

# **Galatia PreK, Elementary, Jr High, & High School Student Handbook**

## ***2023-2024***



## **“Bearcat Pride!”**

This handbook relays the guidelines and policies for the operation of Galatia schools. In the broad scope of education, it is implied and understood that this handbook in no way limits the authority, jurisdiction, or power of the administration and/or school board of the Galatia Unit #1 School District.

## **TABLE OF CONTENTS**

<b>Section I.</b>	<b>General Policies and Statements</b>	<b>4-13</b>
<b>Section II.</b>	<b>Policies for Parents and Visitors</b>	<b>14-21</b>
<b>Section III.</b>	<b>District and Building Procedures</b>	<b>22-30</b>
<b>Section IV.</b>	<b>Student Conduct and Discipline</b>	<b>31-51</b>
<b>Section V.</b>	<b>Bullying Prevention</b>	<b>52-57</b>
<b>Section VI.</b>	<b>Suicide &amp; Depression Awareness &amp; Prevention</b>	<b>58</b>
<b>Section VII.</b>	<b>Academic Policies</b>	<b>59-69</b>
<b>Section VIII.</b>	<b>Extra-curricular and Athletic Participation</b>	<b>70-96</b>
	<b>Acknowledgement of Galatia Student Handbook</b>	<b>97</b>

### **Board of Education**

The local authority for the Administration of our school is vested in our Board of Education. They in turn employ the Administration and Teachers to take active charge of the school. The Board of Education members are as follows:

Tim Pribble	President
Bryan McCabe	Vice President
Holly Murphy	Secretary
Leslie Ferrell	Member
Elaine Jackson	Member
Robert "BJ" Pigg	Member
Amy Richey	Member

### **Buildings**

Galatia Unit Office 114 W. Main Street Galatia, IL 62935 Phone: 618-297-4544 Fax 618-297-4570	Galatia Grade School 200 N. Hickory Street Galatia, IL 62935 Phone: 618-297-4570 Fax: 618-297-4542
Galatia PreK 114 W. Main Street Galatia, IL 62935 Phone: 618-297-4572 Fax 618-297-4570	Galatia Jr High & High School 200 N. McKinley Street Galatia, IL 62935 Phone: 618-297-4571 Fax: 618-297-4204

### **Administration**

Shain Crank - Superintendent & Prek/Grade School Principal  
Ashley Launius - JH/HS Principal & Special Education Coordinator  
Stephanie Plumlee - JH/HS Dean of Students & Transportation Director  
James Foster - GS Assistant Principal & Athletic Director

### **School Communication Methods**

Galatia CUSD #1's Facebook/Live Feed accounts are intended to mass distribute information to students, parents, and the community. These platforms are not intended to be a two-way communication. Two-way communication should be initiated by calling the school or emailing the appropriate school official. Comments will not be answered on Galatia's Facebook page and all comments will be deleted.

## **SECTION I. GENERAL POLICIES AND STATEMENTS**

### **ADMINISTRATIVE DISCRETION**

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

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

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

### **RECOGNITION OF SCHOOL**

Galatia Schools are approved by the Illinois State Board of Education and is recognized as an accredited elementary, junior high school and high school

### **MISSION STATEMENT**

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

### **PLEDGE OF ALLEGIANCE**

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

### **STANDARDS**

Curriculum taught at Galatia Schools cover the Illinois Learning Standards that have been adopted by the Illinois State Board of Education.

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

On June 24, 2010 the Illinois State Board of Education adopted new, more rigorous learning standards for Math, Science, and English Language Arts to better prepare students for college and the workforce called Common Core State Standards. Prior to the Board's actions in June, the Illinois Learning Standards had not changed since their adoption in 1997. For more information on the Illinois Learning Standards and Common Core, including downloadable and printable documents, please visit the Illinois State Board of Education website, [www.isbe.net](http://www.isbe.net) and

look for the heading “Learning Standards”.

## **PURPOSE**

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

## **DISCLAIMER**

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

## **POLICY STATEMENT**

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

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

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

## **PHILOSOPHY OF EDUCATION**

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

## **PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

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

### **A. STUDENTS:**

1. Students have the right to:

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

2. Students have the responsibility:

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

3. Student Privileges

The following types of activities are considered student privileges. Therefore, at the discretion of the faculty and administration, students may have these privileges removed for a specified amount of time.

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

**B. TEACHERS:**

1. Teachers have the right:

- a) to the support of administrators.
- b) to work in an educational environment with a minimum of disruptions.
- c) to expect assignments, including homework, to be completed and turned in as assigned.
- d) to remove any student whose behavior disrupts a positive learning environment for up to a class period.
- e) to safety from physical harm and freedom from verbal abuse.
- f) to provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g) to take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

2. Teachers have the responsibility:

- a) to present materials and experiences to students and to inform students and parents/guardians of

achievement and progress.

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

### C. PARENTS/GUARDIANS:

#### 1. Parents/Guardians have the right:

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

#### 2. Parents/Guardians have the responsibility:

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

### D. PRINCIPALS

#### 1. Principals have the right:

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

#### 2. Principals have the responsibility:

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

### EDUCATIONAL OBJECTIVES

- **Citizenship** -- Learning to understand, appreciate, and practice, with unwavering loyalty, the principles of our

own American democracy.

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

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

#### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Administration shall use reasonable measures to inform staff and students of this policy and grievance procedure.

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

### **PESTICIDE NOTIFICATION**

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

### **DISTRICT ASBESTOS MANAGEMENT PROGRAM**

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



The District Plan can be reviewed weekdays from 8:00 a.m. to 3:00 p.m. at the Unit Office.

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

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

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

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

### **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 is 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](http://online.rainn.org)

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

## **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.

## **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:

- a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- b. 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;
- c. Is socially inappropriate or inappropriate due to the students' maturity level, 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 Student Handbook;
- d. Is reasonably viewed as promoting illegal drug use; or
- e. Is primarily prepared by non-students and distributed in elementary and/or middle schools. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
- f. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

### **GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by students. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

## **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;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students[1]; or
6. 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.

## **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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

## **SUPPLEMENTAL RULES**

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

## **SECTION II. POLICIES FOR PARENTS AND VISITORS**

### **SCHOOL CLOSINGS**

In case school is going to be closed for inclement weather, the automated phone service (school reach) and the school social media account will notify parents or guardians of each student. Whenever possible, announcements will be made the night before the closing. Please do not call school employees for this information.

### **PHYSICAL EXAMS AND IMMUNIZATIONS**

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

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

All physical exams and immunizations are due by the first day of school.

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

### **ADMINISTERING MEDICINE TO STUDENTS**

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. Medications directed to be given two or three times a day need not be given at school unless accompanied by a written note.
  - a) Each dose of medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the child in self-administration. In the event the dosage is not administered as ordered, the reason therefore shall be entered in the record.
  - b) The school nurse may, in conjunction with a licensed physician and parent/guardian, identify the circumstances in which a child may self-administer medication.
  - c) Effectiveness and side effects shall be assessed with each administration and documented as necessary in the child's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the school nurse.
  - d) A procedure shall be established for written feedback to the licensed physician and the parent/guardian at scheduled appropriate intervals for long-term medication or as requested by the licensed physician.
  - e) All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed physician.
2. All medications (including non-prescription drugs) given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status.
  - a) A written order for prescription and non-prescription medication must be obtained from the child's licensed physician. An authorization form may be obtained from the nurse.
  - b) Over the counter medications shall be brought in with the manufacturer's original label with the ingredients and the child's name affixed to the container.
  - c) All medications must be brought in the original package.
3. In addition to the licensed transcriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of an emergency. It is the parent's/guardian's responsibility to assure that the licensed

physician's orders, written request and medications are brought to the school.

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

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

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

#### **ASTHMA MEDICATION/SELF-ADMINISTRATION**

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

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

#### **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

#### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **PARENT-TEACHER CONFERENCES**

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

## **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.

## **PROTECTION OF PUPIL RIGHTS ACT**

### 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.
6. 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

### **PARENT’S RIGHT TO KNOW**

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

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

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

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

### **SCHOOL-PARENT COMPACT**

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

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

### **PARENT'S ROLE**

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

After following the appropriate guidelines outlined in this handbook, parents may meet with teachers and or principals to discuss issues concerning their student. However, parents are expected to conduct themselves in a socially appropriate manner. Failure to show the proper respect to GALATIA CUSD #1 staff will not be tolerated. A loss of temper, cursing, etc. aimed at any agent and/or employee of the school district shall be seen as grounds for criminal prosecution and/or loss of privileges at the school.

### **MILITARY RECRUITERS**

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

### **VISITORS POLICY**

Visitors to the school should report to the office upon entering the building. Visitors may state their business in the high school office and wait for appropriate school personnel to respond. Visitors (including parents and guardians) shall not be allowed to be in any area of the school during the regular school day. If a parent/guardian must see their child, the office secretary shall ask the student to come to the office where the parent can talk with him/her. Parents should make every effort to keep from disturbing their student while he/she is in class. An abuse of this policy may result in denial of further access to the school by the parent/guardian. Students are not allowed to bring visitors to school during school hours. This shall include siblings and friends.

### **RIGHTS UNDER THE SCHOOL VISITATION RIGHTS ACT**

Parents of students attending Illinois schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act 820 ILCS 147/1. Employed parents who have worked for an employer for at least six consecutive months who work at least half-time, and who are unable to meet

with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Advance notice must be provided to employers. The District will provide documentation for parents' use confirming the date and time of each such school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours when it is practicable and the District is readily able to do so.

### **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.

### **TREATS AND SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **VIDEO AND AUDIO MONITORING SYSTEMS**

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

### **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.

### **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **SEX OFFENDER NOTIFICATION LAW**

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

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

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

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

A violation of this law is a Class 4 felony.

### **PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT**

#### **I. Teacher Qualifications**

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

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

#### **II. Testing Transparency**

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

#### **III. Annual Report Card**

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

#### **IV. Student Privacy**

Students have certain privacy protections under federal law. The District has adopted and uses several policies and

procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

#### V. English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Superintendent Shain Crank.

#### VI. Homeless Students

When a child loses permanent housing and becomes a homeless person as defined at 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.

To seek assistance and support for homeless families please contact the district Homeless Liaison: Alexis Ragsdale.

## **SECTION III. DISTRICT AND BUILDING PROCEDURES**

### **ADMISSION OF STUDENTS**

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

1. Be a legal resident of the district as defined in the Illinois School Code Section 14-1.11 and 12.1.11a or Section 10-20.12b.

Or

2. Pay a non-resident pupil tuition charge upon enrollment of \$8,215.

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

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

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

1. Affidavit of Custody and/or Guardianship
2. Proof of Residency (eg. Copy of utility bill with 911 address)
3. Updated immunization/physical (if entering grades K, 6, or 9)
4. ISBE Student Transfer Form must be completed and received from the sending school district showing the student to be in good standing.

### **RE-ENROLLMENT**

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

### **POLICY ON RESIDENCY**

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

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

### **HOME SCHOOL/ NON-DISTRICT CREDIT**

Credit for Non-District Experiences for high school students:

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course taken through accredited programs approved by administration.
2. College or high school courses offering dual credit at both the college and high school level.
3. Foreign language courses taken through accredited programs approved by administration.
4. Courses taken at another public accredited high school that match to an Illinois course code (Galatia school district must receive official documentation from the transferring school).
5. Homeschool courses taken through an Illinois accredited homeschooling program that match to an Illinois course code (Galatia school district must receive official documentation from the accredited company).

The building principal or designee shall determine which, if any, high school non-district courses or experiences, meet the above criteria and if they will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Home school credit is not automatically accepted by Galatia Grade School. Home school students entering Galatia Grade School will be tested and placed at the appropriate level.

### **HOME AND HOSPITAL INSTRUCTION**

A student whose physician, physician assistant or licensed advanced 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. Students must provide administration with a doctor's excuse stating why homebound services are recommended and the anticipated length of time of homebound services. If homebound instruction is approved by administration, the school will then assign a certified teacher to complete the term of the homebound services. If applicable, an extension of length of time of homebound instruction MAY be extended. Students must provide administration with a doctor's excuse stating why homebound services are recommended to be extended and the anticipated length of time of homebound services. If homebound instruction is approved by administration, the school will then assign a certified teacher to complete the term of homebound services (this may not be the same teacher as the original homebound term).

### **TRANSFER STUDENTS**

Students transferring from GALATIA Schools should follow these procedures:

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

### **STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS**

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

### **REGISTRATION FEES**

Students will be charged \$75.00 for the use of textbooks and technology. This fee is payable upon enrollment. Students who qualify for free lunches shall have this fee waived. Students who qualify for reduced lunches will have to pay 1/2 fee (\$37.50). Parents who believe that they may meet the free-reduced qualifications are encouraged

to complete the form. The office secretaries will assist parents in completing the form if requested to do so. A student is also eligible for a fee waiver if the student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

Registration Fees for all students are waived for the 2023-2024 school year.

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

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

### **GRADUATION FEES**

Seniors must pay a graduation fee which covers cap and gown cost.

### **INSURANCE PROGRAM**

At no cost to the parents of our District we are now providing Student Accident Insurance. This insurance is EXCESS of ANY other insurance that the family has. If your student is injured during the school day, during a school activity within the school year, or DIRECTLY in route to or from school this insurance applies. You must report the injury to your school office immediately. You may obtain a claim form at that time. It is solely the parent's responsibility to follow the instructions regarding filing the claim.

### **LOCKERS (Grades 6-12)**

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

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

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

### **PAYMENT OF FEES**

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

### **SCHOOL SECURITY AND SAFETY**

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



to use, or counseling or advising other persons to use violence, force, coercion, threats, intimidation, fear, bullying, or disruptive means. This includes verbal, written, or implied threats and/or discussions about using weapons to alarm, disturb, or interfere with the orderly operation of the school.

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

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

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

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

### **CAMPUS SECURITY**

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

### **LOCK DOWN STATUS**

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

### **ARRIVING/LEAVING CAMPUS**

Students must remain at school at all times or check out through the principal's office. Students leaving campus during the school day without permission will be subject to disciplinary action. STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:45 A.M. AND ARE NOT TO ENTER THE BUILDINGS PRIOR TO 7:45 AM. Upon entering the building, students are to either report to the cafeteria for breakfast or to the gymnasium (unless prior arrangements have been made to meet with a classroom teacher).

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

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

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

Procedures for leaving campus:

1. Request permission from school administrators.
2. If granted, telephone contact must be made and permission to leave granted by parent, grandparent, or legal guardian.

3. Students must sign out in the office after permission is granted.

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

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

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

#### **GATHERING PRIOR TO THE BEGINNING OF SCHOOL DAY (Grades 6-12)**

Students will not be allowed to enter high school hallways, etc. prior to 7:45 am. Students should park their vehicles or get off of the school bus and proceed directly to the designated area. Loitering in undesignated areas or mingling with jr. high school students will not be allowed.

Junior High students are required to report to designated areas. Loitering in undesignated areas or mingling with high school students will not be allowed.

All students are reminded to obtain admit slips following an absence between 7:45 and 8:00 a.m. daily. Failure to secure the admit slip prior to 8:00 will result in an unexcused tardy to 1st period

#### **AUTOMOBILES AND MOTOR DRIVEN VEHICLES (Grades 9-12)**

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

1. Campus speed shall not be in excess of 10 miles per hour.
2. Upon arrival at school, students should proceed immediately into the school building. Sitting in parked vehicles will not be allowed.
3. Students must not go to their cars during the day unless permission is granted from the Principal. This request also gives implied consent to allow the administrator to search the student vehicle.
4. Cars must be driven safely at all times.
5. All student-operated motor vehicles driven to school and parked on school premises must be in safe operating condition, and each driver must certify that the vehicle for which a permit is requested is legally insured for public liability and licensed with registration.
6. Students who in any way interfere with flow of bus traffic may have their driving privileges revoked.
7. Students will not block the paths of buses at ANY time.
8. Spinning tires in the gravel or on the asphalt will result in driving privileges being suspended.
9. Students will not be allowed to leave school grounds riding in the open bed of a pick-up truck.
10. During all school activities including athletic events, students shall park in designated student parking areas.
11. Severe disciplinary actions will revoke your driving privileges.
12. Students leaving the school property without permission during the school day will be punished as per the discipline policy. Failure to abide by the parking policy will result in possible towing of vehicles at the owner's expense and driving to school privileges will be revoked.
13. Students should be aware that school officials may inspect and search places and areas, including student vehicles parked on school property without notice to or consent of the student and without a search warrant. According to Illinois School Code, students have no reasonable expectation of privacy in places or areas controlled by the school or in their personal effects left in those places or areas. A student's vehicle may be searched by the principal or the principal's designee if there exists a reasonable suspicion that the student has violated federal, state, or local law, or the school's code of conduct. Any illegal or banned item found in a

student's vehicle may be confiscated and law enforcement authorities may be contacted.

### **ATTENDANCE POLICY (Grades 6-12)**

Your number one obligation is to be at school. Absences are classified as excused or unexcused. This classification is made by the school administration and not the parents. When it is necessary for a student to be absent, the student must either bring a written excuse from a parent/guardian upon returning to school or have the parent/guardian notify the school by telephone the day of the absence. The excuse will state the number of days absent and the reason for the absence. A lack of written documentation or parental notification regarding the absence will automatically result in an unexcused absence with disciplinary action being taken. All medical, court, etc. notes must be turned into the office within 2 days of return to school. Backdated doctor's notes will not be allowed.

Each student will be allowed up to 10 absences per semester. The only absences after the 10<sup>th</sup> absence in a semester that will be excused are medical (must have a doctor's note), court requiring the student to be in attendance (provide documentation), bereavement, or authorized pre-approved 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.

### **ABSENCES**

#### **Excused Absences**

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

1. Personal Illness
2. Mental/Behavioral Health
3. Doctor or Dentist visits with documentation from the Doctor's office.
4. Funerals/Bereavement
5. Emergency at home
6. Court appearances
7. Religious holidays
8. Pre-approved absence
9. Voting (only for students eligible to vote and for up to two hours in a primary, special, or general election) or Civic Event

#### **Unexcused Absences**

Any student with an unexcused absence will not be allowed to make up work missed. The following reasons are considered unexcused absences:

1. Truancy – not excused

2. Leaving school without permission of school officials
3. Absences after the 10<sup>th</sup> absence in a semester

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

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

Tuancy is any absence from a required school function or school session that is not excused. A student is considered to be a chronic truant when absent without valid cause for 5% or more (9+ days) of the regular attendance days. Students who have 9 or more days of unexcused absences in a school year will be reported to the State's Attorney and other truancy prevention programs. Letters will be sent home at 3, 6, and 9 unexcused absences.

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

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 will be dropped.

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

### **PRE-APPROVED ABSENCE**

There may be occasions when a student must be away from school, which is known in advance. Students must request consideration for a pre-approved absence. It shall be at the discretion of the administration as to whether the request will be granted. Any student with excessive absences or tardies will not be granted a pre-approved absence. A pre-approved absence form must be filled out at least 48 hours in advance of the absence and approved by administration before the absence will be excused.

### **PERFECT ATTENDANCE (Grades K-5)**

Perfect attendance awards will be presented at the end of the year. To be eligible, a student must not have been

absent any part of a day.

### **PARENT RESPONSIBILITY FOR STUDENT ABSENCES**

When a student is absent from school, the parent should notify the office by 10:00 A.M. on the day in which the student is absent. Parents may also send a written note with the student upon the student's return. Failure to notify and account for the student's absence will count as an unexcused absence and may be treated as truancy on the part of the student. Truancy is punishable by detention, supervised study session, or out of school suspension.

### **EARLY DISMISSAL REQUESTS**

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

### **REQUESTS TO LEAVE SCHOOL EARLY (REASONS OTHER THAN ILLNESS)**

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

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

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

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

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

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

### **INCOMPLETES**

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

### **TARDY POLICY (Grades 7-12)**

Students are expected to arrive at school and to classes on time. Very few tardies will be considered "excused". If students are tardy to school, they should bring a signed note from their parent/guardian or have the parent/guardian telephone the office. A note or phone call from parents/guardians does not mean that the tardy will be excused. The

decision of excused/unexcused will be the decision of the administration.

Tardiness to class is defined as not being in the room when the final bell rings. It is the student's responsibility to report to class on time. Students wishing to go to the restroom should report to their next class and obtain permission from their teacher rather than risk being late to class. To be in the hallway during class periods, students must have their teacher signed student planners with them.

Consequences for accumulated tardies per semester are as follows: six unexcused tardies in a class period per semester, shall result in 1 unexcused absence in that same class period.

## **SECTION IV. STUDENT CONDUCT AND DISCIPLINE**

### **SUPERVISION OF PUPILS CONDUCT**

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

Each teacher and administrator in the public schools shall hold pupils to a strict accounting for conduct on school premises, on the way to and from school, and on school sponsored trips and activities.

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

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

### **SUBSTITUTE TEACHERS**

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

### **JURISDICTION**

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

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

### **GENERAL BUILDING CONDUCT**

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering. There will be occasional established Hat Days.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

## **BUS RULES AND REGULATIONS**

1. Be on time at the designated bus stop. Buses will not be allowed to wait. Help keep the bus on schedule.
2. Stay off the road at all times while waiting on the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. All students will have an assigned seat. Do not leave that seat while the bus is in motion.
5. Be alert for a danger signal from the driver.
6. Remain on the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as valuable furniture. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, packages, coats, or any other objects in the aisles.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. No food or drink is to be eaten on the bus at any time.
20. Observe other rules as set up at any time by school employees.
21. The administration reserves the right to issue disciplinary consequences for students who violate these rules.

## **DISCIPLINE FOR SCHOOL BUS RIDERS**

Students are expected to conduct themselves in an appropriate manner while riding the school bus. The administration reserves the right to issue disciplinary consequences for students who violate bus-riding rules of conduct. Students who violate rules shall be subject to all disciplinary consequences provided for within the student handbook. District administrators may suspend students from riding the bus to school for a period of up to (10) days per occurrence. Continued disciplinary problems may result in the Board of Education suspending bus-riding privileges for a period for up to (2) calendar years. RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

## **BREAKFAST/LUNCH CAFETERIA RULES**

- A. All students will eat in the cafeteria unless they have parental permission to go home. Students who bring lunches, must eat in the cafeteria. No soft drinks or food are to be taken out of the cafeteria.
- B. There will be no loud talking or changing of seats in the cafeteria.
- C. When finished, a student should take his tray and litter to the proper receptacles.
- D. Students will either go outside during good weather or to the gym during inclement weather for the remainder of the lunch hour.
- E. There will be no loitering or going up and down stairways and halls.
- F. Each classroom will be assigned a specific time for eating in the cafeteria.



- G. Students are allowed in the classroom during lunch period only when supervised by their teacher.
- H. Students eating a school lunch will not be allowed to drink sodas during lunch time.

All breakfast and lunches are free for students for the 2023-2024 school year.

### **RULES FOR THE PLAYGROUND (Grades K-5)**

1. No standing in the swings
2. No throwing rocks, sticks, etc.
3. No jumping from swings, or sliding boards.
4. Use sliding boards appropriately, slide feet first and forward.
5. No playing past sidewalks or near parked cars.
6. Never leave the playground to talk to people in cars or outside the fence.
7. Students riding bicycles to school must walk them on and off school property and park them in designated areas immediately upon arrival at school and leave them parked during the school day. Students are encouraged to lock their bikes in order to keep the bike secure and to prevent safety concerns.
8. Students will line up in appropriate areas, to enter the building, as directed by the playground personnel.
9. Students may bring certain sports equipment to school. Examples include, but are not limited to basketballs, footballs, soccer balls, kickballs, tennis balls, practice softballs, and jump ropes. Skateboards, regular softballs or baseballs, bats, badminton/tennis rackets, and skates of any type are NOT PERMITTED.

### **RULES FOR THE GYM**

1. Gym shoes must be worn on the gym floor at all times.
2. Storage rooms are off limits to all students at all times.
3. All sports equipment and supplies should be treated with care. Do not damage or destroy any school property.
4. No kicking of balls or other equipment will be allowed.
5. No jumping on or off the stage.
6. No running up or down the bleachers. Students sitting in the bleachers should play sit-down games, talk in a reasonable tone of voice, etc.
7. All equipment and supplies should be returned to designated areas at the end of the period.

### **MISCELLANEOUS RULES**

Drinks brought into the school building must have a screw top lid.

At the JH/HS, between the hours of 8:00am and when students leave the building, backpacks must be stored in the student's designated locker.

No deliveries will be accepted at school for students. This has become disruptive for the school day (birthdays, valentines, etc.)

### **STUDENT BEHAVIOR**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "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); (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, and 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 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
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.

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. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Lunchtime detention.
7. After-school detention.
8. In-school suspension.
9. Disciplinary Probation
10. Saturday school
11. Community service.
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
13. Suspension of bus riding privileges.
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. 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.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. The use of prone restraint is prohibited.

### **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.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry,

age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

#### **Complaint Managers:**

Ashley Launius, Jr. / Sr. High Principal  
200 N. McKinley St.  
Galatia, IL 62935  
(618) 297-4571 Ext. 6  
alaunius@galatiak12.org

Shain Crank, Supt. Galatia CUSD #1  
200 N. Hickory St.  
Galatia, IL 62935  
(618) 297-4570  
srank@galatiak12.org

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.

## **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

### **Harassment Prohibited**

No person, including a school or school district employee or 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[1]; 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; 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**

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.

### **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.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Nondiscrimination Coordinator:**

Alexis Ragsdale, Guidance Counselor  
200 N. McKinley  
Galatia, IL 62935  
(618) 297-4571  
[aragsdale@galatiak12.org](mailto:aragsdale@galatiak12.org)

**Complaint Managers:**

Ashley Launius, Jr./Sr. High Principal  
200 N. McKinley St.  
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(618) 297-4571 Ext. 6  
alaunius@galatiak12.org

Shain Crank, Supt. Galatia CUSD #1  
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scrank@galatiak12.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**AGGRESSIVE BEHAVIOR**

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

The main types of aggressive behaviors are:

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

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

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

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

**DRESS CODE**

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



If a student is told to change a clothing garment, they cannot “cover up”. They must change. Adding a jacket or a shirt tied around the waist will not be acceptable.

**General Dress Code Guidelines:**

- Any type of dress apparel or grooming habits that is disruptive, distracting, demeaning, or that reflects negatively upon the school and student body will not be permitted.
- Clothing with vulgar language or suggestive writing, pictures, or images will not be tolerated. Clothing which promotes drugs, drug use (including alcohol), tobacco, or sexual connotations will not be allowed.
- Bare midriff clothing, “see through” attire, undershirts; boys or girls are not permitted to wear half shirts or split side shirts. Shirts that allow public view of private undergarments, which are low cut in the front to allow for public view of cleavage will not be permitted.
- No spaghetti strap shirts; straps must be at least the width of two fingers.
- Caps, hats, bandannas, or sunglasses may not be worn or carried to class. These items need to remain in students’ lockers throughout the school day. Shoes must be worn at all times.
- Waistline area and underwear is to be kept covered at all times even when bending and sitting.
- Shorts/skirts/dresses must be at an appropriate length. Measurement for approval will be at the thumb-tip of the student, shoulders must be relaxed. This same rule applies for holes in pants. Rips/holes above the thumb-tip length must be completely covered by a patch or something similar.
- Yoga pants, leggings, stretch pants, and other similar close-fitting type of pants which are see through, MUST be worn with a shirt that fully covers the hips and buttocks area(s) from all sides without adjustment. No visible undergarments.
- Overalls with loose sides are not allowed.
- Basketball jerseys may be worn if a sleeved t-shirt is worn under the jersey.
- Dangling chains, spiked dog collars, spiked bracelets, necklaces, jewelry and other accessories deemed inappropriate or promote drugs and drug use including alcohol or disruptive to the classroom atmosphere shall not be worn by students.
- Any garments or accessories that could be deemed dangerous or as a potential weapon cannot be worn by students.

While parents have the right to approve clothing for students to wear at home, the faculty and administration reserves the right to approve clothing worn at school. The determination made by faculty and administration regarding appropriate dress at school is final. Students who violate this policy will have to change into dress code compliant clothes. If the student does not have clothing to change into, the school will provide clothes. Student’s failure to comply with administration in changing clothes, will be subject to disciplinary action.

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.

## **DISCIPLINE POLICY**

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

With an understanding of the purpose for discipline, you may form a correct attitude toward it. Self-restraint and

self-discipline are the foundations for developing into a productive and contributing citizen of our society. By practicing proper conduct, students will enhance the learning environment for themselves and others.

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

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

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

When parents enroll their children in Galatia School District #1, it is implied and understood that the children will abide by the rules and regulations for each school or face appropriate disciplinary consequences. Parents shall have no authority in disciplinary matters beyond the due process guaranteed by law for suspensions and expulsions.

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

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

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

## **EXPULSION**

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

### **Procedures for Expulsions**

1. If the disciplinary action results in a recommendation to the Board of Education for expulsion, the parent(s) or guardian(s) shall be advised immediately of the expulsion hearing by certified mail, return receipt requested.
2. The expulsion notice shall include:
  - a) The reason(s) for the proposed expulsion and the school rule(s), which were violated

- b) The possible maximum duration of the proposed expulsion
- c) The place and time of the expulsion hearing
- d) A notification of the right to be represented by an attorney at the expulsion hearing
- e) The parent(s)' or guardian(s)' right to a copy of the procedures for expulsion hearings

### **Review Hearing Procedures**

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

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

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

### **SUSPENSION/EXPULSION FROM OTHER SCHOOLS**

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

### **POLICE INVOLVEMENT**

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

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

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

### **DUE PROCESS**

1. Students shall be notified of the rules as established by the Board of Education by receiving a copy of the Parent /Student handbook within (15) days after the beginning of school or within (15) days after enrolling during the school year.
2. The adopted School Board rules are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized school administrator shall attempt to confer with a student being considered for major

disciplinary action before action is taken.

4. A student shall be advised of the reason or reasons to support the considered action. The student shall be afforded the opportunity to respond to the administrator.
5. A written record of the conference shall be made and maintained by the administrator conducting the conference.
6. The administrator, after following items 3 through 5, may determine what action will be necessary.
7. If, in the opinion of the administrator, a student is an immediate threat to school personnel, other students, or school property, or poses an ongoing threat of a disruptive nature to the educational process, the student may be removed from school without a conference as outlined in items 3 through 5 above. If this action is taken, a written notice, sent by certified mail, return receipt requested shall be sent to the parents. This notice shall request the student to attend a conference as soon as possible after the notice is received. Failure to attend the conference shall constitute a waiver of the right to such conference. The parents or guardians shall be advised in writing of the formal action taken regardless of the student's attendance at the scheduled conference.

### **SCHOOL/LAW RECIPROCAL REPORTING POLICY**

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

### **AFTER-SCHOOL DETENTION POLICY**

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

FAILURE TO SHOW UP FOR YOUR ASSIGNED AFTER SCHOOL DETENTION WILL RESULT IN TWO DETENTIONS. REPEATED "NO SHOWS" MAY RESULT IN SUSPENSION.

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

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

### **GUIDELINES FOR AFTER-SCHOOL DETENTION**

1. Students must keep busy during the entire time in detention
2. Disciplinary Reflection Worksheets will be provided and they must be completed by the student.
3. Repeated after school detentions will result in the student being assigned the next level of disciplinary action
4. No talking will be allowed during detention
5. Students will not be allowed to leave the detention room once detention begins. In the event of a "bathroom emergency" the student will be allowed to go but will be assigned additional time and work to make up for the time lost.
6. No credit will be given to any student who must leave detention early. Leaving detention early will result in additional disciplinary action up to and including supervised study session and out of school suspension.

The administration and detention monitor shall review all work for acceptability. Any work deemed unacceptable

will be filed and will be used as a basis to assign further disciplinary action. Chronic behavior problems will be viewed as gross misconduct and may lead to suspension/expulsion.

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

### **LUNCHTIME DETENTION**

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

### **IN-SCHOOL SUSPENSION (ISS)**

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

1. Report to In-school at the beginning of the instructional day
2. Bring paper and pencil along with assignments for the day
3. Permission to go to lockers will not be granted
4. Students must remain in their seats with no talking allowed. Any student talking will receive additional disciplinary consequences at the discretion of the monitor and/or administration
5. Student must keep area clean
6. Lunch will be eaten in the supervised study area
7. Disciplinary Reflection Worksheets will be provided and they must be completed.
8. Any disruptions or violations of the above rules may result in immediate dismissal from in-school suspension. If that occurs, the student will have additional consequences and will be required to make up the day(s) of In-school suspension in full.
9. Repeated offenses, which result in students being placed in the SSS, will be considered gross disobedience and misconduct. This may lead to suspension and could be considered grounds for expulsion from Galatia CUSD #1.

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

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

### **SATURDAY SCHOOL**

Saturday school serves as a disciplinary action and is assigned for infraction of school rules. Its main purpose serves as a last resort before *Out of School Suspension*.

The following rules will be strictly enforced:

1. Disciplinary Reflection Worksheets will be provided and they must be completed. When finished the students

will bring sufficient study materials to keep busy for the remainder of time, or they will be sent home and not receive credit for a Saturday School.

2. Talking will not be allowed.
3. No visitors, electronic devices, food or drinks will be allowed in class.
4. Students must arrive on time. Late arrivals will not be accepted and further disciplinary action will follow.
5. Students must remain for the entire four hours. No credit will be given to students leaving early.
6. Failure to attend will result in further disciplinary action.
7. Students whose conduct is in violation of Galatia Jr./Sr. High School rules will be sent home.

### **DISCIPLINARY PROBATION**

Disciplinary Probation is usually the last warning before dismissal. It can be issued when students are returning from a suspension or if a student has not corrected a pattern of misbehavior after repeated interventions. When a pattern of misbehavior is observed by administration, a meeting will be set up between the principal, parent(s) and student. The objective of the meetings is to help the student understand the implications of their behavior and to create a plan to help the student improve their standing. Continued infractions while on Disciplinary Probation may result in dismissal.

A student on Disciplinary probation will be prohibited from participating in school extra-curricular activities for 1 week or more. Activities include but are not limited to: parking, sports (player or spectator), clubs, field trips, etc.

### **SUBSTANCE USE/ABUSE POLICY**

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

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

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

### **DEFINITIONS**

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

consumes drugs or alcohol in any context or any product or liquid the student believed was drugs or alcohol.

### **SEARCH AND SEIZURE**

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

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

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

### **PLAGIARISM AND CHEATING**

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

### **VANDALISM**

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

### **FORGERY**

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

### **MULTIPLE DISCIPLINARY INFRACTIONS**

Students who have multiple disciplinary infractions shall be treated as chronic offenders of the school discipline code. Such students shall be suspended and may be referred to the Board of Education for an expulsion hearing.

Students who cause a disruption of the educational process on a continual basis will not be allowed to attend Galatia Jr./Sr. High School.

### **EXAMPLES OF SERIOUS DISCIPLINARY ACTIONS**

1. Disturbance on school grounds, in hallways, or cafeteria areas
2. Possession or use of water pistols or water balloons
3. Classroom disturbance
4. Forgery of a note from home
5. Forgery of a hall pass, admit slip, etc.
6. Possession or sale of pornographic materials
7. Excessive tardiness
8. Violation of classroom and field trip rules
9. Theft of personal/school property
10. Violation of closed campus
11. Unauthorized petitions
12. Possession of fireworks or smoking on school property
13. Using/displaying obscenities
14. Gambling
15. Use of tape or CD player/MP3 player/radios while on school property
16. Insubordination or disrespect
17. Fighting
18. Indecency or sexual harassment
19. Disruptions of education process
20. Truancy
21. Assault (verbal and/or physical)
22. Gross intimidation or threats of violence, bullying, cyber bullying, sexting or harassing
23. Inciting violence/disobedience
24. Repeated violations of the school discipline code
25. Use/possession of tobacco products
26. Use/possession of cell phones on school property
27. Vandalism to school/personal property
28. Impending administrative investigation
29. Plagiarism
30. Cheating on homework or exams

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

### **CONSEQUENCES FOR VIOLATIONS OF STUDENT HANDBOOK AND SCHOOL DISCIPLINE CODE**

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

### **SUSPENSION FROM ALL SCHOOL RELATED ACTIVITIES**

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



If prom is during the 5 day suspension, attendance to prom will be denied.)

### **SUSPENSION FROM SCHOOL TRIPS/ACTIVITIES**

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

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

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays and demonstrations of affection (kissing, embracing, hugging) during the day or while in attendance at school activities will not be permitted. This includes, but is not limited to, kissing, hugging amorously, walking arm in arm, and close physical encounters.

### **HALL PASSES**

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

### **TELEPHONE**

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

### **CELL PHONE/MP3 PLAYER POLICY**

Personal cell phones, earbuds, and MP3 players (i.e. iPods) are to be off and out of sight at all times during the school day with the exception of before school in the gym and at lunch in the cafeteria or for class purposes approved by the teacher. This exception is a privilege and this privilege can be taken away if the administration chooses to do so. Any student found to be in violation of this policy is subject to the following disciplinary action:

**1<sup>st</sup> Offense** – Student will receive a lunch detention. The students' phone or MP3 player will be confiscated and will be kept in the office until after school hours.

**2<sup>nd</sup> Offense** – Student will receive an after school detention. The students' phone or MP3 player will be confiscated and will be kept in the office until after school hours.

**3<sup>rd</sup> Offense** – Student will receive an after school detention. The student's phone or MP3 player will be confiscated and will be kept in the office until a parent can come pick up the phone.

**4<sup>th</sup>+ Offense** – Student will receive an in-school suspension. The student's phone or MP3 player will be confiscated and will be kept in the office until a parent can come pick up the phone.

Parents will be notified of any cell phone or MP3 player violations. Additional violations of the cell phone/MP3

player policy may result in a multiple day suspension from school for Gross disobedience and misconduct or result in the student removed to an alternative educational setting.

### **E-READER POLICY**

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

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

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

Personal e-reader devices must be registered with the office prior to use in the building. The model and serial number will be collected. Students must obtain teacher permission before using the device in class. Students must turn off and put away the device when requested by a teacher. Students may use the device before school, at lunch, and after school in adult supervised areas only. The school may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines use of the device have been violated. Inappropriate use or violation of Acceptable Use Policy on personal equipment may also result in disciplinary action in coordination with policies. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

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

#### **Usage Examples**

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

### **Tablet Computers**

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

## **PERSONAL PROPERTY**

Personal property such as radios, pagers, mp3 players, tape/CD players and cellular phones not assigned for classroom use by a teacher interfere with the educational process and are not permitted for use in school or on school grounds. Such items will be confiscated; parents will be allowed to pick them up in the school office. Students are discouraged from bringing expensive items such as; cameras, watches, jewelry, etc. or large sums of money to school. Items brought to school should be labeled for identification purposes. Items may be kept in the office if arrangements are made with the principal.

## **CLOSED CAMPUS LUNCH**

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

## **PROFANITY POLICY**

Realizing that students need a wholesome learning environment, profanity or foul language will not be permitted at school or school related activities. Since it would be almost impossible to make a complete list of words that are considered unacceptable or rank them according to severity, the administration will make the determination. Foul or abusive language or gestures directed at a staff member, authority, or supervisory person will result in a suspension and possibly an expulsion.

## **COMPLAINTS**

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

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

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

## **SECTION V. BULLYING PREVENTION**

### **Galatia Schools Bullying Prevention Program**

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

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

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

Bullying, as defined in the Illinois School Code, as: “any severe or pervasive physical or verbal act or conduct that happens over time. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in

whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

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.

### **Responding to a report of bullying or retaliation**

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

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

### **Obligations to Notify Others**

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.
- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or

collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations.

- c. **Notice to Law Enforcement.** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

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

### **Investigation**

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

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

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

### **Determinations**

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

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

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

## Responses to Bullying.

### 1. Teaching Appropriate Behavior Through Skills-building

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

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

### 2. Taking Disciplinary Action

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

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

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

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

### 3. Promoting Safety for the Target and Others

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

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

## Information for Parents

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

- **Help your child understand bullying.** Explain what bullying is. It is more than physical; it can be done in person or over the phone or computer.
- **Keep open lines of communication with your child.** Check in with your child and listen to any concerns about friends and other students.

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

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

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

- **Talk with your child.** Focus on your child. Express your concern and make it clear that you want to help.
- **Empathize with your child.** Say bullying is wrong, that it is not their fault, and that you are glad they had the courage to tell you about it.
- **Work together to find solutions.** Ask your child what they think can be done to help. Reassure them that the situation can be handled privately.
- **Document ongoing bullying.** Work with your child to keep a record of all bullying incidents. If it involves cyberbullying, keep a record of all messages or postings.
- **Help your child develop strategies and skills for handling bullying.** Provide suggestions for ways to respond to bullying, and help your child gain confidence by rehearsing their responses.
- **Be persistent.** Bullying may not be resolved overnight.
- **Stay vigilant to other possible problems that your child may be having.** Some of the warning signs may be signs of other serious problems. Share your concerns with a counselor at your child's school.


### Working with Your Child's School

Parents are often reluctant to report bullying to school officials, but bullying may not stop without the school's help. Parents should never be afraid to call the school to report that their child is being bullied and ask for help to stop the bullying.

- **Know the school policies.** Ask for a copy or check the student handbook to see whether your school has standards in place that will help resolve the situation.
- **Open the line of communication.** Call or set up an appointment to talk with your child's teacher or school counselor and establish a partnership to stop the bullying.
- **Get help for your child.** Seek advice from your child's guidance counselor or other school-based health professionals. They may be able to help your child cope with the stress of being bullied.
- **Commit to making the bullying stop.** Talk regularly with your child and with school staff to see whether the bullying has stopped. You may need to seek an attorney's help or contact local law enforcement officials if the bullying persists or escalates.



## What Not to Do

- **Never tell your child to ignore the bullying.** What the child may “hear” is that you are going to ignore it. Be supportive and gather information about the bullying. Often, trying to ignore bullying allows it to become more serious.
- **Do not blame your child for being bullied.** Do not assume that your child did something to provoke the bullying.
- **Do not encourage your child to harm the person who is bullying them.** It could get your child hurt, suspended, or expelled.
- **Do not contact the parents of the students who bullied your child.** It may make matters worse. School officials should contact the parents of the children involved.
- **Do not demand or expect a solution on the spot.** Indicate you would like to follow up to determine the best course of action. Also, be aware that the law limits the ability of school personnel  from revealing disciplinary actions taken against other students. Just because they cannot tell you if or how another student was disciplined, does not mean action was not taken.

## Did You Know?

Schools that receive federal funding are obligated to address cases of bullying covered by federal civil rights laws. Read about whether your case of bullying may be a civil rights violation.

## **SECTION VI. SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school office. School officials

## **SECTION VII. ACADEMIC POLICIES**

### **NOTICE**

Beginning in the 2022-2023 school year, the high school will operate on a semester basis instead of a quarter basis. Progress reports will be sent out three times throughout the semester.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Beginning with the 2022-2023 school year, the number of credits to graduate will transition to 26 total credits. Total credits required for graduation for Class of 2022 will be 24.5, Class of 2023 will be 25, Class of 2024 will be 25.5, and Class of 2025 and beyond will be 26 . These credits must include:

Four (4) Years of English

Four (4) Years of Physical Education

Three (3) Years of Science

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

Three (3) Years of Social Studies (one credit must be American History and 0.5 credit must be Government)

One (1) Year of Computer Literacy (½ Digital Literacy and ½ Business & Technology)

One half (½) Year of Driver Education.

One half (½) Year of Health Education.

One half (½) Year of Resource Management

One(1) Year of Art, Vocation, Foreign Language, Music, American Sign Language, or Forensic Speech

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

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

Completion of FAFSA

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

In the occasional case of a student repeating a graduation required course, the student will be eligible to obtain elective credit only for previously passed semesters.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

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

### **EXEMPTION FROM PE REQUIREMENT (Grades K-8)**

In order to be excused from participation in physical education, a student must present an appropriate excuse from a person licensed under the Medical Practice Act. The excuse may be based on medical 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. A student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting.

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.

### **EXEMPTION FROM PE REQUIREMENT (Grades 9-12)**

In order to be excused from participation in physical education, a student must present an appropriate excuse or from a person licensed under the Medical Practice Act. The excuse may be based on medical or 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. A student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting.

A student in grades 9-12 may be excused from physical education courses for the reasons stated below.

1. Ongoing participation in an extracurricular athletic program (ongoing: student must participate in an extracurricular athletic program during two of the three sporting seasons);
2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade);
3. 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 11<sup>th</sup> or 12<sup>th</sup> grade);
4. Enrollment in Coop or dual credit classes with a full academic load (student must be in 11<sup>th</sup> or 12<sup>th</sup> grade); or
5. Scheduling conflict beyond the students control.

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.

### **TITLE I (Grades K-8)**

Title I is a support service used to improve the educational opportunities of children by helping them succeed in the classroom. Title I services are for students who are having some difficulties in Reading and or Math. Educational games, supplementary text, flashcards, worksheets and technology are some of the materials used to reinforce Reading and Math concepts. Students are selected by achievement test scores, pre-test / post-test scores, teacher recommendation, and parent request.

### **RETENTION, REMEDIATION, PROMOTION (Grades K-8)**

Promotion, remediation or retention shall be made in the best interest of the student after careful evaluation of factors relating to the applicability of the different alternatives. In accordance with the School Reform Act of 1998, and School Board Policy 6:280, students will be promoted solely based on successful completion of the academic curriculum, attendance, and performance on standardized tests. A student may be retained (not promoted to the next grade level) for any of the following reasons after consultation with the parents/guardians. The classroom teacher, in consultation with the building principal, shall make the final decision concerning the promotion/retention of students.

1. The student is earning a failing grade in either Reading or Math or both subjects.
2. The student is earning a failing grade in two or more of these core subject areas Language, Science, SocialStudies, and Spelling.
3. The student is performing one or more grade levels below current grade placement.
4. The student has excessive absences which make it difficult for the student to catch up in class.
5. The teacher and parents/guardians agree that it is in the best interests of the student to retain the student even though none of the above guidelines apply.
6. Students will not be promoted solely because of the age of the student or for social reasons.

### **8TH GRADE PROMOTION REQUIREMENTS**

Promotion from 8th grade will depend on a student's level of work, attendance, progress during the school year, achievement test scores, and ability to work at a higher level. Any student failing two (2) core subjects will not participate in the promotion ceremony and may be retained. 8th grade students must have all credits completed by

promotion date to participate in the ceremony.

### **PARTICIPATION IN GRADUATION CEREMONY**

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

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

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

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

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

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

### **RECOGNITION OF GRADUATES WITH HONORS AND HIGH HONORS**

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

For seniors to qualify as graduating with honors, the student must have a grade point average of 3.5 to 3.74 for eight (8) semesters of work. For seniors to qualify as graduating with high honors, the student must have a grade point average of 3.75 or above with no failing grades for eight (8) semesters of work.

For 8<sup>th</sup> grade students to qualify as graduating with honors, the student must have a cumulative grade point average of 3.5 to 3.74 over their 7<sup>th</sup> and 8<sup>th</sup> grade years. For 8<sup>th</sup> grade students to qualify as graduating with high honors, the student must have a cumulative grade point average of 3.75 or above with no failing grades over their 7<sup>th</sup> and 8<sup>th</sup> grade years.

## **VALEDICTORIAN AND SALUTATORIAN**

Grades for eight (8) semesters' work will be averaged to determine the High School Valedictorian and Salutatorian. All grade point averages will be rounded to the right of the decimal until a selection can be made.

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

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

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

## **WEIGHTED SIC CLASSES**

### **SCIENCE:**

BIOL 121, 141, 161, 242, 261, and 262

CHEM 121, 123

PHYS 121

### **MATH:**

MATH 126, 128, 141, 144, 161, and 162

### **ENGLISH/COMMUNICATIONS:**

ENG 121, 122, and 245 COM 121

### **FOREIGN LANGUAGE:**

SPAN 121 and 122

### **MISCELLANEOUS:**

EDUC 141

## **EARLY GRADUATION**

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

## **CLASSIFICATION OF STUDENTS (Grades 9-12)**

Students will be assigned a Grade Level based on both accumulated credits and the number of years they have attended high school. For example, a sophomore may have enough credits to be considered a junior however, since it is their second year they will still be considered a sophomore. Likewise, a second year student that only has 5 credits would be considered a freshman.

- 0 - 6 Credits 9th Grade First year in High School
- 6.5 - 12.5 Credits 10th Grade Second year in High School
- 13 - 19 Credits 11th Grade Third year in High School
- 19.5 and above Credits 12th Grade Four or Fifth year in High School

## **SCHOOL COUNSELING AND GUIDANCE SERVICES**

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

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

### **COLLEGE DAY/JOB SHADOWING FOR SENIORS**

Each senior may be given two college days to visit a college and 2 days of job shadowing. Students must make sure they have cleared the visit with the counselor and principal before leaving. If a student has made no plans to attend college, he/she will not be allowed to use college days. Those students planning to attend Southeastern Illinois College will be given only one-half (½) day of release time. No more than two seniors will be allowed to go the same day without prior approval of the principal. Nursing students who have to take the TEAS exam and attend required advisement meetings will be issued a College Day.

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

### **GRADES, REPORT CARDS, GRADING SYSTEM AND HONOR ROLL**

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

#### **POINT VALUES**

A+ = 4.34	B- = 2.7	D = 1.00
A = 4.00	C+ = 2.3	D- = .67
A- = 3.7	C = 2.00	E = 0
B+ = 3.3	C- = 1.7	
B = 3.00	D+ = 1.3	

#### **GRADING SCALE**

A+ = 100-97	B = 86.9-83	C- = 72.9-70
A = 96.9-93	B- = 82.9-80	D+ = 69.9-67
A- = 92.9-90	C+ = 79.9-77	D = 66.9-63
B+ = 89.9-87	C = 76.9-73	D- = 62.9-60
		F = below 60

Accelerated classes will be weighted with an additional whole grade point during the school year. This list includes but is not limited to English 121 and 122, Dual Credit Core Academic course work completed at the college level (Math, Science, History, etc.), Calculus, Chemistry II, Biology II, Physics, Pre Cal/Trig, SIC BIO 261 & 262, SIC Chem. 123, and SIC Math 144. Only SIC classes listed in the Weighted SIC Classes section taken during the fall and spring semester will count as a weighted class and be reflected on their official high school transcript. The only exception will be for students who take ENGL 121 and 122 in the summer which can be used to satisfy the 4<sup>th</sup> year of English required by the State of Illinois graduation requirement.

### **SEMESTER TESTS (Grades 9-12)**

Semester tests will be given over 2 days at the end of each semester for all Galatia High School students. Semester tests will not be administered early.

### **HONOR ROLL**

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

### **CLASS ASSIGNMENTS (Grades 6-12)**

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

### **YEARBOOK CLASS (Grades 9-12)**

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

### **OFF-CAMPUS COURSES (Grades 9-12)**

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

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

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

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

### **SCHEDULE CHANGES (Grades 9-12)**

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

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



## ILLINOIS SCHOOL STUDENT RECORDS ACT

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

- a) The right to inspect and copy the student's educational records within 15 school days of the day the district receives a request for access. A parent should submit to the records custodian, principal, or other appropriate official, written requests that identify the records they wish to inspect. The school district official will make arrangements for access and notify the parent of the time and place where records may be inspected.
- b) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights. A parent may ask the School District to amend a record that they believe is inaccurate or misleading. To do so, parents should write to the district officials responsible for the record clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent the District will notify the parent of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- c) The right to consent to disclosures if personally identifiable information contained in the student's records, except to the extent that FERPA and ISSRA authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.
- d) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
- e) The right to prohibit the release of directory information. Directory information may be disclosed without prior notice or consent unless the parent notifies the Records Custodian or other official in writing before October of the current school year that he does not want any or all directory information disclosed. Directory information means information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed and includes, but is not limited to, student's name, address, telephone, electronic mail address, photograph, date and place of birth, major field of study, grade level, and sports, weight and height of members of athletic teams dates of attendance, degrees, honors, and awards received, and the most recent previous agency or institution attended. To the extent that Galatia CUSD #1 allows post-secondary schools or employers access to directory information concerning students. Galatia must also allow military recruiters the same level of access to such information. Parents have the right to restrict military recruiters from being provided information. To do so, parents must request in writing before October of the current school year that their child(ren)'s information not be disclosed.
- f) The right to copy school records prior to their destruction. Permanent records which include the student's name, birth date, address, grades and grade level, parents' names and addresses, and attendance records, will be maintained for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Temporary records, which include all information contained within the school student records but not contained within the permanent record, such as family background information, intelligence test scores, aptitude test scores, psychological and personality tests results, teacher evaluations and other information of clear relevance to the education of the student will be maintained for 5 years after the student has transferred, graduated or otherwise permanently withdrawn from school. Parents and students are not on notice that temporary records will be destroyed after 5 years following the student's transfer, graduation or otherwise permanent withdrawal from Galatia School District.

## **FREEDOM OF INFORMATION ACT**

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

## **DEFICIENCY REPORTS**

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

## **DRIVERS EDUCATION (Grades 9-12)**

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

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

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

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

Any student who for any reason misses 4 or more days of driver's education shall receive a failing grade in the course.

Driver's Education fee is waived for all students during the 2023-2024 school year.

## **SPECIAL EDUCATION**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children and disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed. Students with an IEP who turned 22 years old during the school year may remain enrolled and receive services through the end of the school year.

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

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's

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

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

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

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

#### 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

### **COOP**

Students must be in good standing with a GPA of 2.5 or higher to participate in Co-op. Co-op eligibility will be run weekly with athletics. Co-op students will be given one week to bring up failing grades or they will not be allowed to leave school during co-op time. Students must maintain approved employment to leave during co-op time. If approved employment is not obtained or is ended, the student must stay at school during co-op time. Students must maintain employment for at least 12 hours a week to leave during co-op time.

## **DUAL CREDIT/ENROLLMENT**

### **Career Technical Education Courses**

In order to participate in Career Technical Education courses, students must attend one of Southeastern's in-district high schools, be at least 16 years old and have a GPA of 2.5 or above. Tuition is waived for eligible students. Students are responsible for book and supply purchases. Students may also be responsible for fees. College credit is awarded upon the successful completion of the class, and becomes a permanent record on your SIC college transcript.

### **CEO**

In order to participate in CEO through SIC, students must have and maintain a 2.5 GPA for enrollment. Students are responsible for their own transportation to CEO class and meetings. College credit is awarded upon the successful completion of the class and becomes a permanent record on the SIC college transcript.

### **Southeastern Illinois College Early College Program (ECP)**

In order to participate, students must attend one of Southeastern's in-district high schools and have a GPA of 3.25 or above. If GPA falls under 3.25 the student will be dropped from SIC classes the following semester. For example: A Junior or Senior student can take SIC classes in Fall Semester with a 3.26 GPA. If GPA is recalculated in the spring with fall semester grades dropping GPA to 3.23. The student will no longer be eligible for SIC Early College Courses.

### **Dual Credit Class Offerings**

Dual credit courses taught by Galatia teachers are subject to change on a semester basis. Courses are evaluated and articulated with Southeastern Illinois College.

### **Dual Credit/Dual Enrollment**

The Early College Program is an opportunity for students to take college courses for college credit while enrolled in high school. Eligible juniors and seniors may take college courses as part of their high school schedule, earning college and high school credits simultaneously. Juniors will only be allowed to register for two dual credit courses (taught by non-Galatia staff) during the first semester. If the student is successful in these two classes, they may register for more than two during the second semester. Freshmen and sophomores may participate in the Early College Program during the summer semester only.

Guidelines for this enrollment are as follows:

1. A student must have at least a 3.25 cumulative GPA.
2. A student can enroll in college classes concurrently during the regular academic year. Classes may be taken during the regular school day, if there is room in the student's schedule for a side lab. A Side Lab period requires two SIC classes. Both SIC classes will be incorporated into the schedule and GPA.
3. A student must complete the appropriate registration form, available from the school counselor or SIC's dual credit coordinator.
4. A student must take the NextGen ACCUPLACER and score at college level.
5. A student must have the school counselor or principal's permission. Tuition will be waived at SIC for early college program students. Students are responsible for books and fees.

6. High School credit will not be awarded for college courses taken outside of school hours with the exception of ENG 121/122. The grade earned in a college course, not classified as dual credit, will not be computed in the students' high school G.P.A.

Dual Credit Definition • Where an academically qualified high school student enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit. (ICCB Rule 1501.507(b) (11) Credit Hour Claims)

## **SECTION VIII. EXTRA-CURRICULAR AND ATHLETIC PARTICIPATION**

### **HOMECOMING AND PROM CANDIDATE ELIGIBILITY (Grades 9-12)**

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

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

### **RULES FOR JUNIOR-SENIOR PROM AND HOMECOMING (Grades 9-12)**

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

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

Any student who has been suspended/expelled from school and has not been re-admitted in good standing cannot attend Prom or Homecoming. Students who have dropped out of public school shall not be permitted to attend Prom or Homecoming. .

Guests must:

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

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

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

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

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

## **ATHLETIC PHILOSOPHY**

The board of education, administration, faculty & staff are very pleased you have expressed interest participating in GALATIA CUSD #1 athletic programs and activities. Students who are involved in extracurricular activities have a much richer experience in school and begin to develop life-long skills that are taught outside of the classroom.

We conduct our athletic program for the benefit of youngsters. Athletics is looked upon as any other department of instruction. It is simply one phase in our overall program of training for good citizenship. Please remember that student athletes are expected to be students first, with participation in athletics being secondary. Athletics can provide a platform to help our student athletes learn the meaning of teamwork and develop other skills that will be a positive asset to their future. Athletics offer experiences for encouraging desirable habits of discipline, for developing qualities of self-sacrifice and dedication for common goals, and for promoting an atmosphere of acceptable ethical and moral attitudes.

It is more important for a team to have a reputation for hard, clean competition than a record of winning, regardless of the cost. When a student puts on a Bearcat uniform, he/she becomes a special representative of our school, therefore, much more is expected of him/her.

The success of our athletic programs at GALATIA CUSD 1 are not dictated by the student athlete alone. Our school teams, students and adult supporters are engaged in this venture together. Athletes are expected to play and compete hard. Fans are expected to cheer with respect for the game, participants, visitors, officials and coaches. Participation in athletics at Galatia Schools is a privilege, not an absolute right of students. With this privilege go certain responsibilities. The rules set forth are for all Galatia students who participate on any athletic team.

Thank you for taking the time to read through this Athletic Handbook. We look forward to your support and involvement in our Athletic Program. If you have any questions please feel free to contact us.

Sincerely,

Ashley Launius  
Principal

James Foster  
Athletic Director

## **CODE OF ETHICS**

### **Code of Ethics for Spectators**

- Attempts to understand and be informed of the playing rules
- Appreciates a good play no matter who makes it
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior
- Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of game
- Respects property of others and authority of those who administer the competition
- Censures those whose behavior is unbecoming
- Respects officials and accepts their decisions without gesture or argument

### **Code of Ethics for Student Athletes**

- Remember that academic performance is your primary responsibility
- Read, familiarize yourself and comply with policies outlined in the Athletic Handbook AND your coach's specific set of team policies.
- Treat advisors, coaches and opponents with respect.
- Respect officials and accept their decision without argument or gesture.
- Exercise self control at all times, setting an example for others to follow.
- Win without boasting, lose without excuse and never quit.
- Always remember that you represent Galatia Schools and the community, and it is a privilege.
- Return any equipment; uniforms issued to the participant must be returned in the same condition at the end of the activity. Equipment that is lost, damaged or stolen is the responsibility of the participant, and it is the responsibility of the participant to make restitution to the school.
- Report any injury to the coach no matter how slight the injury may appear. If the injury requires a physician's care, the participant must have written permission from the doctor before returning to the activity.
- Attend classes the day of and after a competition.
- Extracurricular activities are not an excuse for being tardy on the day following a competition.

### **Code of Ethics for Coaches**

- The responsibility of a coach is to teach attitudes, proper habits, knowledge and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student athlete and, therefore, shall never place the value of winning above the value of character building.
- The coach must constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the IHSA, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse, and under no circumstances shall authorize the use of these substances.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.



- The coach shall be thoroughly acquainted with contest, state, conference and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
- Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with spirit groups, booster clubs, and administrators.
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical.
- A coach shall not exert pressure on faculty members to give student athletes special consideration.

#### **Code of Ethics for Parents of Athletes**

- Encourage your child and team – be enthusiastic – show school spirit. Enjoy and cherish your time with your athlete!
- Maintain a positive attitude whether your team is winning or losing.
- Refrain from being insulting or showing bad sportsmanship during the competition. Any problems or concerns should be brought to the attention of the coach, the athletic director or administration at another time.
- Support the team with team sponsored events, such as fundraising initiatives, etc.
- Parents, as spectators, are expected to exhibit good sportsmanship at all times. Spectators, including parents, who, in the judgment of the principal, athletic director, and/or the site administrator, behave in ways that are inappropriate will be warned about the behavior and then will be asked to leave the competition, immediately.
- Respect the judgment and strategy of the coach
- Refrain from sitting on or near the bench or dugout areas during contests
- Do not criticize players or coaches for loss of game
- Refrain from texting, messaging or speaking with a coach after the game to voice a concern.

Any person, including students, who engage in conduct prohibited by GALATIA CUSD #1 Board Policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### **STUDENT ATHLETE REQUIREMENTS**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy.
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
7. Individuals must be registered as full time students in the district and be otherwise eligible to participate in athletics and extracurricular activities.

## **STUDENT ATHLETE RESPONSIBILITIES**

### **a. Eligibility**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and/or the Southern Illinois Junior High School Athletic 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 or SIJHSAA and this Code, the most stringent rule will be enforced.

A student participating in any team sport must be passing ALL subjects and maintain a 60 percent per class in order to maintain academic eligibility. If a student is not meeting eligibility requirements at the time of the eligibility check, then the student will be ineligible until the next eligibility check point. The ineligibility period will begin on the first student attendance day following the day eligibility was last checked and will continue through the next eligibility checkpoint. (i.e. Monday through Sunday)

For each week of semester eligibility athletes must be passing all classes. Participants who fail to meet the standards will not be allowed to compete until the semester grades are checked for the following week. Academic progress/grades shall be checked on a weekly basis as determined by the Athletic Director. The coach reserves the right to remove a player from the team after 3 weeks of ineligibility. **Any practice missed during this time may be considered unexcused by the coach.**

For eligibility, students, unless entering high school for the first time, cannot have failed more than 2 classes for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

### **b. Practice**

Student athletes must attend all practice sessions prior to a contest unless excused by the coach prior to any absence. It is the responsibility of the player to communicate absences with the coach. If a practice is missed and is unexcused, then he/she will be subject to disciplinary action as deemed appropriate by the coach. Three unexcused absences could result in removal from the team.

All gym practices will be closed except for the last 10 minutes.

Practice schedules will be determined by the athletic director and principal in advance. All practice schedules should provide a fair rotation of early and late practices. Late practices should end prior to 9:30 p.m.

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

**c. Absence Policy**

A student shall be in attendance for 5 clock hours of the school day in order to participate in an extra-curricular practice or an event that day. Exceptions to this rule may include: 1) a pre-arranged medical absence; 2) a death in the student's family; 3) a religious ceremony or event; or 4) a court appearance. The principal must give consent for all exceptions to the attendance policy.

A student who is absent from school on a Friday before a Saturday event may be withheld from activities at the sole discretion of the coach.

Detentions, In-School Suspensions, and/or Out-of-School Suspensions:

- a) Detentions -- Participation in athletics does not excuse an athlete from serving detention. Each participant will serve the detention on the assigned date. Students who must miss the team bus due to a detention will not be allowed to participate in the game that evening.
- b) In-School Suspension – An athlete serving an in-school suspension may lose the privilege to participate in the next scheduled game.
- c) Out-of-School Suspension – An athlete serving an out-of-school suspension will not be allowed on school property during that suspension period and will not be allowed to participate in practices and games during that suspension period as well.

**d. Behavioral Conduct**

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

**The student shall not:**

- 1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
- 2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
- 3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
- 4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- 5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
- 6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. 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.

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  - Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be outlined in the Athletic Policy.

**e. Behavior During Practices/Games**

It is the student athlete's responsibility to learn and demonstrate proper behavior. Such behavior can be described as actions by student athletes, which promote cooperation and learning during practice, encourages a profitable work ethic, and results in an excellent competition coupled with good sportsmanship on the playing field. Athletes are expected to be neat in appearance on game day. Hair should be well-groomed and proper attire is required. No jewelry of any type is to be worn during practice or games.

The coaching staff, for the benefit of the team and community, will not tolerate the actions of players who show a lack of concern for the above behaviors and attitudes. Therefore, if improper behavior is observed in practice or game situations, corrective disciplinary action will be taken.

The coach will establish team rules/guidelines to determine what corrective disciplinary action will be taken. The actions will be explained fully to the student before the season starts, and it will be fair and consistent throughout the season. This will occur at the pre-season meeting(s).

Inappropriate behavior and poor conduct at game (home or away) and at practice may result in additional consequences determined by the administration (AD, Principal, and/or Superintendent). This can be in addition to consequences by the coach.

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

Parents are expected to be good role models for sportsmanlike behavior. Any spectator who displays unsportsmanlike conduct or disrespect may be asked to leave the contest. Board Policy 8:30 speaks to the specifically prohibited conduct and possible consequences for failure to adhere to policy 8:30.

**f. School Equipment**

All uniforms and equipment issued to the student athlete must be returned and accounted for after the last game of the season as instructed by the coach. Lost or stolen items are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued and not returned.

Student athletes will not be eligible to participate in future extra-curricular sports/activities until items have been returned.

Any returned items, which have been damaged, not resulting from normal wear and tear, must be replaced or repaired. The replacement or repair bill(s) becomes the responsibility of the student athlete.

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

#### **g. Quitting a Sport**

There will be times when some athletes find it necessary to quit playing a sport before, during, or after the season. Whatever the reason, an athlete must follow the steps listed below:

1. The athlete should think the whole situation through before reaching a final decision.
2. The athlete should talk to the coach to see if a solution can be reached without having to quit. A conference between the parents, athlete, and coach, or any combination thereof is highly recommended before an athlete will be permitted to quit.
3. If an athlete decides to quit, it is the responsibility of the student-athlete to inform the head coach.
4. All equipment must be turned in clean. The athlete must pay for any equipment not returned.
5. If and when a student athlete returns to the team, it will be at the discretion of the coach.

### **TRYOUTS AND PARTICIPATION**

**Cut Policy** -- Student athletes may be cut from all levels of competition. The coaching staff at each level of play may conduct tryouts and select team members based upon their individual criteria.

Junior High levels of competition include grades 6-8 but may include grade 5 upon the coaches discretion. Superintendent approval is needed before allowing 4th grade students to participate. High School levels of competition include grades 9-12.

### **TRANSPORTATION**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. Coaches may use their discretion in allowing athletes to ride home with their parents when written permission is obtained from the parent/guardian provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **SOCIAL MEDIA**

We respect the right of our student athletes to use and participate in Social Media websites. These sites can be a useful and educational tool for our students, however, student athletes are therefore expected to conduct themselves, in a positive and safe manner at all times. Any online postings done by student athletes must be consistent with federal and state laws, as well as school and district policies. Any individual that is identified on a social networking site which depicts illegal or inappropriate behavior will be considered a violation of the athletic training rules and will be subject to athletic discipline and/or suspension.

Student-Athlete Guidelines Specifically prohibited behaviors for student-athletes include but are not limited to:

- Any postings of sexually explicit, profane, lewd, indecent, or defamatory language.
- Derogatory language regarding school personnel or other students. This includes posting comments about opposing teams and their coaches.
- Comments designed to harass or bully students and /or school personnel.
- Nude, sexually oriented or indecent photos, images or altered pictures. This includes links to pornographic websites or inappropriate material.

- Postings personal attacks or racially motivated comments in regards to students, coaches or school personnel.
- Photos, videos, comments or postings showing the personal use of alcohol, drugs and tobacco e.g. holding cups, cans, shot glasses or tobacco products.
- Postings that encourage or depict or advocate unacceptable, violent or illegal activities such as hazing, sexual harassment, assault, fighting, vandalism, academic dishonesty, underage drinking or illegal drug use.

Please remember the Head Coach, the Athletic Director or Administration has the ability to suspend, or remove a student from the team on the first inappropriate action.

## **DRUG, ALCOHOL, TOBACCO, THEFT, AND VANDALISM POLICY**

The Drug Testing Information is outlined in later pages of this handbook. It is designed to prevent drug, alcohol and tobacco use and create a drug free environment for our students. The penalty(ies) for testing positive for drugs is outlined in the policy.

The use, possession of, or the sale or distribution of, or the act of being under the influence of tobacco and/or alcohol at any time will result in a suspension from competing in the following contests:

### **Tobacco**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offense: | Loss of participation in 20% of the season                     |
| 2 <sup>nd</sup> offense: | Loss of participation in sport for the remainder of the season |

### **Alcohol**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offense: | Loss of participation in 50% of the season                               |
| 2 <sup>nd</sup> offense: | Loss of participation in ATHLETICS for the remainder of the school year. |

### **Illegal or Controlled Drugs**

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|--------------------------|---|
| 1 <sup>st</sup> offense: | Loss of participation in ATHLETICS for the remainder of the season. |
|--------------------------|---|

### **Theft/Stolen Equipment**

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|--------------------------|--|
| 1 <sup>st</sup> offense: | Suspension out-of-school and loss of 2 games, plus restitution                             |
| 2 <sup>nd</sup> offense: | Loss of participation in ATHLETICS for the remainder of the school year, plus restitution. |

### **Vandalism (home or away)**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offense: | Suspension out-of-school and loss of 2 games, plus restitution                     |
| 2 <sup>nd</sup> offense: | Loss of participation in ATHLETICS for remainder of school year, plus restitution. |

An athlete guilty of any of the offenses described at a time other than his/her season (including ALL breaks and holidays), will be held accountable in the next upcoming season. If the athlete's season has already passed when the violation occurs, the athlete will be held accountable during the next school year whenever the season begins. All students remain subject to all the School District's policies and the school's student/parent handbook.

## **COMMUNICATION AND NEXT DAY POLICY**

Good communication is critical in athletics, on and off the field. A communication plan is in place to assist and to improve communication between parents, coaches and administrators, ultimately for the benefit of the student.

Involvement in athletics and activities will allow the students to experience some of the most rewarding times of their lives. However, there will likely be times when things don't go their way or they disagree with a coach. It is important that students and parents realize these difficult situations are as much a part of the learning experience as are the good times.

The coaches work hard to do the best they can for all of their athletes, and we ask the students and parents to respect the fact that their decisions are often extremely difficult, and are made based on factors of which students and parents may not be aware. The student, not the parent, is strongly encouraged to talk to the coach about any issues or problems that arise during the season. This is not only the most direct and productive means of communication, but also a valuable method of teaching responsibility.

**Communication the PARENT should expect from your child's COACH:**

- The coach's philosophy and criteria for the team selection process
- Specific team policies and consequences for when policies are not followed or training rules not adhered to
- Expectations the coach has for your child as well as all the players on the squad
- Locations and times of all practices and contests
- Team requirements, i.e. practices, special equipment, out of season conditioning
- Any special events or activities planned, including optional team garments that the team is considering to purchase
- Procedure to follow should your child be injured during participation
- Specific ways to improve upon athlete's ability

**Appropriate concerns PARENTS should discuss with COACHES:**

- Notification of any schedule conflicts well in advance
- Specific concerns with regard to a coach's philosophy and/or expectations
- If their child, at any time, feels threatened or uncomfortable in any way by actions of teammates or coach(es)
- Any specific information that the parent feels would be of value to the coach to help him/her coach their child
- Ways the parent can help the child improve
- Any concerns a parent may have about their child's behavior or performance in or out of school (Oftentimes a coach may have a very positive influence in the lives of their athletes.)

**Next Day Policy**

It is recognized that situations may arise where parents find it necessary to raise a concern with a coach. In order for a good resolution to occur, we are implementing the "Next Day Policy." If you wish to schedule a meeting or call a coach, please wait until the next day to discuss the matter. This allows all parties involved to gather their thoughts and composure to ensure a professional meeting. It is imperative the parent(s) adhere to the following communication guidelines:

**Protocol for registering concerns:**

1. Contact the coach first, to set up a meeting. Please call to schedule a meeting. Text messages and emails can be interpreted the wrong way.
2. If the coach cannot be reached, contact the Athletic Director or Administration

**MOST IMPORTANTLY:**



3. DO NOT CONFRONT A COACH BEFORE, DURING OR AFTER A PRACTICE OR CONTEST. THESE CAN BE EMOTIONAL TIMES FOR BOTH PARTIES. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.

It can be very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach:

**Issues NOT appropriate to discuss with coaches:**

1. Playing Time
2. Play Calling
3. Team Strategy
4. Other student athletes

There are situations that may require a conference between the coach and the parent. In most instances, it is vital that the athlete be present. It is important that all parties involved have a clear understanding of the other's position.

**Next Steps after parent/athlete coach meeting:**

What a parent can do if, in their opinion, the meeting with the coach did not provide a satisfactory resolution:

1. Between 8 AM - 3 PM, call and set up an appointment with the Athletic Director or Administration (297-4571) to discuss the situation.
2. After this step, an additional meeting may be held with the parent, coach, athlete, and athletic director/administration.
3. If the meeting with the athletic director/administration does not resolve the issue, then contact the Superintendent (297-4570) between the hours of 8 AM - 3 PM.
4. The Superintendent will notify the Board of Education of the incident.

### **RULES IN EFFECT**

The rules set forth in this Athletic Policy are in effect throughout the school year and twenty-four hours a day, whether or not school is in session and including vacation periods, holidays and times of pandemic.. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.

### **CO-OP**

Galatia High School currently has a co-op team with Eldorado Boys and Girls Golf.. Since they are the host schools in these sports, any Galatia athletes participating in these sports are subject to the rules and regulations of these schools while participating on the co-op teams.

Galatia also has current CO-OP teams with Thompsonville in HS Softball, Girls HS Basketball, Trap Shooting, and Bass Fishing. Galatia will serve as the host school with these cooperatives.

### **COMMUNICABLE DISEASES**

Galatia CUSD 1 athletic programs will follow *Return to Play* guidance provided by the IHSA and SIJHSAA. Ultimately, all guidance and mandates must be in alignment at both the federal (CDC) and state (IDPH) levels, which will supersede IHSA/SIJHSAA guidelines. Additional support from our local health department will also be followed.

**School Board Policy 8:30**  
**Galatia Community Unit School District #1**  
**PARENTAL CONDUCT AGREEMENT**

Parents of student athletes are hereby prohibited from verbal and/or physical abuse of students, coaches, sponsors, officials, other spectators and administrators on duty of all extra-curricular activities.

Verbal and/or Physical Abuse includes, but is not limited, to the following:

- Threats, Taunts, Intimidation or Aggression
- Inappropriate Language/behavior directed at the Coach/Sponsor, Official, Spectators or Administrator
- Confronting Coaches/Sponsors before, during, or after practices, games, and/or extra-curricular contests

**All visitors who fail to abide by Board Policy 8:30 may be ejected from school property and are subject to being banned for up to one calendar year.**

**8:30 Visitors to and Conduct on School Property**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification if requested, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, 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.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official, coach, or any other person. 2. Behave in an unsportsmanlike manner, use vulgar or obscene language. 3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed

Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk. 4. Damage or threaten to damage another's property. 5. Damage or deface school property. 6. Violate any Illinois law, town 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 with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*. 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.

#### Convicted Child Sex Offender

8:30 State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or 2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

**Please refer to the applicable collective bargaining agreement(s).**

**For employees whose collective bargaining agreement does not address this subject:**

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.



## IHSA Sports Medicine Acknowledgement & Consent Form

### Concussion Information Sheet

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

#### Symptoms may include one or more of the following:

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

#### Signs observed by teammates, parents and coaches include:

- |   |
|---|
| <ul style="list-style-type: none"><li>• Appears dazed</li><li>• Vacant facial expression</li><li>• Confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays incoordination</li><li>• Answers questions slowly</li><li>• Slurred speech</li><li>• Shows behavior or personality changes</li><li>• Can't recall events prior to hit</li><li>• Can't recall events after hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul> |
|---|



## **IHSA Sports Medicine Acknowledgement & Consent Form**

### **Concussion Information Sheet (Cont.)**

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

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

#### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Youth Sports Concussion Safety Act requires athletes to complete the Return to Play (RTP) protocols for their school prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>

## CONCUSSION PROTOCOLS

When you suspect that a player has a concussion, follow the “Heads Up” 4-step Action Plan.

1. Remove the athlete from play.
  2. Ensure that an appropriate health-care professional evaluates the athlete.
  3. Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.
  4. Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. An athlete should be observed following a suspected concussion and should never be left alone.

Athletes must know that they should never try to “tough out” a suspected concussion. Teammates, parents and coaches should never encourage an athlete to “play through” the symptoms of a concussion. In addition, there should never be an attribution of bravery to athletes who do play despite having concussion signs or symptoms. The risks of such behavior must be emphasized to all members of the team, as well as coaches and parents.

### Return to Play

After suffering a concussion, no athlete should return to play or practice on that same day. Newer studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Once an athlete no longer has signs, symptoms, or behaviors of a concussion and is cleared to return to activity by a health-care professional, he or she should proceed in a step-wise fashion to allow the brain to re-adjust to exercise. In most cases, the athlete will progress one step each day. The return to activity program schedule may proceed as below following medical clearance:

- Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.
- Step 2: Moderate aerobic exercise- 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.
- Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
- Step 4: Full contact practice or training.
- Step 5: Full game play.

### Return to Learn

Like any injury, rest is the key component of healing. A child’s brain recovers more slowly than adults. To help your child’s brain recover as quickly as possible, follow the protocol below. Each stage of the protocol should take a minimum of 24 hours to complete. If symptoms worsen on one stage, the child should immediately rest until all symptoms have resolved and then resume the protocol at the stage prior to the one in which symptoms have developed.

#### Stage 1 –Home – Total Rest

- No mental exertion –No computer, texting, video games or homework
- Stay at home
- No driving

Stage 2 – Home – Light Mental Activity

- Up to 30 minutes of Mental Exertion
- No prolonged concentration
- Stay at home
- No driving

Stage 3 – School – Part Time

- Provide quiet place for scheduled mental rest
- No significant classroom or standardized testing
- Modify rather than postpone academics
- Provide extra help, extra time on assignments

Stage 4 – School - Part Time

- No standardized testing
- Modified classroom testing
- Moderate decrease of extra time, help and modification of assignments

Stage 5 – School - Full Time

- No standardized testing
- Routine tests OK
- Decrease extra time and help of modification of assignments

Stage 6 – School – Full Time

- Full Academics
- No Accommodations

**Concussion Protocol Checklist**

A student removed from competition or practice due to a possible concussion may not play or practice again until all of the following have been met:

\_\_\_\_\_ 1) The student has been evaluated by the student's physician or an athletic trainer working under the supervision of a physician and it has been determined that the student can safely return to play and return to learn.

\_\_\_\_\_ 2) The student has completed all requirements of the school's return to play and return to learn protocol.

\_\_\_\_\_ 3) The student's parents acknowledge that the student has completed the return to play and return to learn protocols. The student's parent must provide the physician's report to the individual at the school responsible for implementing the return to play and return to learn protocols.

\_\_\_\_\_ 4) The student's parent signs a consent form indicating that the parent has been informed of the physician's report and consents to the student's return to play. The consent form must also indicate the parent understands the risks associated with a return to play and return to learn and will comply with ongoing return to play and return to learn protocols and consents to sharing the physician's statement and any recommendations to appropriate persons.





## **IHSA Sports Medicine Acknowledgement & Consent Form**

### **IHSA Performance-Enhancing Substance Policy**

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Policy. A full copy of the policy and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for policy implementation in the IHSA Schools Center.

As a prerequisite to participation in IHSA athletic activities, we have reviewed the policy agree that I/our student will not use performance-enhancing substances as defined by the policy. We understand that failure to follow the policy could result in penalties being assigned to me/our student either by the my/our student's school or the IHSA.

IHSA PES Policy

<http://www.ihsa.org/documents/sportsMedicine/2017-18/2017-18 PES policy.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/current/IHSA Banned Drugs.pdf>

**GALATIA CUSD #1**  
**Extracurricular Drug and Alcohol Testing Program**

The Board of Education of the Galatia CUSD #1 recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, tobacco and/or alcohol. Drug, alcohol, and tobacco abuse in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest natural ability.

The extracurricular program of Galatia CUSD #1 is an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. The Board of Education encourages all students to participate in extracurricular programs of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. The privilege to participate in certain extracurricular programs requires an agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. The drug testing program will be applied to all high school students (9-12), male and female, who participate in specified extracurricular activities.

The primary purpose of the program is not punitive. It is designed to prevent drug, tobacco, and alcohol usage, to educate students to the physical, mental, and emotional harm caused by drug and alcohol abuse, to create and maintain a safe, drug free environment for students and to assist them in getting help when needed.

The extracurricular drug testing program will be in compliance with the Galatia CUSD #1 Student Parent Handbook. The procedures established under this document apply only to circumstances involving testing for drugs, alcohol, and tobacco. All other misconduct described shall be covered by the consequences as outlined in the current "Student-Parent Handbook".

**PROCEDURES:**

**CONSENT**

The parent and/or guardian and the student are required to sign a written consent for drug, tobacco, and alcohol testing, in the form attached hereto, as a condition precedent to the student's participation in the program. Any student who refuses to sign a written consent for drug testing will not be allowed to participate in specified extracurricular activities until the student signs such a consent. Any student who refuses to be tested will be suspended from specified extracurricular activities for the remainder of the school year.

**MEDICATION**

Students who have been or who are taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) prior to being tested. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

**STUDENT SELECTION**

All students participating in specified IHSA activities may be tested at the beginning of each activity season. Furthermore, any student involved in any IHSA sponsored activity may be tested at random times throughout the school year. Each student participating in specified IHSA activities will be assigned a number. The Athletic Director shall make a list of all such students cross-referencing the students and his/her respective number. Such list shall be maintained by the Athletic Director and the contents of the same shall remain confidential. When a selection is to be made, the numbers of all participants shall be placed in a random name generator and the Athletic Director and Principal will randomly draw ten percent of students from the box. After testing, a student's number will be returned to the testing population and subject to reselection. The District specifically reserves the right to test any student participating in specified extracurricular activities at any time where reasonable suspicion of drug use is found to exist.

## **TESTING**

Once a student is selected, the student will be accompanied by a school official of the same sex to a bathroom, where the student athlete shall provide a sample of his/her urine in a verifiable manner. The student will not be under direct visual observation while providing the sample, unless there is reason to believe that the student will alter or substitute the specimen provided. The sample will be labeled with the date and the student athlete's number. Any sample that tests positive is then retested. The sample will not be tested for pregnancy or birth control or for prescription medication. The District and the testing laboratory shall closely monitor and record the chain of custody of the sample to assure accuracy and anonymity of the testing procedure. The only school personnel who will know of a selection shall be the Athletic Director, Principal, and School Nurse.

## **FALSIFYING TEST**

If a student alters or substitutes a specimen in an attempt to falsify results the student and his or her parents or guardians shall be notified of the infraction and shall meet with the Athletic Director and Principal. The student shall be subject to the consequences of the **Second Offense of the Extracurricular Policy**.

## **"POSITIVE" TEST**

If a student's sample tests positive, the student and his or her parents or guardians shall be notified of the results and shall meet with the Athletic Director, Principal, and Coach and/or Sponsor. In all instances, counseling and rehabilitation will be a consideration.

*The student shall be subject to the following discipline:*

## **FIRST OFFENSE**

Any student who tests positive will be immediately suspended from participation in interscholastic activities. The duration of the suspension will be 50% of the regular season contests of the activity in progress or of the next activity in which the student will participate. If the violation occurs with less than 50% of the season/activity remaining, the remaining percentage will be served during the next activity in which the student participates. The student must enroll in an approved counseling program before they are eligible to continue participation in any IHSA sponsored event. These sessions will be at the expense of the parent or guardian. Upon completion of the counseling program, the counseling service must provide the Principal or Athletic Director with a signed written statement showing the date of enrollment and the date of completion. This statement will be filed in the office. Failure to complete the counseling program requirement will result in the student being ineligible to participate in any IHSA sponsored activity.

*During the suspension, the student will be expected to continue to practice in the activities but will not be allowed to participate in any of the competitions.*

## **SECOND OFFENSE**

The student shall be declared ineligible for one calendar year (365 days).

This consequence may be reduced to 180 days if the student attends counseling approved by NCOE. These sessions will be at the expense of the parent or guardian. Upon completion of the counseling program, the counseling service must provide the Principal or Athletic Director with a signed written statement showing the date of enrollment and the date of completion. This statement will be filed in the office. Failure to complete the counseling program requirement will result in the student being ineligible to participate in any IHSA sponsored activity.

## **THIRD OFFENSE**

The student will be declared ineligible for his/her career, with the right to appeal after serving one year of ineligibility.

## **FOURTH OFFENSE**

The student will be declared ineligible for his/her career.

## **APPEAL PROCEDURES**

A student who has committed a third offense may appeal his/her eligibility for his/her career if the following conditions are met:

- The student completes an approved counseling program.
- The student receives a recommendation to reinstate from his/her counselor.
- The appeal will be heard by an Appeals Committee consisting of the coach/sponsor involved, the Athletic Director and the Administration.
- The committee's decision is final.
- An athlete is allowed one appeal in his/her career. Another violation will result in an immediate dismissal from all IHSA activities.
- All previous suspensions must be served in full before an appeal can be considered.

### **Definitions:**

- A. Extracurricular Program  
Extracurricular activities include any IHSA sponsored activities.
- B. Student  
Student is any student who participates in any specified IHSA activities sponsored by Galatia High School.
- C. Participation  
Participation is the taking part in or being a member of specified IHSA activities. For purposes of this policy, a student will be considered a "Participant" from the time the student first attends a meeting or the start of a season for the remainder of their high school career, or until he/she withdraws from all IHSA activities.
- D. Prohibited Substances  
Controlled substances are those substances prohibited by the Illinois Controlled Substances Act and the Illinois Cannabis Control Act.

**Galatia Community Unit School District 1**  
**Student-Athlete Extra-Curricular Handbook**  
**Guidelines and Policies**  
**IHSA/SIJHSAA**  
**2023-2024**

By signing this form, we (parent/guardian and student athlete) agree to comply with the guidelines outlined in the handbook as well as the following statements:

- I acknowledge that I have received a copy of the 2023-24 Extra-Curricular Handbook and the policies and procedures contained within. I agree to read the information contained within the pages of this handbook.
- I agree to abide by the the guidelines and policies within the Athletic Handbook and Galatia CUSD #1 board policies.
- I agree to abide by the “Return to Play” policy enacted by the National Federation of State High School Associations and the Illinois High School Sports Association.
- As parent/guardian, I give my consent for my son/daughter to participate in Galatia CUSD 1 Athletics for the 2023-24 season and summer activities.
- By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Substance Policy.
- By signing this form, we agree and give consent to the Extracurricular Drug and Alcohol Testing Program.

Student Athlete			
	Signature	Grade level	Date

Parent/Guardian		
	Signature	Date

**2023-2024 Permission Form**

Athlete's Full Legal Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Year in School: \_\_\_\_\_ Gender: M F

*Jr Bearcats only:* County and state where Birth Certificate is on file \_\_\_\_\_

High School (check all that apply)

\_\_\_ Cross Country \_\_\_ Volleyball \_\_\_ Basketball \_\_\_ Cheerleading

\_\_\_ Baseball \_\_\_ Softball \_\_\_ Trap Shooting \_\_\_ Bass Fishing

Eldorado Coop (check all that apply)

\_\_\_ Speech (individual) \_\_\_ Golf

Jr. High (check all that apply)

\_\_\_ Baseball \_\_\_ Softball \_\_\_ Basketball \_\_\_ Cheerleading \_\_\_ Volleyball

**Proof of Insurance** (photocopy of insurance card is acceptable)

Insurance Provider \_\_\_\_\_

Policy Number \_\_\_\_\_

I give permission for my child to participate in athletics at Galatia CUSD #1. I hereby acknowledge that I understand the rules and conditions of my child being permitted to participate in athletics, and that any and all liability therefore shall be my responsibility. I hereby waive and release any rights I may have, now or in the future, against Galatia CUSD #1 for any injury suffered as the result of or in connection to my child's participation in athletics for Galatia CUSD #1, whether such injury is suffered at home or away during the 21/22 season & summer activities.

\_\_\_\_\_

Signature of Parent/Guardian

Phone Number

Date

## WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

**Each student and his or her parent/guardian must read and sign this Agreement to Participate each year before being allowed to participate in interscholastic athletics or intramural athletics. The completed Agreement should be returned to the Coach.**

Student Name (printed): \_\_\_\_\_

1. I wish to participate in the interscholastic athletics or intramural athletics that are circled: baseball, basketball, cheerleading, cross country, fishing, football, golf, softball, trap shooting, volleyball, other (identify sports) \_\_\_\_\_. (Another Agreement must be signed if the student later decides to participate in a sport not circled above).
2. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate, and I agree to abide by them.
3. Before I am allowed to participate, I must: (a) provide the School District with a certificate of physical fitness (the Pre-Participation Physical Examination Form from the Illinois High School Association (IHSA), or Illinois Elementary School Association (IESA), or Southern Illinois Junior High School Athletic Association (SIJHSAA) serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, IHSA Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent. IHSA refers to the Illinois High School Association and IESA refers to the Illinois Elementary School Association.
4. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
5. I understand that Board policy 7:305, Student Athlete Concussions and Head Injuries, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches, physician assistant, treating advanced practice registered nurse, or a certified athletic trainer working under the supervision of a physician.
6. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist.
7. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I

Name of participant: \_\_\_\_\_

Participant signature (if under age 18): \_\_\_\_\_ Date signed: \_\_\_\_\_

### **To be read and signed by the parent/guardian of the student and the student, if 18 years or older:**

1. [circle which applies] I give permission for my child/I agree to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above Agreement to Participate and understand its terms.
2. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child/me to participate, I agree to hold the Board, its members, employees, agents, coaches, and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with my/my child's participation in the sport(s) or athletics. I assume all

responsibility and certify that my child is/I am in good physical health and is capable of participation in the above indicated sport or athletics.

Parent/guardian signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Student signature (if 18 years or older): \_\_\_\_\_

Date signed: \_\_\_\_\_

**Emergency Contact Information #1**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

**Emergency Contact Information #2**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

**Emergency Contact Information #3**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_



**GALATIA UNIT SCHOOL DISTRICT #1**

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date