will also be available on the website, Galva 224.org. Please contact the office if you have changed a phone number, if no report is heard, it can be assumed that school is in session. In most cases days lost to school closings will be made up at the end of the year.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter in place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Video & Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school sponsored function, program, or meeting.

Use of School Telephone

Students will not be called out of class to receive a phone call. A message will be taken and delivered at the soonest, most appropriate time of the day. Use of the school phone or cell phone by students will be granted by the office provided the use of the phone is for a valid reason(s).

Lockers

Lockers are assigned to each student in Grades 7–12. The lockers are school property and as such may be searched by school officials with no prior notice to the student. Students in grades 7–12 are to purchase and use only school approved padlocks for lockers.

Roller Blades/Skateboards/Scooters

In the interest of safety, students are not allowed to bring roller blades, skateboards, skate shoes, or scooters to school. Students who ride bicycles are reminded to follow the rules of safe riding. Once on campus, the student is to get off his/her bike and walk. Students are encouraged to bring a lock to secure the bicycle. Bicycles must be parked in the bike racks.

2025-26 Galva Jr/Sr High School Schedules

High School

Regular Dismissal

Period 1	8:00 – 8:47 AM
Period 2	8:51 – 9:35
Period 3	9:39 – 10:23
Period 4	10:27 – 11:11
Period 5A	11:15 – 11: 59
Lunch	12:03 – 12:33 PM
Period 6	12:37 – 1:21
Period 7	1:25 – 2:09
Period 8	2:13 – 3:00

High School & Junior

High 11:30 am Early Dismissal

Period 1	8:00 – 8:23 AM
Period 2	8:27 – 8:50
Period 3	8:54 – 9:17
Period 4	9:21 – 9:44
Period 5	9:48 – 10:10
Period 6	10:14 – 10:37
Period 7	10:41 – 11:04
Period 8	11:08 – 11:30

School Day

Galva Elementary School	8:00 AM – 3:00 PM
Galva Jr/Sr High School	8:00 AM – 3:00 PM

Early Dismissal Day Schedule

Galva Elementary School	Dismissal at 1:55 PM or 11:30 AM
Galva Jr/Sr High School	Dismissal at 1:55 PM or 11:30 AM

Junior High

Regular Dismissal

Period 1	8:00 – 8:47 AM
Period 2	8:51 – 9:35
Period 3	9:39 – 10:23
Period 4	10:27 – 11:11
Period 5 Lunch	11:15 – 11: 45
Period 5	11:49 – 12:33 PM
Period 6	12:37 - 1:21
Period 7	1:25 – 2:09
Period 8	2:13 – 3:00

Supervision begins at 7:45 AM. Students are not to arrive prior to that time.

Students are to leave the school grounds at dismissal unless under the supervision of a teacher or coach.

CHAPTER 2: Attendance, Promotion, & Graduation

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers. Students who are excused from school will be given a reasonable time frame to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 932 2151 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

After ten (10) days of absence during any school year, a student is excused only with written confirmation by medical personnel, a court officer, or another legitimate professional. For Juniors and Seniors, college visitation is included in these 10 days with confirmation by a parent. A parent may be asked to provide a note from a physician, if a student has missed more than 3 consecutive days. Students absent due to a family vacation will be excused provided two conditions are met: The students on vacation must be accompanied by a parent, a grandparent or a legal guardian and the days absent for vacation purposes may not exceed the 10 day limit for absences for the year.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 309-932-2151 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences & Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services

Excused Absences

Pupils cannot profit to the fullest extent from school work unless they attend school regularly. Regular daily attendance is the responsibility of the parent/guardian AND the student. Irregular attendance jeopardizes the student's chances of successful achievement. It also costs the school district and the local taxpayers' dollars in state aid.

Responsibility for observing the regulations and following the procedures outlined below rests solely with the students and their parents/guardians:

1. When a student is absent, *a parent/guardian must contact the school by phone or e mail on the day of the absence or by written note immediately upon the student's return before the student will be excused.* Excused absences for valid cause will be determined by the Principal. State law requires schools to keep accurate records of attendance.
2. Students who have not been excused for an absence by phone, e mail or in writing from home within 1-2 school days will be deemed "unexcused" on the student's attendance record.
3. Students who are absent due to a doctor's visit or required to make a court appearance must produce documented proof within 1-2 school days to the Main Office.
4. Important Notice: Students absent for three (3) or more consecutive school days must produce a doctor's note in order to be excused for these absences.

Unexcused Absences

Attendance and academic performance are closely related. Regular attendance is essential in order for a student to maximize the school experience and to develop a sense of responsibility. A student is expected to attend school regularly. This attendance procedure is designed to increase regular attendance and punctuality.

To discourage "unexcused absences" at Galva Jr/Sr High School, the following procedures will be followed:

1. Any work that was missed due to an unexcused absence may be made up, but no credit or grade will be assigned, unless granted approval by the Principal.
2. After this grading period, the student who failed a course from unexcused absences may appeal in writing to the Principal if he/she feels that there was an error in his/her attendance or if circumstances beyond his/her control caused the unexcused absences.
3. A hearing will be conducted as soon as possible following the receipt of the appeal. An "Appeals Board" consisting of the Principal and two teachers will review the appeal and return a ruling. The student and/or parent/guardian has the right to appeal the ruling of the appeals board to the Superintendent, and then to the Board of Education, if they so choose.

Prearranged Absences

Students who know they will miss school prior to their absence (i.e. field trips, family vacations, conventions, state tournaments) will discuss with all of their teachers how they can make up their work before the absence. Parents/Guardians will contact the school office for a pre arranged absence form to be signed by the teachers and the parents/guardian. Permission for such absences will be determined on an individual basis. If the office has not been notified after 24 hours the absence may be considered unexcused.

Absences defined—“Excused” vs. “Unexcused”

Excused reasons

- Illness.
- Professional Health Services Appointments.
- Family emergency.
- Observance of a Religious Holiday.
- Approved educational purposes.
- Family vacations, only with prior approval.
- Other circumstances which cause reasonable concern to the parent for safety/health reason.
- Death in the immediate family.

Unexcused reasons

- No phone call made or note explaining an absence.
- Missing the bus.
- Returning to school after 3+ consecutive absences without a Doctor’s note.
- No clean clothes.
- Car trouble and/or transportation issues.
- Family vacations without prior approval.
- Hair appointments & similar cosmetic/personal
- Oversleeping/alarm problems.
- Absences beyond 10 days without professional note.
- Other absences classified as unexcused by Principal.

Excessive Absenteeism

The District considers absenteeism excessive when it significantly interferes with a student’s learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness. In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to track and provide early identification of potentially harmful attendance practices, and provide a progressive, multi level plan aimed at remediation of the problem. This procedure shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), any school official(s), referral to Regional Office of Education’s Truancy Officer, or other people who may have information.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer.
- Reporting to officials under the Juvenile Court Act.
- Referral to the State’s Attorney.
- Appropriate school discipline.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardy to School & Class

Students are expected to arrive to school and class on time. Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and individual student learning process.

Tardiness is categorized as excused or unexcused. The only reasons recognized by District #224 for excused tardiness are: medical appointments, funeral attendance, and illness. All other causes of tardiness are considered unexcused. Please help your child get to school on time to avoid consequences. Any student not in class at the designated start time and showing up between 1 – 5 minutes late is considered “tardy” for that class. Students who arrive for class more than 5 minutes late shall be considered “absent” for attendance purposes.

Students will receive appropriate school discipline consequences for tardiness. The tardy policy will start over each quarter.

Galva Jr/Sr High School has a tardy policy that is outlined in our student handbook. The consequences of this policy are outlined below. As part of our policy we ask that our students and their parents/guardians are informed. The student will begin receiving office detentions and possible suspension if tardies continue during the school year. A copy of this will be sent home once the student has surpassed 5 tardies for the quarter.

Tardy Discipline Matrix

Students arriving after 8:00 must stop at the Office to sign in and obtain a Pass Slip before going to class.

- Parents cannot excuse first period tardies unless it is for a legal absence reason (illness, medical/dental, religious holiday or funeral).

Any student 10 minutes or more unexcused tardy to their 1st scheduled class at GHS will receive an absence entry.

Continued chronic tardiness to the first scheduled class may result in more discipline from administration.

In addition, the tardy schedule applies throughout the school day for each period 1-8.

Consequences	
Incidents	Consequence
a) 1-4 Tardies	Warning
b) 5 th Tardy	Office Contract & parental contact
c) 6 th Tardy and up to 16	Automatic 30 minutes after-school make-up time and an additional 10 minutes for each tardy after 6 up to 16. <i>These will be served when student receives 16th Tardy or end of quarter whichever occurs 1st.</i> For Seniors 10 th Tardy plus = No Early Release for rest of quarter. Early release students will have to serve detention after their final class of day in the office.
d) 17-20 Tardies	17 th Tardy = 2 Hour Saturday Detention 18 th Tardy = 2 hour Saturday Detention 19 th Tardy = 4 hour Saturday School 20 th Tardy = 4 hour Saturday School <i>These will be served when a student reaches these limits and Saturday School Supervisor is available.</i> May also include loss of extra-curricular involvement.
e) Over 20 Tardies	Full Saturday School, ISS, or other disciplinary actions determined by administration which could include losses of Extra Curricular involvement.

Make-up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students have as many days to make up work missed as the days absent with an excused absence. Students who are absent and considered unexcused may not receive credit for classes missed that day. It is the responsibility of the student to obtain work missed during an absence. A parent may also request assignments be left at the office where they will pick it up, *or* work may be sent home with a sibling or designated friend at a parent's request.

Closed Campus

Galva CUSD #224 practices a closed campus. Students are invited to participate in the hot lunch program or bring a sack lunch. Provisions are available for a Free or Reduced-Priced Lunch – check in the office for additional information, application forms, guidelines for determining qualification, and an appeal process.

During lunch, students may be allowed by supervisors to be outside in canopy area. Students are not allowed in the parking lot unless permission is granted and under the supervision of staff.

Leaving Campus

Permission must be gained from the supervising teacher and the Principal before a student can leave school before the end of the school day. Verbal and/or written permission from parents/guardians must be granted and documented in the Main Office before a student dismissal may be considered.

Skipping or Cutting Class

Upon arrival to school, students are required to attend every class. Intentional skipping or cutting a class *or any part of a class* will result in appropriate school consequences .

Home or Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Galva Jr/Sr High School Grading Policy & Grading Scale

A = 100-90	GPA:
B = 89-80	All A's = 4.0 GPA
C = 79-70	All B's = 3.0 GPA
D = 69-60	All C's = 2.0 GPA
F = 59 or below	All D's = 1.0

0 = Student work that is not completed, not turned in, or work on which it is determined the student cheated

Inc. (Incomplete): A grade listed as Inc. will be given only under strict circumstances. Incomplete work must be made up within one school week, unless special arrangements are agreed upon with the teacher and approved by the administration.

High School Semester Grades

Semester grades are comprised of the following average - Semester grade= 90%, and Semester Exam Grade= 10%. All semester exams must be completed by high school students.

Grading Categories 7th-12th Grade

- a. Summative Assessments (Unit Tests, Projects, Essays, Presentations, Performances, etc.)
- b. Formative Assessments (Daily Assignments, Homework, Quizzes, etc)

Grading Percentages 7th-12th Grade

- a. A minimum of 50% of the semester grade must be Summative Assessments. (Excluding the Final Exam)

Summative Reassessment

- a. A student has the option to Reassess a Summative Assessment within 5 School Days of the Summative Assessment being returned to the student. (Re-take, Corrections, etc)
- b. The student has one attempt to Reassess a Summative Assessment, and the higher grade will be entered into the gradebook.
- c. To Reassess a Summative Assessment the student must complete all Formative Assessments leading up to the Summative Assessment, and meet the expectations of the teacher. The teacher may determine if any Formative Assessments submitted late for the purpose of Reassessment will be counted in the gradebook.

Amount of Summative Assessments in a Semester

- a. A minimum of 4 Summative Assessments per semester. (Excluding the Final Exam)

Amount of Formative Assessments in a Semester

- a. A minimum of 18 Formative Assessments in the gradebook per semester.
- b. A minimum of 1 Formative Assessment per week.

Galva High School Graduation Requirements

English	4.0 Credits
Math	3.0 Credits (1.0 credit course with Algebra content; 1.0 credit course with Geometry content)
Science	3.0 Credits
Social Science	3.0 Credits (U.S. History 0.5; Government 0.5, Civics 0.5 credits; May use up to 1.0 dual-credit BHC courses) credit
Consumer Education	
Physical Education and/or	0.5 Credit
Early Graduates) Health	3.5 Credits (Waivers may be granted to Junior/Senior students for Extracurricular
General Electives Total	0.5 Credit
	<u>7.5 Credits</u>
	25.0 Credits

*Freshmen/Sophomores must earn 6 credits per year and Juniors/Seniors must earn 6.5 credits per year to stay on track for graduation. Seniors are required to take 2 Galva High School Classes per semester of their senior year.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- 1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other requirements, and (ii) the principal attests that the school has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or waiver.

The Illinois State Board of Education requires that students complete three College and Career Readiness Indicators before graduation. See the school counselor for details.

Driver Education

To qualify to take the driver education course, a student must have earned at least a 3.0 out of 4.0 high school credits, or passed 6 out of 8 high school courses, during the previous semester. Enrollment is based upon grades earned in Grade 9. For 1st Semester, the oldest 24 sophomores who do not have their driver's license will be enrolled in class. For 2nd Semester, the remaining sophomores will be enrolled in the class, if space is available, then freshmen will be eligible to enroll (maximum class size = 24). Placement for eligible students is based on age. Students may not leave a class which he/she is failing in order to drive.

Administrative Procedure – Grading

Grades are utilized to assess academic achievement, student effort, class attendance, class participation and any other factors considered relevant by the teacher. The teacher shall assess academic achievement in terms of attainment of measurable specific skills corresponding to the instructional goals and objectives. Teachers may also assess other factors as well to determine student grades.

Homework Policy

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. If you have any further questions, please contact your child's teacher.

Late Work

Junior High School Grades 7-8: Late work policies and credit are determined by the individual teachers.
High School Grades 9-12: Late work policies and credit are determined by the individual teachers.

Promotion

School Board Policy 6:280 and *Administrative Procedure for Board Policy 6:280 R1 and R2* provide guidelines for notification and intervention for students at risk or retention at grade level. Promotion is based on the successful completion of the curriculum, on attendance, on performance on the Illinois State Achievement Tests or other testing. The administration determines the appropriate remedial assistance needed for a student who would not otherwise be promoted to the next grade.

Promotion for students in Grades 7-8 grades will be determined by the semester grades. Students failing 4 semesters of any academic classes will not be allowed to pass to the next grade level. Remediation will have to be completed to make up deficiencies.

The initial teacher-parent conference regarding possible retention shall be conducted no later than two weeks after the end of the semester or January 31st. Notification of the possibility for retention by mid term, with the final decision to be made after the final grades are determined. The Superintendent will be notified in advance of parent notification. The parent has a right to a hearing; hearing guidelines are found in *Administrative Procedure for Board Policy 6:280 R1*.

Class Determination

Academic Class determination is determined by the number of High School credits earned. Students not meeting the required number of credits will continue to be classified in their current year. Sophomore status = 6.0 credits, Junior status = 12 credits, Senior status = 18 credits. Fourth year students must earn 18 credits to be eligible for senior status, i.e. yearbook, class officers, court status, etc.

Honor Roll

The Honor Roll is published at the end of each semester. *Junior High and High School Honor Rolls* will be as follows:

Honors is designated as a student earning a quarter GPA of 3.0 – 3.49 on a 4 point scale.

High Honors is designated as a student earning a quarter GPA of 3.5+ on a 4 point scale.

All subjects on the report card for which a grade is given are included with the exception of Physical Education (P.E.).

Class Rank

Every year students compete to become the Valedictorian of their class. In order to use the GPA as a criterion for determining class rank all seniors in the position to be considered must be offered the same number of classes. In the event that there is a tie between one or more students, the students will share the respective titles.

Academic Incentives for Performance on Standardized Test Scores (SAT)

(Seniors only)

“Meet” Illinois State Standards in Reading AND Math on SAT= 1 month of early release/late arrival from/to school assuming their 1st or 8th Period class is a study hall (OR) Earn an SAT Composite score at or above the IL State Average = 1 month of early release/late arrival assuming their 1st or 8th Period class is a Study Hall

“Meets” in Reading, Math AND “Exceeds” in area(s) on SAT = Additional month(s) of early release/late arrival

AND for each “Exceeds” area(s)

“Early Release/Late Arrival” Incentive for Academic Performance

(Juniors + Seniors only; Based on cumulative grades AND weekly eligibility)

*On Monday of each week, if a student is earning a B or above in all classes, then he/she is allowed to arrive at the beginning of 2nd Period, assuming their first hour class is a study hall

*On Monday of each week, if a student is earning a B or above in all classes, then he/she is allowed to leave school after 7th Period, assuming their last hour class is a study hall.

*On Monday, if student is earning “C” or below in one or more classes, then he/she must remain on campus for Study Hall time and report to his/her assigned teacher for that week only, Monday – Friday.

EXCEPTIONS INCLUDE:

*If a student earns an office referral during his/her “early release” week, then he/she must stay for Study Hall period the rest of that week AND the next week regardless of date of referral.

*If an “early release” student would like to stay on campus during Study Hall period, then he/she must report to Study Hall.

Special Means for Earning Credit

Credits earned through extension and correspondence study will be accepted toward meeting high school graduation requirements providing the following requirements are met:

- A. The pupil taking correspondence courses for credit has had the course approved by the Principal in advance of enrollment in the course.
- B. College or High School courses offering dual credit at both the college and high school level.
- C. Such credit earned shall be earned through the satisfactory completion of courses offered by the college or University extension division accredited by the North Central Association or some other regionally accredited association.
- D. A maximum of two (2.0) credits may be counted except for adult or physically handicapped students.
- E. The amount of work being pursued in regular high school classes plus the amount taken by correspondence and/or extension shall not exceed the regular load carried by the full time high school students of Galva High School unless previously approved by the Principal.
- F. The institution offering the correspondence work must be approved by the State Department of Education in which it is located.
- G. The credits earned must meet the requirements for school graduation at GHS.
- H. All expenses related to earning special credit will be at the expense of the student, unless pre approved by the Principal at least one (1) semester in advance. This would include all on site dual credit courses and IVS courses.

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Only Juniors or Seniors may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

- 1. Enrollment in a marching band program for credit;
- 2. Enrollment in Reserve Officer’s Training Corps (ROTC) program sponsored by the District;
- 3. Ongoing participation in an interscholastic or extracurricular athletic program;
- 4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
- 5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook

Summer School Study

Credit may be earned in summer school courses when offered and approved from other accredited institutions. Each course must meet for 120 clock hours for one (1.0) credit or 60 clock hours for one half (0.5) credit. Approval for enrollment for summer school courses must be secured from the Counselor and Principal prior to enrollment.

Cooperative Education (Work study)

Students may be eligible to do a work study program. Students must meet specific credit criteria AND obtain prior approval in order to do work-study. Those students interested in participating in this program must meet with the school counselor to discuss eligibility.

Student's Responsibility for BHC (East Campus) and/or IVS (Illinois Virtual School) courses

Vocational: Vocational classes consist of automotive, welding and nurses aid. Galva High School students may enroll in up to 12 credit hours of vocational credit paid for by Galva CUSD #224. Students enrolled in Black Hawk College vocational classes will be responsible for any tuition or fees paid the Galva CUSD #224 if a failing grade is earned.

Transfer: Seniors who take dual enrollment transfer classes at Black Hawk College will receive tuition reimbursement from Galva CUSD #224 for up to six hours of credit provided the following conditions are met:

1. Each class is pre-approved by either the high school principal and/or counselor.
2. Student achieves a passing grade "C" or above.
3. Reimbursement is requested on the proper form with proof of grade within 45 days of the end of the semester.
4. Students should attend classes every day. Students will attend BHC classes on days when Galva High School is not in session.
5. Students should immediately report to Galva High School at the conclusion of the BHC class.

(Note: The books and all fees are the responsibility of the student and are not eligible for reimbursement.)

CHAPTER 3: Student Fees & Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

School Fines/Fees

Textbooks are property of the District. Fines are charged for damaged books. Students are charged for the replacement of lost or destroyed texts or library books. Students with overdue library books may not check out additional books until the overdue books are returned. ***Students must have ALL school fees paid in order to participate in any extracurricular contests/events!***

Lunch Fees

We have a system where students pay their lunches with their student ID card. These must be prepaid. Any student with a negative balance of \$5 or more will not be allowed to charge any more to their account. Students receiving free or reduced lunches will not be allowed any extra purchases unless there is money in his/her account.

Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. A student's eligibility for free and reduced price food services shall be determined by the income eligibility guidelines, family size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education.

Meal Charges for Meals Provided by the District

The Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact District Office staff about whether your charges may be carried over at the end of the school year, i.e., beyond June 30th. Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund checks and Debt Recovery. The District will make reasonable efforts to collect charges classified as delinquent debt. When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. If a parent/guardian regularly fails to provide meal money and does not qualify for free meal benefits, the District office staff, will direct the next course of action. Continual failure to provide meal money may require the District to notify the IL Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges.

Pursuant to the Hunger Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Lunch Money Refund:

Upon high school graduation or transfer out of the District, you may request a refund of any money in your student's lunch account by filling out the Refund/Transfer Request Form located on the Galva 224 website and return this form to the District Office. A refund check will be processed and mailed to the legal guardian.

Transfer:

You may request a transfer from one student's Food Service account to another student's Food Service account by calling the respective school office. You will be asked to verify that you are the legal guardian on file.

Chapter 4: Transportation & Parking

School Transportation

Galva CUSD #224 provides regular transportation for all students living in excess of 1.5 miles from school, for students with an Individual Education Plan (IEP) that specifies transportation will be provided, for students participating in school trips and activities, and for all students Kindergarten through age 16 who reside within the designated "Hazard Zone" as identified by Illinois Department of Transportation (IDOT). A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Non-public school students shall be transported in accordance with school law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

A parent who wishes their student to go home by bus with a friend or relative (a bus different from the student's assigned bus or on a bus and the student is not a regular bus rider) must put their request in writing. The Principal must initial and date the parent request to allow the student to ride an unassigned bus.

Bus Conduct

A video cam is used to monitor conduct and maintain a safe bus environment for students and staff.

- All school rules apply to students while on the bus – See List of Infractions under Student Discipline Section of the Handbook
- No eating or drinking on the bus
- Remain in seat while bus is moving Respect bus property
- Keep voices to a reasonable level
- Comply with driver and/or bus aide requests
- Show respect for others
- Keep arms and other objects inside the bus
- Refrain from throwing things out the window
- Safely stand away from the bus until it has come to a complete stop and then board the bus
- Remain seated until the bus has come to a complete stop and then exit the bus Cross the street/road in front of the bus while bus stop arm is down

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

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

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

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Suspension from Bus Riding Privileges and Review of Misbehaviors by the Board of Education

A serious infraction may be subject to more serious consequence than those listed above; the consequences for school infractions also apply on the bus. A parent has the right to appeal a suspension 1st to the Principal, 2nd to the superintendent, and finally to the Board of Education.

Students Driving Vehicles to School

A parking area is provided for the students and staff of the school. The parking row nearest the building (front row) is reserved for school staff and visitors. This row MAY NOT be used by students during school hours. If a student vehicle is parked in one of these spaces, they may be asked to move. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration. Vehicles must be parked in rows facing the building and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Students caught driving recklessly or parking against regulations recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Students will be allowed to go to the parking lot only if there is supervision. A sign in/out sheet will be kept in the office. All school materials should be brought into the school building when students arrive at school. Students will not be allowed to take other students home.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Chapter 5: Health & Safety

Accidents

Students shall report all accidents to the teacher, principal, or nurse. The staff who witnessed the accident or to whom the accident was reported will document the incident. An attempt will be made to contact the parent when the injury is deemed as potentially serious.

Physical Exams and Immunizations

All students entering Grade 9, or transfer students must show evidence of a physical examination completed by a licensed medical doctor in Illinois and evidence of current immunizations. The physical examinations and current immunizations are due on the first day of student attendance. Transfer students must show evidence of an appointment to complete this requirement with expediency. All students in Grade 7, 8, 10, 11, and 12, that wants to participate in a sport is required to have a sports physical completed prior to the start of practice. Students WON'T be allowed to practice until a current sports physical is on file at the school.

Dental Exams

All students in Grade 9 are required to have a completed Dental Exam.

Vision and Hearing Screening

Hearing and Vision screenings will be conducted at school. This notice is NOT a "consent" to screen but more so to inform you that your student will have a hearing and vision screening done unless there is a hearing examination and/or vision examination report from the doctor in the child's file. The screenings will be done at the State Mandated age and grade levels. "Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed the vision examination report indicating an eye examination has been administered within the previous 12 months." Title 77 Administrative Code Section 685.110.

Student Medication

Taking medication during school hours or during school related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this procedure.

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Asthma Medications/EPI Pens

On August 16, 2001, legislation was passed allowing Illinois public and private school children to carry and self-administer prescribed asthma medication. This legislation ensures that students with asthma have immediate access to life saving-asthma medications. Important facts about this law are the following:

- Asthma medications or Epi Pens must be prescribed by a healthcare provider, healthcare provider assistant or nurse practitioner that has prescribing privileges.
- Self-administration means a student's discretionary use of his or her prescribed asthma medications or Epi-Pen.
- The school must permit self-administration providing the parent or guardian has provided a completed Prescription Medication form with a physician signature and parent or guardian signature.
- The school is not held liable to students who self administer asthma medications or Epi Pens unless school personnel prevent the student from obtaining and self administering medication.
- The written and completed Prescription Medication form is effective for the school year and shall be renewed each subsequent school year.
- If changes are made in the prescription a new Prescription Medication form must be completed.
- This law pertains to students while they are in school, at a school sponsored activity, while under the supervision of school personnel, and while on school property.

Head Lice and/or Nits

Parents are required to notify the school nurse if they suspect their child has head lice. Easily transmitted from one person to another but don't transmit disease and are not related to socio economic status. Persistent itching and scratching of the scalp may be an indication that head lice are present. The nurse may conduct a check if there is suspicion. If a student is found to have head lice, the student will not be excluded from school for the remainder of the day. Parents will be contacted and treatment will need to be conducted that evening. Student will be checked by school nurse upon returning to school. Contact the nurse for more information.

Insurance

Optional student accident insurance is available through a District-approved provider. Insurance application forms are available in the Principal’s Office and at registration.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Parent(s)/guardian(s) and students who desire more information or who want a copy of the District’s policy may contact the Building Principal.

Exhibit – Authorization for Medical Treatment

To be submitted to the Superintendent or designee. (please print)

_____	_____
Student	Sport/Activity
_____	_____
Parent/Guardian	Home phone
_____	_____
Home address	Cell phone
_____	_____
Physician	Physician phone
Medical Information: <i>(list allergies, medications, conditions and any known restrictions)</i>	

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that transfer of my child to any hospital reasonably accessible will be at my expense.

Parent/Guardian Signature

Date

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence. In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Chapter 6: Discipline & Conduct

General Building Conduct

Students shall not arrive at school before 7:45 a.m. and regular school day classes begin at 8:00 a.m., with the exception of Early Bird classes. Students are dismissed at 3:00 p.m. each day, with the exception of early release. Students are expected to follow the school wide and classroom expectations when present in the school building. No soliciting on school grounds except for school-approved fundraisers. Failure to abide by the expectations may result in school discipline.

Hallway Behavior Expectations

Students are asked to move quietly and in an orderly manner through the halls. High school students are not allowed in junior high school areas, and vice versa, unless going to an assigned class. Students are responsible for upkeep of locker and hallway areas.

Lunch & Cafeteria Expectations

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area. Students should follow cafeteria expectations set forth by the administration, cafeteria staff, and lunchroom supervisors.

Expectations:

- * No throwing food,
- * Stay seated,
- * Take a pass when using the restroom or going to the vending machine,
- * No, going to the P.E./Athletic locker rooms during lunch,
- * Stay out of the main hall,
- * Go to the office on the way to lunch if needed,
- * Make sure the table and floor around the student seating at the table are clean.

School Dress Code

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The dress, of all students should be neat, clean, appropriate, and worn in a manner in which it was designed. Students' appearance should not disrupt the education process, interfere with the maintenance of positive teaching and learning climate, or compromise reasonable standards of health and safety. Exceptions may be made on school approved spirit days.

Students are asked to use the following as guidelines for acceptable wear:

- * Student dress, including accessories, may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- * Student dress (including accessories) may not display lewd, vulgar, obscene, racial, or offensive language or symbols.
- * Hats, caps, bandannas, and sunglasses will be put in a student's locker or left at home and not be worn or carried throughout the school during school hours. In addition, hoods will not be worn during school hours.
- * For safety and well-being purposes, clothing, footwear, and accessories that pose a safety hazard to students & equipment are not permitted in the shop, laboratories, or during physical education. Appropriate footwear must be worn at all times on school grounds (no shoes with rollers).
- * Tops, such as shirts and blouses, must be worn so that the torso, which includes the chest, midriff, and back, is covered. Males must have sleeves. Shoulders must have coverage with the top worn. No strapless or spaghetti straps should be worn. No bras or cleavage should be visible.
- * The length of bottoms, such as shorts or skirts, must be appropriate for the school environment. Clothing that shows excessive skin or undergarments is not acceptable.

- * Pants with holes, rips, or tears must cover the same amount as an acceptable pair of shorts.
- * Clothing that is otherwise poorly fitting, showing skin or undergarments, and holes in tops where bare skin is viewable will not be permitted.
- * If there is any doubt about dress and appearance, the building principal or designee will make the final decision.

Graduation Dress Code

If a graduating student chooses to participate in the Galva High School graduation ceremony they must meet the following dress code: The males must wear a dress shirt with a collar and a tie, their pants must be of a dress variety, and shoes must be dress shoes or boots. Absolutely no shorts, t shirts, tennis shoes or flip flops will be allowed. The females must wear a dress, blouse and skirt or a blouse and dress pants. Shoes must be of dress variety or sandals with a back strap. Absolutely no t shirts, shorts, flip flops or tennis shoes will be allowed. If a student wants to participate but feels they cannot meet the dress code due to financial hardship, they must contact the Superintendent's office 1 week in advance of the ceremony. The Superintendent will see that the student meets the dress code so the student may participate. It is the student's responsibility to be at the school and in proper attire no later than one half hour before the scheduled time of the ceremony. If the student does not meet the dress code they will not be allowed to participate in ceremony.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone , smart phone , audio or video recording device, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, electronic devices must be kept students will be required to put cell phones in a cell phone holder provided by the teacher in the classroom as they enter each class throughout the day.. During class time, the phone will remain within the cell phone holder unless the teacher permits the removal of the cell phone during class time. Cell phones will be released back to the students at the end of the class or earlier at teacher discretion unless:

1. permission is granted by an administrator, teacher or school staff member
2. use of the device is provided in a student's individualized education program (IEP)
3. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student's lunch period. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others.

This includes, but is not limited to, the following:

1. Using the device to take photographs in locker rooms or bathrooms
2. cheating
3. creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Code of Conduct

Illinois School Code Maintenance of discipline: 105 ILCS 5/24 24

"Teachers and other educational employees shall maintain discipline in the schools, including school grounds that are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and school children, they stand in the relation of parent/guardian to the pupils. This relationship extends to all activities connected with the school program, including all athletic and extracurricular programs and may be exercised at any time for the safety and supervision of the pupils in the absence of their parent/guardian.

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

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra curricular school events. Any student who violates such rules may be denied admission to school events for not more than one (1) year, provided that written ten (10) days' notice of the violation is given such student, and hearing held thereon by the Board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events."

Acts of Misconduct

Acts not covered by the following procedures will be handled at the discretion and judgment of the teachers and building administrators, who will act for the order and protection of the school. Each disciplinary decision will be handled on a case by case basis. The administrator will consider the age of the offender, the intellectual development of the offender, the maturity and judgment level of the offender, and the history of the student's previous misconduct.

Consequences for Misconduct

Teachers are responsible and will handle discipline problems as they arise in the classroom in a number of ways. If normal classroom techniques are not effective the steps below will be taken. Depending on severity or frequency of the problem, any step may be passed and the principal or designee notified to take the action deemed necessary.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- #ž Gef` YbaeWef` YVefdTgff` YbgdZSe` Y eW` YadaXX` YXdeS` WaTSUa ad` [Uaf` W` Sfa]S`d` [UgV` Y Wwca` [U]SdMfW` W]SdMfW` hsbW` hsbW` WeadafZ` hsb` YdWfWbcaVgufez
- Sž Gef` YbaeWef` YVefdTgff` YbgdZSe` YadeW` YS`LaZa` [UTWWSY` Z` E` g` W` Wei` Za` Sd` g` W` f` Z` W` X` g` W` U` W` X` S` S` LaZa` [UTWWSY` S` d` W` af` b` W` [ff` W` fa` S` f` W` W` d` Z` aa` ade` Z` aa` ^` X` U` fa` e` S` V` S` d` W` d` S` W` S` e` f` Z` a` g` Y` Z` f` Z` W` S` V` S` U` a` Z` a` [` f` Z` W` d` bae` W` e` f` a` ž
- %ž Gef` YbaeWef` YVefdTgff` YbgdZSe` Y eW` YadaXX` YXdeS` W
- Sž 3` k` [^` W` S` ^` V` g` Y` La` f` d` a` ^` W` e` g` T` e` S` U` W` ad` U` S` ` S` I` e` [` U` g` V` Y` S` d` g` S` S` I` W` U` S` ^` U` S` ` S` I` e` S` V` Z` S` e` Z` e` Z` I` S` V` _` W` U` S` ^` U` S` ` S` I` e` g` ^` e` f` Z` W` e` g` W` W` f` e` S` g` f` Z` a` d` I` W` fa` T` W` S` V` _` [` e` f` W` W` S` _` W` U` S` ^` U` S` ` S` I` e` [` X` g` e` W` b` c` a` V` g` l` f` g` W` W` 3` e` Z` W` i` e` >` S` i` ž
- Tž 3` k` S` S` T` a` [U` e` f` W` a` V` g` ^` e` f` [e` T` W` Y` S` V` _` [` e` f` W` W` [` S` U` ad` S` U` W` [f` Z` S` b` Z` k` e` U` S` i` e` ad` [U` W` e` W` b` d` S` U` f` f` i` a` W` i` e` b` d` W` d` b` f` a` ž
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- Vž 3` k` b` d` W` d` b` f` a` V` g` Y` i` Z` W` ^` a` f` b` d` W` d` T` W` X` d` f` Z` W` e` g` W` W` f` T` k` S` b` Z` k` e` U` S` ^` ad` [U` W` e` W` b` d` S` U` f` f` i` a` W` i` ad` i` Z` W` g` e` W` [` S` _` S` ` W` [` U` a` e` f` W` f` i` [f` Z` f` Z` W` b` d` W` d` b` f` a` ^` a` d` b` d` W` d` I` Y` b` Z` k` e` U` S` i` e` ad` [U` W` e` W` b` d` S` U` f` f` i` a` W` i` e` [` e` f` g` U` f` a` e` Z` f` Z` W` e` g` e` V` a` d` bae` W` e` f` a` a` X` W` U` S` ^` U` S` ` S` I` e` d` W` W` T` k` S` e` f` g` W` W` f` X` a` d` i` Z` a` _` W` U` S` ^` U` S` ` S` I` e` Z` S` e` T` W` b` d` W` d` T` W` [e` b` c` a` Z` I` [f` W` g` ^` e` f` Z` W` e` g` W` W` f` e` S` g` f` Z` a` d` I` W` fa` T` W` S` V` _` [` e` f` W` W` S` _` W` U` S` ^` U` S` ` S` I` e` [` X` g` e` W` b` c` a` V` g` l` f` g` W` W` 3` e` Z` W` i` e` >` S` i` ž
- Wž 3` k` [` Z` S` S` f` i` d` W` S` d` W` e` a` X` i` Z` W` W` i` f` U` a` f` S` [` e` S` [^` W` S` ^` V` g` Y` a` d` U` a` f` d` a` ^` W` e` g` T` e` S` U` W` S` h` i` Z` S` f` S` e` f` g` W` W` f` T` W` W` W` [d` a` d` d` W` W` W` e` f` a` T` W` S` S` T` W` a` X` U` S` g` e` [` Y` [` f` a` j` [U` S` f` a` i` Z` S` ^` g` U` S` f` a` i` W` U` f` W` W` i` a` d` V` g` ^` [` Y` a` X` Z` W` i` d` S` [` a` d` ^` W` h` a` g` e` k` e` W` -` a` d` /` h` i` S` T` a` g` i` Z` [U` Z` f` Z` W` e` g` W` W` f` W` Y` S` W` [` T` W` S` h` a` d` f` Z` S` f` i` a` g` V` ^` W` S` V` S` d` S` e` a` S` T` W` W` e` a` f` a` T` W` W` W` Z` S` f` Z` W` e` g` W` W` f` [` f` W` W` W` f` Z` W` [` Z` S` S` f` f` a` U` S` g` e` W`

intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
 - (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
 - (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Behavioral/Disciplinary contracts. Withholding of privileges.
4. Temporary removal from the classroom. Return of property or restitution for lost, stolen or damaged property.
5. Loss of driving/parking privileges on campus.
6. Restorative justice practices. Mediation/Peer mediation.
7. Mentoring.
8. In school suspension.
9. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
10. Community service.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Other appropriate and available behavioral and disciplinary interventions.
14. Alternative to Suspension (ATS) Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look alike,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

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

Definitions of Discipline Consequences

Teacher Detention: A teacher may issue a detention for up to 30 minutes for unacceptable student behavior. Time is served with the teacher on the date and time designated by the teacher. The teacher gives written notice of choice to serve that day or the next for detention. The teacher will make an effort to schedule at a time the student is able to be present (AM vs. PM). **It is the responsibility of the student to notify his/her parent.** Students who fail to serve a Teacher Detention are referred to the Dean/Principal.

Morning & After School Office Detention: Jr/Sr High School Office Detentions may be assigned before or after school. 7:00 AM at earliest and after school will be till 4:00 PM at the latest. Detentions are usually scheduled on Tuesday/Thursday after school. A student may be assigned an alternative date if he/she has a verified medical appointment and/or an excuse approved by the Dean/Principal.

Rules for After School Detention

- Be on time
- Bring reading material or assignments that take the entire time to complete
- A supervising teacher will assign work to a student who comes unprepared
- No food or drinks is permitted in detention
- Students removed from an After School Detention for non compliant behavior may receive alternate consequences

Lunch Detention: At the administration's discretion, a student may be placed in lunch detention for misbehavior.

Saturday Detention: Only an administrator may assign a student to a Saturday Detention assignment. Saturday detention will run from 8 .

Saturday School: Only an administrator may assign a student to a Saturday School assignment. Reassignment is done only for a personal illness, a death in the family, or a funeral.

Rules for Saturday School

- Be on time – Saturday school begins at 8:00 AM and ends at noon.
- Students will be admitted up to 10 minutes after beginning time – the 10 minutes are made up at noon. Students arriving after 8:10 AM are not admitted
- Bring study and reading materials that keep you engaged in work the entire time
- Students are provided a 5 minute rest period each hour
- No food or drink is allowed in Saturday School
- All school rules apply during Saturday School
- Transportation is the responsibility of the student and his/her parent
- Misbehavior of any kind will result in an immediate dismissal of the student from the Saturday School; A student leaving Saturday School without permission is issued an alternate consequence

In School Suspension (ISS): Students may be removed from the classroom and placed in a supervised area for violation of building policies.

Out of School Suspension (OSS): Only an administrator can suspend a student from school. A suspension may not exceed 10 days at a time. Students on a suspension are prohibited from being on school grounds for the duration of the suspension. They may not attend or participate in any school related activity either on or off campus. A parent is contacted as soon as possible to report a student's suspension. A written notice shall be provided that states the reason for the suspension including the rule that was violated. Parents shall be notified of their right to review the suspension, first with the Superintendent and then with the Board. The Board's decision is final. All make up work completed for a suspension from school may earn full credit if completed by terms/conditions given.

Expulsion: Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

Social Probation: Social Probation is defined as student losing the privilege to attend school functions for up to one calendar year based on the discretion of the Student Affairs Office. School functions include, but are not limited to athletic events, dances, or any ticketed event both during and after school hours. Students who are actively involved in a sport or co curricular activity will only be permitted to attend practices, meetings, and competitions for the activity that they are involved. Any violation of social probation may constitute additional social probation as well as a recommendation to administration for review.

Discipline of Students with Disabilities

Students with disabilities are subject to the same discipline code as are regular education students, except where offenses are found to be causally related to the student's handicapping condition. Discipline procedures are to be addressed in the student's IEP (discipline plan) and discussed with parent in the process. For offenses warranting expulsion, a Manifestation Hearing is scheduled prior to expulsion.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Student Due Process Rights for Suspension

The student is entitled to the following rights:

- * Notice and an opportunity for an appropriate hearing with the administrator as soon as practical following the misconduct.
- * An opportunity for the student to tell his/her version of the incident after being told the basis of the accusation.
- * An opportunity to object to any evidence which the administrator asserts as a basis for the suspension.

If an ongoing danger to persons or property exists, the student will be summarily removed; however, a hearing will be scheduled thereafter as soon as practical.

Re-engagement of Returning Students

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Hazing Prohibited

Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any school sponsored or school recognized organization, club, athletic team, or class.

Consequences: Removal from the extra curricular activity, Conference with parent, Referral to appropriate law enforcement agency, or in case of endangerment to the mental or physical health or safety of another – student may be suspended for up to 10 days or expelled from school.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case by case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Social Relationships

Public display of affection is inappropriate in the school or on school property. Hand holding only is allowed.

School Dances

Unless otherwise stated, dances are exclusively for Galva High School students and their guests. Junior High dances are for current students only (no guests). Once a student leaves the dance, he/she may not return. High school students are not allowed to attend or be on school grounds during a junior high dance; junior high school students are not allowed to attend or be on school grounds during a high school dance. Dances are school sponsored activities; therefore, students are subject to the same rules, regulations, and consequences as during the regular school day. Students who wish to participate in organized activities before/after a school sponsored dance, which utilizes school facilities/property, are subject to extra curricular eligibility criteria.

Guests attending the dance must be currently enrolled in a high school, or is a recent graduate and must be in good standing at their home school. All guests attending the dance must 20 years of age or less and must be approved by the administration prior to the dance.

Any student who serves an out-of-school suspension will not be allowed to attend the next dance or its related activities. Any type of suspension in Junior High, the student is ineligible for the next dance. Students who have lost privileges will not attend dances.

A Galva Student must be in compliance with the following to attend a school sponsored dance:

1. No failing grade in any class based on the eligibility report ran before the dance.
2. No more than three (3) "Unexcused Absences" in the semester leading up to the dance.
3. Any student who is assigned an out of school suspension will not be allowed to attend the next dance.
4. Saturday School detentions must be served before attending the next dance.
5. All fees and accounts must be paid in full before attending a dance.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Preventing Bullying, Intimidation, Teen Dating Violence & Harassment

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

Bullying is any unwanted aggressive behavior(s) carried out by student(s) who are not siblings or current dating partners, involving an observed or perceived power imbalance. These behaviors are likely repeated, and target a victim based upon one or more distinguishing characteristics.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, Title IX coordinator building principal, assistant building principal, dean of students, complaint manager, or any employee with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Enforcement

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

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

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

Retaliation Prohibited

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

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

Adolescent Suicide and Crisis Intervention

Identification of the At-Risk Student

- A. An employee having any reason to believe a student is considering or threatening suicide is to contact the Building Principal and District social worker/counselor.
- B. The social worker/counselor or Principal will meet with the student.
- C. The social worker/counselor will call the student's parent(s)/guardian(s) and arrange a meeting.
 - a. All calls and meetings with parent(s)/guardian(s) will be documented and a copy of the documentation sent by certified mail to the parent(s)/guardian(s).
 - b. The social worker/counselor will suggest to the parent(s)/guardian(s) that the State or community mental health agency be contacted. This suggestion shall be a part of the documentation sent to the parent(s)/guardian(s).
- D. A student should never be left alone if an employee reasonably believes the student is in imminent risk of suicide. An employee should immediately contact the student's parent(s)/guardian(s).

Documentation Regarding the At Risk Student

- A. District employees shall take notes on any conversations which involve or relate to the at risk student. The notes shall become a part of a written report to the Building Principal.
- B. Conversations which involve or relate to the at-risk student shall be confirmed in writing with the other party(s).
- C. The Superintendent shall receive a copy of all reports and documentation regarding the at risk student.
- D. The social worker/counselor shall prepare a report of the situation for the student's records.

Sexual Abuse Response and Prevention Resource Guide

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

Chapter 7: Internet, Technology, & Publications

Page 1 of 3

Authorization for Electronic Network Access

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by staff users. Some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

- a. Acceptable Use – Access to the District's electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District or for a legitimate business use.
- b. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his/her decision is final.
- c. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are as follows:
 1. *Use of network for illegal activity including violation of copyright or other contracts or transmission of any material in violation of any U.S. or State law; Unauthorized downloading of*
 2. *software, regardless of whether it is copyrighted or de virused;*
 3. *Downloading copyrighted material for other than personal use;*
 4. *Using the network for private financial or commercial gain;*
 5. *Wastefully using resources such as file space;*
 6. *Hacking or gaining unauthorized access to files, resources, or entities;*
 7. *Invading privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;*
 8. *Using another's account or password;*
 9. *Posting material authored or created by another with his/her consent;*
 10. *Posting anonymous messages;*
 11. *Using the network for commercial or private advertising;*
 12. *Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and*
 13. *Using the network while access privileges are suspended or revoked.*
- d. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 1. *Be polite. Do not become abusive in your messages to others.*
 2. *Use appropriate language. Do not swear or use vulgarities, profanities, or any other inappropriate language.*
 3. *Do not reveal the personal information including addresses or telephone numbers of students or staff.*
 4. *Recognize that electronic mail (E mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.*
 5. *Do not use the network in any way that would disrupt its use by other users.*
 6. *Consider all communications and information accessible via the network to be private property.*

- e. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- f. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees incurred by the District relating to, or arising out of, any breach of this *Authorization*.
- g. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another person’s account without written permission from that individual. Attempts to log on to the Internet as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- h. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- i. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.
- j. Copyright Web Publishing Rules – Copyright law and District policy prohibit the re publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
- For each re-publication (on a Web site or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source. Students and staff engaged in producing Web pages must provide library media specialists with e mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - Student work may only be published if there is written permission from both the parent/guardian and the student.
- k. Use of Electronic Mail
- The District’s electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides email to aid students and staff in fulfilling their duties and responsibilities and as an educational tool.
 - The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that is inappropriate in a letter or memorandum.
 - Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
 - Use of the District’s electronic mail system constitutes consent to these regulations.

Internet Safety

- Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization and otherwise follow this *Authorization*.
- Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.
- Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
- The system administrator and Building Principals shall monitor Internet access.

Students, parent(s) guardian(s), and staff members need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the School District, unless significant changes are made to this policy/procedure.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of or inability to use the Internet.

Date: _____

User Signature: _____

(Required if the user is a student under 18 years of age)

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District’s Internet.

Date: _____

Parent/Guardian Name: _____ (Printed)

Parent/Guardian Signature: _____

Further reference to Internet Use is found in Administrative Procedure – Acceptable Use of Electronic Networks found in current Galva CUSD #224 School Board Policy.

Internet Appropriate Use Violation Notice

Student: _____ **Date:** _____ **Grade:** _____

Appeal Procedure: *The appeal procedure is listed on page 2 of this form.*

Request to Deny Access: Parents may request a child be denied all access to Internet and Email Use. Forms are available at the Principal's Office.

The following incident(s) occurred:

The following violation(s) occurred (please circle the appropriate number or numbers):

1. Sending or displaying offensive messages or pictures.
2. Submitting, posting, publishing or displaying libelous material.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Using copyrighted material in violation of the copyright.
6. Using others' accounts and/or passwords.
7. Posting materials authorized or created by another without his/her consent.
8. Intentionally wasting limited resources.
9. Using the Internet for private, financial or commercial gain.
10. Using the Internet for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or State regulation.
11. Unauthorized downloading of software, regardless of whether it is copyrighted or de virused.
12. Gaining unauthorized access to resources or entities including, but not limited to other student files, teacher files, confidential information, student record data and unauthorized Internet accounts.
13. Invading the privacy of individuals, including revealing the personal addresses or telephone numbers of students, staff or teachers.
14. Posting anonymous messages.
15. Using the Internet for commercial or private advertising.
16. Accessing, submitting, posting, publishing or displaying pornographic, pervasively lewd and vulgar, or indecent or vulgar language.
17. Using the Internet while access privileges are denied, suspended or revoked.
18. Using the Internet in any way that would disrupt its use by other users, including "chain letters," uploading or creating computer viruses, and any other attempt to harm or destroy data of other users.
19. Attempting to exceed, evade or change resource quotas or intentionally cause network congestion through mass consumption o system resources.
20. Attempting to evade or circumvent any system security.
21. Deliberately changing computer settings or configurations.
22. Wasteful printing. Network users should always select only the information that needs to be printed. Users are required to cut and paste from Internet browsers to a word processing program and then print. Any personal printing is disallowed.
23. *Using Email. Student Email is to be used only under the direction of the teaching staff for instructional or educational use. Exchange students and others may be allowed to use personal Email with the written approval of the building principal during approved times.
24. *Accessing Chat Rooms. Chat rooms are to be used only under the direction of the teaching staff for instructional or educational uses.
25. Any activity that does not promote a positive educational or instructional use of the Internet, proper use of resources, respect and consideration for others, or appropriate use of school property.

Additional Comments: _____.

Consequence - Depending upon the severity of violation(s), loss of access could result. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

First Offense: The above student has violated the District’s Internet Appropriate Use Policy. A verbal and written “Warning” notice will be issued to the student using this form. A copy of this notice will be mailed to the student’s parent, and a copy will be provided to the Technology Coordinator by the building principal.

Second offense: On the second violation during the school year, a verbal and written notice will be issued to the student using this form. A copy of the notice will be sent to the student’s parent and a copy provided by the building principal to the Technology Coordinator.

The student shall forfeit all Internet privileges for a period of three weeks from _____ to _____.

Third offense: On the third Violation during the school year, a verbal a written notice will be issued to the student using this form. A copy of the notice will be sent to the student’s parent and a copy provided by the building principal to the Technology Coordinator.

The student shall forfeit all Internet Privileges for the balance of the school year.

**Additional
Action Taken:**

Principal

Teacher

Appeal Procedures

If a student or parent desires to appeal violation notification, the procedures below apply. All appeals must follow the progression prescribed, unless at the given step both parties consent to advance the appeal to the next step.

1. **First Level of Review:** If the appeal is for a notification that was initiated by a classroom teacher, technology coordinator, or supervisor, the student or parent must first discuss the situation with that individual in an effort to resolve the appeal. If notification was initiated by the building principal, Step Two becomes the initial step.

2. **Second Level of Review:** If Step One does not resolve the situation to the satisfaction of the student and/or parent or if the notification was initiated by the building principal, the appeal shall be made to the building principal. Such appeal shall commence no later than 5 days from the date of the notification.
The building principal upon reviewing the circumstances surrounding the situation may withdraw, modify, or leave unchanged the ruling in question. The principal shall respond in writing to the petitioning student and /or parent within 10 days. A copy of the response shall be forwarded to the district superintendent, and a copy shall be placed in the student's temporary record.

3. **Third Level of Review:** If Step Two does not resolve the situation to the satisfaction of the student and/or parent, the petitioning student and/or parent may appeal the action to the district superintendent. Such appeal shall be in writing and shall be filed no later than 5 days from the date of receipt of the building principal's response.
The superintendent may withdraw, modify, or leave unchanged the ruling in question. The superintendent shall respond in writing to the petitioning student and/or parent within 10 days. A copy of the response shall be forwarded to the building principal and a copy shall be placed in the student's temporary record.

4. **Fourth Level of Review:** If step three does not resolve the situation to the satisfaction of the student and/or parent, the petitioning party may appeal the action to the Board of Education. The Board's hearing procedure as described in the District Policy Manual shall apply. The decision of the Board shall be final.

Parent Request for Denied Access

Directions: To request that a child's access to the Internet be totally denied from the date of this request for the balance of the school year, a parent or legal guardian must complete the following. Parents requesting denied access status should understand that in requesting such, the parent may be handicapping the child's ability to use resources that are available to other students in the preparation of class assignments or projects.

I, _____, the parent or legal guardian for _____, a Galva CUSD #224 student, request that he/she be denied access to the Internet from the date of this request for the balance of the school year or until this request is withdrawn in writing, whichever occurs first.

Parent Signature: _____

Date: _____

Reinstating Full Access

As of _____, I request that the above named student be allowed full access to the Internet.

Parent Signature: _____

Date: _____

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use; or
5. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Use of Artificial Intelligence

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

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

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

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

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

Chapter 8: Search & Seizure

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School authorities are authorized to conduct reasonable searches of school property (such as lockers, desks, and parking lots) and equipment as well as of students and their personal effects without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

Students afforded the privilege of parking vehicles on school property are subject to searches of his/her vehicle and personal effects therein without notice and without suspicion of wrongdoing.

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be allowed.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator and adult witness; and
- By a certificated employee of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search and given to the Superintendent. The student's parent/guardian shall be notified of the search as soon as possible. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Access to Student Social Networking Passwords & Websites

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

Chapter 9: Students' Rights, Responsibilities, & Records

Student Rights

All students are entitled to the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students are to exercise these rights reasonably and avoid violating the rights of others.

Education of Children with Disabilities

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 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Vicki Conner
309-932-2151
Jr/Sr High Office

Student Responsibilities

Students are to know and abide by school rules and regulations. They are to observe the rights of others. Students who violate the rights of others or violate District policies or rules are subject to disciplinary measures. Students are to develop skills relevant to their future economic independence. They are to maintain the best possible level of academic achievement, punctuality, and attendance. They are to be responsible and accountable for their own work. Students are to know and comply with the laws of the state of Illinois and city of Galva. They are to preserve school property and execute care with school facilities. Students are to refrain from libel, slander, and obscenity in verbal and written expression.

Student Privileges

Participation in extracurricular programs, school dances, PBIS celebrations, field trips, school clubs, membership in student council, and positions as class officers are all privileges afforded students who have met required academic eligibility and maintained a positive attitude and behavior at school. *Students who do not abide by school policies or have accumulated unexcused absences may lose any or all of these privileges.*

Student Records

The District maintains *permanent school records* for each student. Permanent records include basic identifying information, academic transcripts, attendance record, accident and health reports, scores received on the Illinois

Assessment of Readiness Test (IAR) and mandated state assessment information pertaining to release of this record. The permanent record shall be maintained 60 years after the student has graduated, withdrawn, or transferred from the District.

The District maintains *temporary school records* for each student. Temporary records include honors and awards, school sponsored activities and athletics, family background, intelligence and aptitude scores, psychological reports, achievement test results, participation in extracurricular activities, teacher anecdotal records, special education files, verified reports or information from non educational persons, verified information of clear relevance to the student's education, information pertaining to release of this records, and disciplinary information – specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another. The District will maintain the temporary record for 5 years after the student graduates or permanently withdraws from the District. Temporary records of disabled students may, after five years, be transferred to the parent/guardian or to the student if he/she has succeeded to the rights of the parent/guardian.

Parents have the right to inspect and copy any or all information contained in the student record. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. The parent will pay \$.25 per page. The parent may challenge the contents of the records. When a student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent become exclusively those of the student.

The District may grant access to student records to officials of the District, the Illinois State Board of Education, specific researchers, juvenile authorities, or pursuant to a court order. Full and complete copies of the laws, rules, and regulations of the student records are on file with the Superintendent. (*Administrative Procedure for Board Policy 7:340-R1*)

The following is designated as public information and shall be released to the general public unless the parent designates otherwise [20 U.S.C. 1232g(b)(1)] Student name and address, b) Grade level, c) Birth date and place, d) Parent name and address, and e) Period of attendance at school.

Scholarships

A complete list of student scholarships and the selection criteria is available in the School Counselor's Office.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school related or education related activities.

Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Chapter 10: Parental Rights

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals. If you would like to receive any of this information, please contact the school office.

Reporting to Parents

A progress report will be available via Powerschool. Paper copies may be sent home upon request. Parent teacher conferences are held halfway through the first semester. Additional conferences are scheduled upon parent and/or teacher requests.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: **Galva District Office at (309)932108**

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

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age

- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student

- Meeting with a student off campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one on one or non group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course .

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: *(1) Continuing the child's education in the school of origin for as long as the child remains homeless, or if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.*

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Faith's Law Employee Conduct Standards

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

Illinois Sex Offender Registry: <https://isp.illinois.gov/SOR/disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry: <https://isp.illinois.gov/MVOAY/disclaimer>

Frequently Asked Questions Concerning Sex Offenders: <https://isp.illinois.gov/SOR/FAQs>

Chapter 11: Athletics & Extra-Curricular Activities

Extracurricular Code of Conduct*

The Extracurricular Code of Conduct establishes standards of conduct and consequences for violating such standards as a participant in any extracurricular activity. The Extracurricular Code of Conduct is in addition to the rules, regulations, and consequences established in this Handbook as “Code of Conduct.”

The consequences for a violation of the Extracurricular Code of Conduct are applicable when the violation is committed on or off school property. *The Code of Conduct is in effect 24 hours a day, seven days a week, 365 days per year once student enters Junior High.* The Code applies to student conduct on and off campus, even when the conduct is not directly connected to GHS.

Try-outs and participation in an activity automatically assumes a requirement of full compliance with training rules and regulations as well as compliance with the Code of Conduct. A student must have all enrollment fees paid to participate in extracurricular activities, including sports and cheer/dance.

Galva Jr. High Activities

Yearbook
Class Officer
Cheerleading
Dance/Drill Squad
Boys’ Basketball
Girls’ Basketball
Boys’ Track
Girls’ Track
Football
Volleyball
Scholastic Bowl
Jr. Leo’s Club Baseball
Softball
Football
Cross Country
Trap Shooting
Band & Chorus*

Galva High School Activities

Student Council
Yearbook
Class Officer
Cheerleading
Dance/Drill Squad
Boys’ Basketball
Girls’ Basketball
Boys’ Track Girls’
Track Football
Volleyball
Trap Shooting

Golf
Baseball
Softball
Scholastic Bowl
Interact Club
Drama Club
Art Club
National Honor Society
FFA
Band & Chorus* Cross
Country

*Band and Chorus are not considered extracurricular. Students in Band & Chorus receive grades for participation and therefore are part of the high school curriculum. Discipline issues in Band & Chorus will be governed by the school handbook and not by the Activity Code of Conduct.

Academic Eligibility Policy

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

SEASON ELIGIBILITY

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

WEEKLY ELIGIBILITY

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

WEEKLY ELIGIBILITY HIERARCHY

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

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

Tobacco, Alcohol, & Drug Related Offense Policy

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

CONSEQUENCES

1. 1st Offense
 - a. Student forfeits 50% of scheduled season.
 - b. Student may reduce suspension to 25% of scheduled season by using the “Honesty Policy” prior to administration gaining knowledge.
2. 2nd Offense
 - a. Student forfeits one calendar year of eligibility .
 - b. Student may reduce suspension to 90 school days with successful completion of an approved substance abuse awareness program.
3. 3rd Offense
 - a. Student loses all extracurricular eligibility for remainder of their attendance at Galva Jr./Sr. High School.

*Student may have to satisfy suspension length during current season and the following season depending on the amount of season left when violation occurred.

Extra-Curricular Student Behavior

Students that participate in extracurricular and co-curricular activities are expected to demonstrate positive cooperative behavior in the classroom, at school, school functions, and outside the school walls in the community. Students that do not abide by the Extra-Curricular Code of Conduct & School Code of Conduct may be suspended, removed, or withheld from participation in extra-curricular groups or dances.

*Other policies pertaining to extracurricular activities are covered in the Galva Extracurricular Code of Conduct.

Appeal Procedure

The Principal has final authority in the junior/senior high school in determining the exact consequences of all discipline infractions, including extra-curricular behavior infractions. Each situation is unique and will be managed on an individual basis. A parent may appeal disciplinary action 1st to the Principal. Finding no satisfaction, the parent may appeal to the Superintendent. To exercise this right, the parent must call the school office and establish an appointment.

Contacting Coaches:

Parents may not contact coaches before/after games with concerns. Parents must make an appointment to voice concern to coaches.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 11:30am is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the dean/principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

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

Attendance at Any School Sponsored Activity

To attend any school function that occurs after school hours, the student must meet the following expectations:

- Student must be in school attendance a minimum of ½ day to attend extra curricular school functions. Student must not be serving an out of school suspension.
- Must display good sportsmanship at both home and away activities. Galva students refrain from the use of inappropriate noises, signs, language, or taunts.
- Students removed from games by game officials will be prohibited from attending games for the rest of that season

Honors and Awards

Class Officers, Student Council, and Courts: To serve as a class officer or be a member of a “court”, the student must be passing all classes. Students may be selected to serve on only one court until the senior year. Seniors may serve on two courts if not crowned on a court during the senior year. Senior Royalty are chosen for the following dances: Homecoming or Prom. 5th Year students are not eligible to be a class officer, be on Student Council or serve on any court.

National Honor Society: National Honor Society recognizes and fosters academic achievement and scholarship while developing character, leadership, and service as ideals for citizens in a democracy. To be eligible, the student must be a junior or senior, have a minimum cumulative GPA of 3.4 out of 4.0, and be recommended by a faculty council of five teachers on the basis of *scholarship, leadership, character, and service*.

Once selected, members must maintain scholarship, leadership, character, and service at an exemplary level. Lowered GPA's, infractions of school rules may lead to dismissal from NHS. Appeals of Faculty Council dismissal decisions follow the district appeal process beginning with the building principal. The Faculty Council will participate in the appeals process only in matters concerning students who are eligible but were inadvertently omitted from the selection process. There is no appeal process for students who were academically eligible but not selected into NHS by the Faculty Council. In this matter, the Faculty Council's decision is final.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association & IESA before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return to play and return to learn protocols.

IHSA & IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Random Drug Testing

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non participation.

*** Students have no inherent right to membership or participation in any athletic, spirit, club, or organization. Membership and participation is a privilege not a right.*

Suspected Drug/Alcohol Assessment

Date: _____ **Time:** _____ **Grade:** 7 8 9 10 11 12

Student: _____ **DOB:** _____ **Teacher:** _____

Blood Pressure: _____ **Pulse:** _____ **Respirations:** _____

Medications/ Health Problems: _____

General appearance: Normal _____ Other _____

Skin: Normal _____ Flushed _____ Pale _____ Other _____

Speech : Normal _____ Slurred _____ Rapid _____ Incoherent _____
Repetitive _____ Non communicative _____

Attitude: Cooperative _____ Non-cooperative _____ Alert & oriented _____ Disoriented _____
Confused _____ Anxious _____ Agitated _____ Combative/Argumentative _____

Odors: None _____ Alcohol _____ Cannabis _____ Other _____

Eyes /Pupils: Normal _____ Constricted _____ Dilated _____ Equal _____ Reactive to light _____ Sluggish _____
Nystagmus _____ Bloodshot _____

Gait: Steady _____ Unsteady _____ Stagger _____ Other _____

Comments:

Nurse: _____

Random Drug Testing Policies and Procedures

SECTION 1: PURPOSE

Galva Community Unit School District's Board of Education believes the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete and/or interact with the student. The Board encourages students to participate in extra curricular activities and school dances as needed, but believes these privileges are not a right. To be eligible to participate in any school sponsored extra curricular activity program or dance at the Junior/Senior High School, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with this Policy.

The purpose of this Policy is to protect the health, welfare, and safety of the student body. It is to better assure the student's health and physical fitness to participate in extra curricular activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive in that the School District may not punish a student other than by disqualification from participation in extra-curricular activities and/or school dances. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in extra-curricular activities or dance and for no other disciplinary purpose.

SECTION 2: DEFINITIONS

Banned Substance: Any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended; any drug classified by the Federal Drug Administration (FDA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use; any substance defined by School District policy as being banned from use or possession by students, which shall include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolites, creatinine, LSD, methamphetamines, methadone, methadone metabolites, marijuana (THC), marijuana metabolites (including carboxy THC), MDMA (ecstasy), cocaine and benzoylecgonine (cocaine metabolite), opiates (including heroin, morphine, and codeine), PCP, phencyclidine, propoxyphene, alcohol, and any other illegal substances, except when taken pursuant to a legal prescription issued to the student by a licensed medical professional or licensed physician; and any tobacco products containing nicotine, including cigarettes, electronic cigarettes, cigars, pipe tobacco, and chewing tobacco, and any other substances specifically banned by School or School District policy.

Extra curricular Activities: Those activities listed as "Covered Activities" under the Galva CUSD Athletic/Activity Code.

Galva CUSD Athletic/Activity Code: The code of conduct for students participating in the listed "Covered Activities" while in grades 7 – 12, as amended from time to time.

SECTION 3: PROCEDURES

3A. Drug Screening Method

For the purposes of implementing this Policy, Galva CUSD will use various medically and scientifically valid sampling and testing methods, which may include hair sample testing, breath alcohol testing, or urinalysis. Galva CUSD will select the type of testing method and vendor. Upon being selected for hair sampling procedure, the student must provide a small sample of head hair which will be collected from the students by trained personnel. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

3B. Screening for Drug Use

1. Before a student is eligible to participate in or try out for an Extra-curricular Activity or school dance, the student and the student's parents or guardians must sign an "Informed Consent" form under this Policy (along with all other necessary forms otherwise required by the School or School District). The Informed Consent Form must be signed at registration, but no later than the first week of school.
2. Each student will be assigned a number which will be submitted to the drug testing company. The principal or designee will request a specific number of student identification numbers to match up with student names to be tested.
3. The screening will be random. As a result, a student may be tested multiple times per year.
4. The trained personnel conducting the collection and testing procedures under this Policy shall take steps to ensure the privacy of the student when the student is submitting a sample under this Policy, while further ensuring that the validity of the sample is not compromised in any manner. Further, the trained personnel shall take steps to ensure the chain of custody of any test samples received from a student to ensure student anonymity and privacy during the collection and testing process.
5. If the randomly selected student refuses to take a test or submit a sufficient sample, or if the randomly selected student is present at school, then leaves school before taking the test or submitting a sufficient sample, and the absence is unexcused, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed.
6. No student will be given advance notice or early warning of testing dates.
7. If a student is unable to provide the necessary sample for the testing procedure in use at the time of the student's selection, the student will be required to submit a sample under another School designated testing procedure within a reasonable time period soon thereafter. For example, if a student is unable to provide a hair-sample, the student may be required to submit a urine sample within 72 hours at a school approved institution. If a student does not submit to the alternate test within the directed time period, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed.
8. A student will be ineligible to participate in Extra-curricular Activities or school dances for one calendar year if he or she tampers or cheats during the sample collection process, as either the student submitting a sample under this Policy or assisting a student submitting a sample under this Policy. This will be reported to the parent or guardian of the student or students involved.

3C. Notification of Test Results

Notification of the test results will be handled as follows:

1. Notification from the testing company: Test results will be given to the principal or designee to share with the selected student and the student's parents or guardians who were tested.
2. Notification to the students: The principal or designee will contact the students regarding both positive and negative test results.
3. Notification to the parents: The principal or designee will contact the parents or guardians of tested students upon receiving the test results.
 - a. Positive Test: The principal or designee will ask parents of students who test positive to meet and discuss the results of the tests in detail. At this meeting, the principal or designee will also discuss the consequences of a positive test, educational opportunities for students and families, and screening opportunities described in Section 7.
 - b. Negative Test: The principal or designee will contact parents to inform them of the negative test results.
4. Notification to Activity Coaches and Sponsors: The principal or designee will contact the coaches and activity sponsors to discuss the suspension of the students involved in the sport or activity. The principal or designee should also remind each coach of the confidentiality involved with the suspension.

5. If a student or parent or guardian believes the test results are erroneous, the parent or guardian has a right to request that a second test be conducted by the school vendor within 3 school days of the positive result. The cost will be the responsibility of the student or parent (guardian). The student will not be allowed to participate in any Extra-curricular Activity or dance until the second test results are available. The results of the second test will be considered final.
6. If a student is taking a prescription medication which is not on record at the school and results of a random drug test are positive, the student has until the next school day at 3:00 PM to supply a physician's script or the pharmacy bottle with the label attached to the principal or designee for verification. If a student asserts the use of a legally prescribed medication or drug directly related to a positive result, the student may continue to participate in Extra-curricular Activities or school dance until the deadline. If a valid reason and supporting documentation for the positive test are not supplied by the deadline, the appropriate consequences will be immediately imposed.

SECTION 4: CONSEQUENCES

The consequences for all positive test results and for students who refuse to be tested shall be imposed in accordance with the provisions of the Galva CUSD Extra Curricular Activity Code.

1. Any student who receives a positive test result will be subject to follow up screening. Such follow up screening will take place ninety (90) days after the student received the positive test. A positive test result on the follow-up screening will result in additional consequences as a subsequent and separate offense imposed in accordance with the provisions of the Galva CUSD Extra Curricular Activity Code.
2. Students who test positive will be required to meet with their school counselor and complete a drug education program provided by the School in order to continue participation in any Extra-curricular Activity or dance, with the terms of such continued participation being governed by the Galva CUSD Activity Code.

SECTION 5: SUPPORT & ASSISTANCE

School Counselors: Although the Galva CUSD counselor is not an expert in drug and alcohol abuse, she is always willing to discuss your student's test results with you at no charge. She can also provide details on treatment opportunities for your student. All contact with the school counselor will remain confidential.

Additional Screening: If families would like to seek further screening of their child's drug use, the family should contact the school counselor. Many of the local drug and alcohol abuse institutions will screen the child and recommend treatment options. This additional screening is optional and will be at the family's expense. All contact with the school counselor will remain confidential.

SECTION 6: FINANCIAL RESPONSIBILITY

1. Under this policy, Galva Community Unit School District will pay for all initial random drug testing and school required follow up testing.
2. A request for an additional test after a "positive" test has been received is the financial responsibility of the student or the student's parent(s) or guardian(s).
3. Counseling, screening, and subsequent treatment by non school agencies is the financial responsibility of the student's parent(s) or guardian(s).

SECTION 7: CONFIDENTIALITY & RECORD KEEPING

1. Information on a verified "positive" test result will be shared on a need to know basis with the student's coach or sponsor. Under this drug testing policy, no staff, coach, or sponsor shall divulge any information to anyone other than to the student or the student's parents or guardians about a particular student or disposition of the student involved, except in response to a legal subpoena or as otherwise required by law. Positive results will not be disclosed to law enforcement authorities.
2. Information of a "negative" test will be kept confidential.
3. Result sheets will be kept in a secured location to which only the Building Principal or designee has access.

SECTION 8: OTHER DISTRICT POLICIES

This Policy and related testing program do not affect or limit in any way the policies, practices, or rights of the School District to search or test any student who at the time exhibits causes for reasonable suspicion of drug, alcohol, or tobacco possession or use.

Reporting Requirements for Building Principals Concerning School Safety and Security

The Building Principal shall comply with all State law reporting requirements for Principals. Compliance with the State law reporting requirements is required by Board policy 3:60, Administrative Responsibility of the Building Principal, in its mandate to “perform all duties as described in State law.” This list of required reports may not be exhaustive.

Mandated Reports Concerning School Safety and Security	Resources/Agency
1. A student or other person poses a clear and present danger to himself, herself, or others.	Illinois State Police
2. A student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability.	Department of Children and Family Services
3. Child pornography is discovered on electronic and information technology equipment.	Local Law Enforcement or National Center for Missing and Exploited Children’s CyberTipline
4. Hazing resulted in bodily harm to any person.	Superintendent and Local Law Enforcement
5. The person enrolling a student fails to provide a certified copy of the student’s birth certificate within 30 days of enrolling the student.	Superintendent and Local Law Enforcement
6. A drug violation occurred on school property, including any conveyance used to transport students, or within 1000 feet of the school.	Local Law Enforcement/County Sheriff
7. The safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity.	Local Law Enforcement
8. Sex offender information is available.	Information available on the Illinois State Police Website
9. A student committed a criminal offense.	Local Law Enforcement
10. A person on school grounds possesses a firearm.	Local Law Enforcement/County Sheriff
11. A student engaged in aggressive behavior.	Report made to parent/guardian of student who engaged in aggressive behavior`

Galva Junior/Senior High Matrix

Acts not covered by the following matrix will be handled at the discretion and judgement of the building Principal, who will act for the order and protection of the school

Category I	Detention	Saturday School	School Suspension 1 2 3	Out of School Suspension 1 2 3 4 5 6 7 8 9 10	Expulsion Recommendation
Public Display of Affection Dress Code Violation Minor Misconduct Inappropriate Language					
Category II					
Insubordination Disrupting the Educational Process Cheating/Plagiarism Forgery Disrespect to School Personnel/Students Electronic Device Violation Misconduct Profane/Vulgar Language Truancy					
Category III					
* Fighting * Physical Contact * Bullying * Theft * Vandalism * Threat * Sexual Harassment * Tobacco: Use and/or Possession/Paraphernalia					
Category IV					
* Alcohol: Use and/or Possession * Drugs: Use and/or Possession/Paraphernalia * Physical Assault * Weapon Possession * Transfer of Drugs or Alcohol * Gross Misconduct and/or Systemic Disruption					

* Violations may result in law enforcement interventions

INSERT 2024-2025 SCHOOL CALENDAR ON THIS PAGE

DO NOT PRINT THIS!