

GENOA-KINGSTON HIGH SCHOOL OFFICE HOURS

7:00 A.M. TO 3:30 P.M.

HIGH SCHOOL OFFICE PHONE NUMBER: 815/784-5111

**ATTENDANCE OFFICE PHONE NUMBER: 815/784-5113 DISTRICT OFFICE PHONE NUMBER:
815/784-6222**

BELL SCHEDULES

WELCOME

Welcome to Genoa-Kingston High School. We are all excited about the upcoming school year and look forward to affording every student the opportunity to excel and contribute. The opportunities are vast in the classroom, community and cocurricular activities ranging from fine arts, athletics, social organizations, service and many more. Always have the spirit to do things which will make our school outstanding. Participate in school activities, create new ones, and be an integral part of Genoa-Kingston High School. We are here for you.

TO PARENTS/GUARDIANS

You have the right to anticipate the best our schools can provide for your student. As you are your student's first and most influential teacher, your student's ideas about education and its significance begin with you. We hope you will participate actively in the educational process. Help your student understand that excellence in education cannot be achieved without intellectual and moral integrity coupled with hard work and commitment. We encourage families to attend events, contact teachers, and stay in touch through electronic media. At any time, please feel free to contact any school personnel to meet for any reason.

TO STUDENTS

When you give your best, you attain the knowledge and skills that will enable you to create your future and control your destiny rather than having your future thrust upon you by others. Take hold of your life, apply your gifts and talents, work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. We are all here for you to make Genoa-Kingston High School your home.

MISSION STATEMENT

In partnership with students, parents/guardians, community and staff, the mission of Genoa-Kingston High School is:

Creating a community where students pursue lifelong intellectual and personal growth.

AFFILIATIONS

CONFERENCE AFFILIATION

Big Northern Conference which includes: Byron, Dixon, Mendota, North Boone, Oregon, Rockfalls, Rockford Christian, Rockford Lutheran, Stillman Valley, and Winnebago.

STATE AFFILIATION

Member of the Illinois High School Association

NICKNAME

Cogs

SCHOOL COLORS

Orange and Blue

SCHOOL SONG

G-K Fight Song (Composed by Roy Hubbell Copyright 1974)

ACADEMIC INFORMATION

ACADEMIC ACHIEVEMENT: Credit For College Level Classes

A student who successfully completes college courses may receive high school credit provided the following criteria are met:

1. A student in good academic standing.
2. The course is approved in advance by the high school counselor and the high school principal. All dual credit classes are listed in the Course Book.
3. College courses will not be weighted, unless the course being taken is weighted at Genoa-Kingston High School, and its equivalent has/will not be taken at the high school.

ACADEMIC DISHONESTY

Academic dishonesty is not permitted at Genoa-Kingston High School. Repercussions differ with regard to the following types of academic dishonesty below. Students participating in academic dishonesty may be subject to disciplinary measures based on the District's Behavior Plan.

Plagiarism

Using another writer's **words** without proper citation.

Using another writer's **ideas** without proper citation. Even if you have arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.

Citing your source but reproducing the exact words of a printed source without quotation marks.

Using a paper writing "service" or having a friend write the paper for you. Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.

Cheating

Cheating is a deliberate attempt to mislead.

Getting unauthorized help on an assignment, test, or quiz.

Can be seen when copying off of another student's work or even two students working together and using the same exact words and ideas to complete an assignment.

Can be seen when the exact same method is used - especially when it is a method that has not been taught at Genoa-Kingston High School.

ASSIGNMENT MAKE-UP

If a student is absent from school, they will be permitted to make up all missed work, including homework and tests for equivalent academic credit.

Pre-Arranged Absence-Students who have a pre-arranged absence (Vacation, college visit, field trip, FFA week etc...) will get their assignments before leaving and have them done upon return. Tests will be taken upon their return. This is the student's responsibility to obtain this information.

It is the student's responsibility to check with their teachers upon return to school regardless if it is an A or B day about work, quizzes and/or tests missed due to an absence. In regard to absences, a student will be given one day of make up time for each day of absence. For example: If a student is absent from school on an A day and returns to school

on the following B day, the student must see their A day teachers and make up their assignments to be prepared for the next A day.

CELL PHONES

Cell phones are disruptive to the learning process and should not be used during class time. Teachers may allow cell phone use during certain class periods or at specific times; however, **students should put their phone away at the request of the teacher.** Failure to do so may result in disciplinary consequences.

CLASS PARTICIPATION

A percentage of the academic grade for any class may be awarded for class participation. Students may earn class participation points by attending class regularly and being punctual. The actual number of points awarded for participation will vary due to the type of course or class.

CONFERENCES

Genoa-Kingston High School encourages parent/guardian conferences. Conferences will be held once a staff member or parent/guardian makes a request. Conferences occur in November and February each year.

EXTRA CURRICULAR ELIGIBILITY

Participation in extracurricular activities is a privilege afforded to all students. To maintain a positive relationship between academics and activities, minimum standards for eligibility have been set by the Board of Education and the IHSA. Students should strive to exceed these minimum standards in order to ensure their continued participation in athletic or other extra curricular activities.

Academic eligibility is based on a four point system; D's are equal to one point and F's receive two points. When a student receives four or more points in any combination of grades, the student is then ineligible to participate in extracurricular activities for the following week, Monday through Sunday. Students who are ineligible for 3 weeks may be subjected to dismissal for the remainder of the extra curricular activity. Academic eligibility is determined weekly.

GRADUATION REQUIREMENTS

Specific graduation requirements can be found in the Course Book, as well as, Board Policy. Any student interested in early graduation must have administrative approval on a case by case basis.

GRADING SYSTEM

A student's grade point average (GPA) is based upon a four point system with "A" being four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. As a general guide to the grading practices used in our school, the following descriptions are given:

- A. An excellent grade indicating the student has attained a degree of learning which is reached by students performing at the highest levels (90-100%).
- B. A very commendable grade, a description of the work of superior students (80- 89%).

- C. A satisfactory grade, a description of the work done by students striving to achieve mastery (70-79%).
- D. A passing grade indicating the student has met the minimum requirements of the course (60-69%).
- E. A failing grade indicating that for one or more reasons the student has not met requirements of the course (failure - no credit).
- F. Work incomplete. A grade of an "I" may be issued. Based on the teacher's discretion, teachers will give an exact due-date for work.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are **not** allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASBESTOS INSPECTIONS

All Genoa-Kingston District Schools have been inspected for asbestos. The last inspection was conducted on November 17, 2011. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months and a reinspection documented every three years. Any evidence of disturbance or change will be documented in the Management Plan as required. Be advised the Genoa-Kingston C.U.S.D. #424 has done extensive asbestos abatement over the past 20 years and at present contains very little within any of our buildings. The Inspection/Management Plan is available for public review in the Maintenance Director's Office at 980 Park Avenue, Genoa, Illinois.

ATTENDANCE

ATTENDANCE OFFICE: 815/784-5113

The District #424 Attendance Policy is available in its entirety for anyone to review at each school building in the district and in the district office. The following is an abbreviated version of that Policy.

Illinois school Code requires parents/guardians to ensure that their children ages 6 to 17 attend school in the district which they reside. The student must also attend school during the entire time school is in session. To assist in this process, parents/guardians are asked to call the school before 10:00 A.M. to make notification of an absence. Upon enrollment, parents/guardians must provide contact numbers to the school office. If a student is absent without prior authorization/phone call from a parent/guardian, the principal/designee shall make a reasonable effort to contact the parent/guardian using the contact numbers given. Should the principal/designee remain unable to contact the parent/guardian, the absence will be considered unexcused and can only be changed after subsequent parent/guardian contact due to a valid absence at the building administrator's discretion.

COMMUNICATION WITH PARENTS/GUARDIANS

Parents/Guardians will be notified upon a student's 5th and 9th absences from school. Absence notification will commence due to any combination of absences, either excused or unexcused. After a student reaches five (5) absences, parents will receive a phone call or email. Letters specific to unexcused absences will be sent to parents/guardians on the 5th excused absence.

Excused Absence Limitation

All students are limited to 9 days of excused absences per year. For each absence, proper notification must be given to the office by the student's parent/guardian as stated above. Absences that are excused for a portion of a day, such as dentist or doctor appointments, will contribute to the 9-day limit.

Medical Excuse

Upon the 9th absence from school in any combination of absence types (excused or unexcused), a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school to excuse each absence. Students can also be brought to school to have the school nurse assess for symptoms of illness after 9 absences have been accumulated. If the parents/guardians choose not to secure a medical excuse, the absence will be considered unexcused.

Medical excuses will only be accepted from a practitioner who examined the student in his/her office. The excuse must state specific days that a student was excused from school. Parents/guardians have 3 days in which to turn in the medical excuse from the day the student was seen by the practitioner.

EXCUSED ABSENCES ACCORDING TO THE ILLINOIS SCHOOL CODE

The Illinois School Code and District #424 consider the following circumstances as valid causes for student absence:

- Significant illness
- Family emergency
- Observance of a religious holiday
- Death in the immediate family
- Circumstances that cause the parents/guardians and/or administrator concern for the safety or health of a student
- Attending a military honors funeral to sound TAPS
- Students may be excused from school for up to 5 days for certain military obligations of the student's parent/guardian
- A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

The school principal has the right to determine what constitutes an excused/extended absence.

TARDINESS

Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the administration will monitor students' tardies. Students may be considered tardy if they arrive after the bell has rung. Students who arrive between 7:50am and 8:30am will be marked tardy to 1st period. On the 3rd tardy to school regardless of it being an A/B day, students may receive disciplinary consequences for excessive tardies. Students who are tardy to class may receive a disciplinary consequence from the office on the 3rd tardy.

TARDIES WILL START OVER EACH SEMESTER.

UNEXCUSED ABSENCES/SKIPPING

The unexcused absence procedure includes all courses that are related to Genoa-Kingston High School including, but not limited to, Business Leadership, Internships, Workplace Experience, KEC and EMSA. This policy also encompasses all alternative learning programs (KEC Restart, Night School, and so forth). All unexcused absences are handled by the attendance office. After 10 days of unexcused absences, a student may be dropped from the course(s).

VACATION/FAMILY TRIPS

Family vacations/trips will be excused for up a total of five (5) days. More than five (5) days will be considered unexcused. Notification of family trips must be made to the office at least five (5) days in advance. Vacation/trip absences count towards the excused absence limitation of nine (9) days.

CHROMEBOOKS

Students are expected to come to class prepared and with their Chromebooks charged every day. If a student needs to obtain a loaner Chromebook during class, the student must request to do so with the classroom teacher. Loaner Chromebooks are available in the Learning Center. Excessive instances of a student not having a Chromebook with them in class or not having a charged Chromebook may result in disciplinary action. Additional information and expectations are outlined in the Chromebook Handbook.

CLOSED CAMPUS

Genoa-Kingston High School is a closed campus. All students shall remain at school, in authorized areas, during the school day. Students are expected to attend each class on their schedules unless excused through established procedures.

CAMPUS VIOLATION

Upon arrival to school, regardless of the means of transportation (i.e. car, bus, walking), students are required to remain on campus and must report to supervised areas. Students cannot leave school grounds without first receiving written permission from the attendance/assistant principal's office.

COMMUNITY RELATIONS AND PUBLICATIONS

All publications must be approved by the Superintendent of School District 424 prior to posting in schools or dispersal to students. An appointment may be scheduled to review materials by contacting the District Office at 815/784-6222. Community, educational, charitable, recreational, or other similar groups may advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's or District's website where appropriate. All material and literature must be student-oriented and have the sponsoring organizations name prominently displayed. When preparing documents, please have sufficient copies prepared and organized in classroom sets.

DISASTER PLAN

In cooperation with our local civil defense and city authorities, a comprehensive disaster plan has been developed. The Genoa Civil Defense alerts us immediately in case of severe weather or a tornado watch or warning. Please take note of the following:

If at dismissal time the sky is threatening and tornadoes or severe weather seem to be evident, the school administration may make the decision to hold the students until this period has passed. Facebook, twitter and a school messenger phone call will report this information. Parents/Guardians should not expect their student home or a call from their student until the condition has passed. A School Messenger phone call will be made to parents/guardians explaining the situation.

In the event of early dismissal due to an emergency, students will be instructed to go directly home. Buses will be assembled and loaded as at the end of the school day. You will need to advise your student what procedure to follow in the event you are not at home. As noted above, the radio stations will report this information.

DRIVER EDUCATION INFORMATION

Effective January 1, 1994, a law went into effect. The law states "students who desire to take driver education courses in public or non-public high schools must receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in driver education."

Driver Education, (classroom & behind the wheel) is ½ of a credit. Driver Education will be offered to all Genoa-Kingston High School students, and priority will be given to students based on chronological order of birthday and seat availability.

The driving portion of Driver's Education will be completed in cooperation with Drive Right Driving School.

EARLY DISMISSALS

All students who have notes from parents/guardians requesting early dismissal are to report to the Attendance Office. The note must give a clear description of the reason for the early dismissal.

Students must have a Permit to Leave the Building prior to their departure. If they have not secured this permit to leave, they are considered truant. Upon their return, they must check with the Attendance Office.

FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills will be held periodically. At the beginning of the year, the teachers will give the procedures to follow. This is important as it may become necessary to give directions during an emergency. Procedures are posted in each room.

Parents/guardians Note: If a severe weather condition occurs near dismissal time, students will be kept at school until the weather improves.

HIGH SCHOOL DANCES/PROM

All school rules apply at school dances. No one over 20 years old is allowed to attend. Students bringing a guest from another school must complete the appropriate paperwork and submit it by the required date. Additional information and requirements are outlined in the Guest paperwork.

** In order for a Genoa-Kingston High School student to attend prom, they MUST be in attendance before 11am the prior school day, unless excused by the school administration.

** No Freshman student is allowed to attend prom.

HOMEBOUND INSTRUCTION

Students unable to attend school and who anticipate a long absence because of illness or injury for a period of ten (10) school days or more may discuss application for homebound instruction through the building principal.

LEARNING CENTER

The Learning Center is located on the first floor directly across the hall from the Auditorium on the west end of the building.

Rules and regulations

1. Students are to be quiet, courteous, and business like in the learning center.
2. No food or drink is allowed without approval.
3. Furniture is not to be moved.
4. Books, magazines, and newspapers must be replaced after use.
5. Reference books may be checked out overnight.
6. Vertical file material and back issues of magazines may be checked out for two weeks. A "hold" may be placed for overdue books.
7. Books may be checked out for two weeks. A book can be renewed as long as there is no hold in place for it.
8. Current magazines can be checked out for 1 day.
9. Students must pay for any materials lost, damaged, or defaced. Failure to pay may result in loss of Skyward access, transcripts, diploma, and referral to collections.
10. A computer contract must be signed by the student and a parent/guardian before using any computer in the learning center.

MEDICAID

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your student are partially reimbursable.

MEDICAL EXCUSES

1. Students may be excused from Physical Education for one class period with a note from their parents/guardians or the school nurse.
2. Students on an extended medical (more than one) must have a doctor's excuse with the proper dates documented.
3. Students who miss more than four weeks of Physical Education due to a medical excuse may receive alternative assignments to earn the credit.

NIGHT SCHOOL

Students enrolled in Genoa-Kingston High School night school classes are expected to adhere to the Genoa-Kingston High School Student Handbook. Night school has the same expectations for behavior, attendance, class participation, dress code, electronic devices, and rules as during the regular school day. Unacceptable behavior could result in being suspended or dropped from the program.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual 19 years or older who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before their 21st birthday. A person denied re-enrollment will be provided counseling and directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

SCHOOL INSURANCE

All students are covered by the District's insurance policy for accidents that occur at school during the school day or at school-sponsored events. This coverage is secondary to insurance that the students' family has in place. Additional 24 hour optional coverage is available at a nominal cost. When a student insured under this plan is injured, they will be given a claim form from the office. This form must be completed by the school, by the parents/guardians, and then presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or subsequent negotiation with the company.

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 Property, Personal Effects, as well as, Equipment Left by Students

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

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

STUDENT

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, the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and is not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

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

STUDENT PARKING RULES

1. No student parking is allowed in spaces reserved for faculty, administration, handicapped, visitors, loading zones, or fire lanes.
2. Any improper driving (excessive speed, recklessness, etc.) will result in the loss of your campus parking privileges.
3. The school is NOT responsible for student vehicles, any possessions left in them, or anything attached to their vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.
4. Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contra dogs, administration, and police. 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.
5. 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.

The appropriate school personnel have the right to inspect and/or search any vehicle driven by a student and parked on campus should there be reasonable suspicion that there is something illegal, unsafe, or improper inside the vehicle.

STUDENT PERMANENT RECORDS

Parents/guardians have the right to inspect and/or copy the records the school has on their student(s) and may challenge the contents of said records. Student records will be forwarded to other school districts upon their request when the student moves from District #424.

Parents/guardians of students moving from District #424 are then, hereby, notified of their right to inspect, copy and/or challenge the contents of their student's records prior to release of said records. All requests are to be directed to the school principal. High School transcripts cannot be sent to employers, colleges, or technical schools unless a "release" form is completed by the parents/guardians or by the child if they are 18 years old or older.

STUDENT REGISTRATION FEES

Students need to pay the registration fees (or make payment arrangements, in writing, with the Administration) in order to participate in the extra-curricular activities.

STUDENT SERVICES

COUNSELING SERVICES

Counseling services are available for every student in the school. These services include assistance with educational or occupational planning, interpretation of test scores, career information, counseling help with home, school, social concerns, financial aid, or any questions the student may feel they would like to discuss with the counselor or social worker. The Student Services Office is responsible for the maintenance of student records, both temporary and permanent, and the transfer of such records by request of parents/guardians or students. The Student Services Office is responsible for class scheduling and the recording of grades and credits. It is the responsibility of students and parents/guardians to make sure that the student has fulfilled all graduation requirements. Students or parents/guardians wishing to see or talk to a counselor should contact the Student Services Office for an appointment.

COURSE / PROGRAM CHANGES

Requests for program changes after the registration deadline has passed **will not be considered**. Students will only be allowed to drop a course in extreme circumstances. If a student receives permission to drop a course before the completion of one quarter, it will be reported as: WP-withdrew passing or WF-withdrew failing. Any withdrawal after one quarter of class work will be reported as a failing grade.

Requests to change class schedule(s) will be limited to one calendar week once student attendance starts for 1st semester. Schedule changes for 2nd semester must be made **BEFORE** winter break begins. If it becomes necessary to change a schedule after this date, the student must get administrative approval.

WORK PERMITS

Students desiring a work permit must provide the high school office with all pertinent data and complete the proper form. The student must also present their birth certificate and copy of a physical.

The National Defense Authorization Act passed by Congress requires all high schools to release names, addresses and phone numbers of all juniors and seniors. If you do not want your child's information released to the military when they request it, you must turn in a written request each year to the Student Services Office.

TITLE IX

"No person in the Genoa-Kingston High School District 424 shall on the basis of sex, color, or natural origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal assistance...". If there are any questions concerning Title IX, the principal should be contacted.

TRANSFER CREDITS

It shall be the policy of District 424 Board of Education to accept credits from an accredited correspondence school for students wishing to make up credits or receive academic credit toward graduation if prior approval has been received from Student Services and

administration. The student shall request the approval in writing. Students will only be allowed to take a maximum of 3 correspondence credits.

UNAUTHORIZED AREA

Students are considered to be in an unauthorized area if they are in any area not designated on their schedules or in an area without written authorization. Students wishing to access their vehicles will be required to obtain a pass from the main office.

VIDEO & AUDIO MONITORING SYSTEMS

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

VISITOR CONTROL POLICY

All visitors will be required to present a driver's license or state identification for screening at entry. Genoa-Kingston High School welcomes the parents/guardians of our students as guests. Students currently attending Genoa-Kingston High School are strongly discouraged from bringing visitors to school. In the event it is absolutely necessary for a visitor to accompany a student, there must be written permission secured from the building principal at least 24 hours in advance.

WITHDRAWALS

During the year, a number of students leave District #424. If your student is leaving school, the student and parent/guardian must sign a Student Withdrawal Transfer Form. The student picks up the form in the Student Services Office.