



# Galesburg Community Unit School District 205

## *District Administrative Offices*

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## **New Student Consent and Parent/Guardian Notification Checklist**

Welcome to Galesburg CUSD #205. We are committed to working together with teachers, parents, and the community to offer a comprehensive and challenging education for every student. We want each student to be well-prepared for life in an ever-changing society. To that end, we emphasize essential critical thinking skills in addition to basic fundamentals in the language arts, sciences, mathematics, and social studies. Our curriculum, aligned with state and national standards, is both challenging and relevant to students. We hope this strong foundation helps them to adapt and succeed in their years beyond graduation. As a District, we have high expectations for our students. Teachers, parents, and administrators work together in both building and district improvement teams in an ongoing effort to meet student needs and continue to achieve higher levels of excellence district-wide. To meet these goals, it is necessary to provide you with the following notices. **Please initial next to each item** in order to document your receipt of these notices. Full information on each of these topics is always available at the District website [www.galesburg205.org](http://www.galesburg205.org).

**Student Name** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

\_\_\_\_\_**ADDRESSING THE BOARD** It is the desire of Galesburg CUSD #205 Board of Education to make ample time available for persons wishing to address the Board. Comments and suggestions are always welcome. However, the Board requests that comments be made only during the time allotted on the agenda. Following the allotted time for public comment, the Board may or may not choose to respond. The Board does not wish to enter into debate with the gallery. The Board meeting is open to the public for the purpose of allowing the public to listen to discussion concerning the operation of the district. It is not a meeting for the purpose of debating issues with the public.

\_\_\_\_\_**ADMINISTERING/CARRYING MEDICATIONS OR OTHER MEDICALLY NECESSARY ITEMS FOR STUDENTS** It is the policy of this district (as outlined in 105 ILCS 5/10-22.21b and Board Policy 7:270) that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Parents with students who have special medical circumstances should contact the school nurse or District Health Services Coordinator, (309) 973-2117, to complete the proper forms for medications. All medications must be sent to school in the original container. Students with health issues who need to carry medications or other medically necessary items in a purse, bag or backpack need to obtain authorization from the school nurse or District Health Services Coordinator. (Board Policy 7:270)

\_\_\_\_\_**ATTENDANCE/ABSENCE POLICY** Galesburg CUSD #205 has high expectations for student attendance. These expectations have been established in concert with Illinois state law. The law states that whoever has custody or control of any child enrolled in school must cause such child to attend public school in the district where the child resides the entire time it is in session during the regular school term, except as otherwise provided by law. Our district takes student attendance very seriously and we are committed to seeing that every child is at school unless there is an excused reason for absence or tardiness. Refer to the Code of Conduct for the entire Attendance Plan. (Board Policy 7:70; 7:80; and 7:90)

\_\_\_\_\_**ASBESTOS** The District has a current asbestos management plan on file. These plans are available at their respective building offices.

\_\_\_\_\_ **CODE OF CONDUCT** Every student attending School District #205 will have access to a copy of the Code of Student Conduct upon registration. A copy of the Code of Conduct is always available at the District website, [www.galesburg205.org](http://www.galesburg205.org) and, upon request; a printed copy can be obtained from the District Registrar. The Code of Conduct is comprised of information pertaining to Illinois School Code, General Notices to Parents and the Community, District Policy/Governing Regulations, Student School and Bus Behavior, Athletic/Extracurricular/Co-Curricular Activities Code, Random Drug Testing Procedures, and Transportation Rules.

\_\_\_\_\_ **COMPUTER USAGE/TECHNOLOGY POLICY** Students are expected to treat all equipment with care and respect and are responsible for repair or replacement of any district hardware or software that is lost or damaged beyond normal wear and tear. Students shall not gain access to computer files or data for which they have not been authorized. Students shall not copy software or files to district equipment without the permission of the instructor. Students will access the internet for educational purposes. Any use of the Chromebook and internet outside of the school setting must still abide by the Chromebook Agreement, Authorization for Student Internet Access, and Acceptable Use of the Internet policy which can be found at [www.galesburg205.org](http://www.galesburg205.org). Students who fail to follow these requirements are subject to school discipline including, but not limited to, suspension or denial of access to any district computer equipment. Gross acts of computer related misconduct (i.e. introduction of viruses or destruction) may result in recommendation for expulsion and/or legal action. Students should not have any expectation of privacy in their use of district computers. (Board Policy 6:235)

\_\_\_\_\_ **CURRICULUM PLAN** Galesburg CUSD #205 has developed a Curriculum Plan that outlines the district's efforts to build a rigorous and relevant curriculum, advance teaching and learning, and foster supportive relationships among all stakeholders to ensure success for all students. This curriculum plan encompasses strong district and school accountability and student assessment systems, comprehensive school and district improvement planning, and professional development that reflects the six pillars for student success including; student engagement, differentiated instruction, higher order thinking, data-based decision making, tech supported learning and balanced assessments. Persons with suggestions or complaints about curriculum, instructional materials and programs should complete a curriculum objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form. (See Board Policy 2:260; 6:260; and 8:110)

\_\_\_\_\_ **BULLYING, CYBER-BULLYING, INTIMIDATION, TEEN DATING VIOLENCE & HARASSMENT** Bullying, including cyber-bullying, intimidation, teen dating violence 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 goals. For additional information, please see Bullying, Intimidation, Teen Dating Violence & Harassment in the Code of Conduct. (Board Policy 7:20, 7:180, 7:185, 7:190)

\_\_\_\_\_ **DOOR SECURITY/VISITORS IN THE SCHOOL BUILDING** All buildings are secured; visitors must press a door bell to request inside access. Visitors are then required to check in at the school office and receive a background check through the school's Raptor system before proceeding to their destination. The sticker ID provided must be worn at all times while in the building. Former students shall follow these same procedures. (Board Policy 8:30) Galesburg District #205 believes that parent/guardian visits to schools are very important. Your visitation of the classroom demonstrates to your child that you value the work he/she is doing. Simply contact the teacher or principal the day before your visit to make an appointment.

\_\_\_\_\_ **DRESS AND APPEARANCE** The business of school is education and appropriate dress is an important responsibility we must all accept. The aim is not conformity, but good taste and "Dressing for Success." Student dress and personal appearance shall not disrupt or distract from the learning environment. Please keep in mind certain classes may require specific dress. Exceptions to dress and appearance could be made on school-approved spirit days by the building Principal or designee. (Board Policy 7:160.) Restrictions include, but are not limited to, the following:

- ◆ Student dress (including accessories) may not advertise, promote, picture or display alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images, lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- ◆ Hats, coats, bandanas, sweatbands, sunglasses and other headwear may not be worn in the building during the school day.
- ◆ Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- ◆ Student clothing should not show undergarments or excessive skin.
- ◆ Safe and appropriate footwear must be worn at all times.
- ◆ Students in grades 5-12 must wear their ID's around their neck as intended at all times in the building during the school day. The ID must be visible and worn outside of the students' clothing.

A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline. If there is any concern about dress and appearance, the building principal or designee will make the final decision. Please keep in mind certain classes may require specific dress. Exceptions to dress and appearance could be made on school-approved spirit days by the building Principal or designee.

\_\_\_\_\_ EDUCATION OF HOMELESS CHILDREN Homeless children have the right to a free, appropriate public education (McKinney-Vento Homeless Assistance Act and Illinois Education for Homeless Children Act). If a family, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, on the street, or doubled up with relatives or friends, they are presently homeless. For more information contact the District Homeless Liaison, Jennifer Hamm at (309) 973-2000. (Board Policy 6:140)

\_\_\_\_\_ FIELD TRIPS Educational activities and recreational trips may happen throughout the school year. Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140. All nonparticipating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition (Board Policy 6:240.) Parents/guardians may elect to prohibit participation in activities which occur off of school grounds by submitting a written request to the student's building principal or designee.

\_\_\_\_\_ **HEALTH REQUIREMENTS All students in the State of Illinois beginning pre-kindergarten, kindergarten, sixth and ninth grades are required to provide a copy of a current Illinois physical examination, including required State of Illinois vaccinations.**

\_\_\_\_\_ MEDICAL CARDS Galesburg CUSD#205 is a "Health Care Provider" with the Illinois Department of Public Aid/Medicaid. Medicaid reimbursement is a source of federal funds approved by Congress to help schools maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, District #205 will claim Medicaid/Kidcare reimbursement for services provided. These claims will not have an impact on your ability to receive Medicaid funding either now or anytime in the future. You will be asked to provide a copy of your medical card if necessary.

\_\_\_\_\_ NON-DISCRIMINATION NOTICE 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, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any person with a sex equity or equal opportunity concern should contact Human Resources (309) 973-2000.

**FRENCH:** Les mêmes opportunités éducatives et extrascolaires sont offerts à tous les élèves sans distinction de race, couleur, nationalité, sexe, orientation sexuelle, identité de genre, ascendance, âge, croyance religieuse, handicap physique ou mental, être sans domicile fixe, état civil actuel ou potentiel, situation parentale ou grossesse. Aucun élève ne sera refusé pour la même participation aux programmes, aux activités, aux services, ou aux bénéfiques basés sur son sexe ou orientation sexuel. De plus, aucun élève ne sera limite dans l'utilisation de tout droit, privilège ou avantage, et

ne sera refusé le même accès aux services, aux programmes et aux activités éducatives et extrascolaires basées sur son sexe ou orientation sexuelle. Tout élève, parent ou tuteur qui a des questions ou des préoccupations éventuelles peuvent contacter le Directeur de Ressources Humaines. Tel: (309) 973-2000 **SPANISH:** Las mismas oportunidades educacionales y extracurriculares están disponibles para todos los estudiantes sin distinción de raza, color, nacionalidad, sexo, orientación sexual, identidad sexual, ascendencia, edad, razones religiosas, discapacidad físico o mental, sin hogar, estado civil actual y potencial, situación parental o estar embarazado. Ningún estudiante será negado misma participación a programas, actividades, servicios o a beneficios a basado en su sexo o su orientación sexual. Adicionalmente ningún estudiante será limitado en la utilización de un derecho, privilegio, ventaja o será negado acceso a programas y actividades extracurriculares o educacionales. Estudiantes, padres o guardias con preocupaciones de lo escrito anterior deben de contactar a: Director de Recursos Humanos (309) 973-2000.

\_\_\_\_\_ **PESTICIDE REGISTRY** In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), and insect and rodent baits. The District will make every possible effort to have any necessary applications administered when staff and students are not in attendance. Only baits will be used when possible. Galesburg CUSD #205 has therefore established a registry of people who wish to be notified. A notification letter, schedule of application, and material safety data sheets is available at Lincoln Education Center. If you would like notification 48 hours in advance of the scheduled application of pesticides, please inform your child’s school office to receive a letter or phone call. (See Board Policy 4:160)

\_\_\_\_\_ **PHOTOGRAPHS/VIDEOS/STUDENT WORK** Student work and accomplishments are often recognized within each building, at District events, and in local media including online social media. Parents/guardians may elect to prohibit the use of their student’s photograph/video images/work outside of the school building by submitting a written request to the student’s building principal or designee.

\_\_\_\_\_ **RACE AND ETHNICITY DATA STANDARDS** In the fall of 2007, the US Department of Education issued new guidelines on the collection and reporting of race and ethnicity data for public school students and staff. These guidelines were developed to obtain a more accurate picture of the nation’s diversity. The new data collection process requires respondents to answer a two-part question, indicating ethnicity first and then one or more of five races. If a student’s parent or guardian declines to indicate race and/or ethnicity, observer identification by school district staff is required. The information will be used in the same manner as previously collected data, e.g. in reporting and analyzing test results by race and ethnicity. This information will not be used to check immigration status, and the confidentiality of individual student information will be protected.

\_\_\_\_\_ **RESIDENCY** Only students who are residents of the District may enroll without a tuition charge, except as otherwise provided by Board Policy (refer to Board Policy 7:60.) A student’s residence is the same as the person who has legal custody of the student. Willfully enrolling or attempting to enroll a non-resident student as well as providing false information regarding residency are both Class C misdemeanors and will be reported to law enforcement.

\_\_\_\_\_ **SAFE SCHOOLS** District #205 Schools are considered Safe School Zones. Breaches of discipline which are also violations of the laws pertaining to Safe School Zones will be pursued through school disciplinary procedures and referred to legal authorities. Conviction under the Safe School laws may include enhanced legal penalties. Safe School Zones are in effect 24 hours a day, year round, and include buses. (Board Policy 4:170)

\_\_\_\_\_ **SCHOOL CLOSINGS** A Skylert message will be sent to all District #205 parents and/or guardians registered to use the Skylert service. Announcements of school closings due to bad weather or other emergency situations will also be available on local radio stations and television channels. All closings will be posted on the website at [www.galesburg205.org](http://www.galesburg205.org). (Board Policy 7:90)

\_\_\_\_\_SKYLERT MESSAGING SERVICE Skylert enables us to communicate with parents and guardians about emergency situations, school events and important issues impacting students. It will allow us to send personalized voice messages to your family's home, work or cell phones, e-mail communication and even text messages. It is important that you update Skyward and/or contact your school with current telephone numbers and e-mail addresses so that you will not miss out on any important communications. There are two basic types of messages sent:

GENERAL ALERTS: Sent to one primary phone and one primary e-mail. Used for upcoming activities, changes in sports schedule & any other type of non-emergency message.

EMERGENCY ALERTS: Sent to all phone numbers and e-mails associated with the students' account that are set to receive emergency alerts.

Use the Skylert section of Skyward Family Access to designate which phone numbers and email addresses receive each type of communication.

\_\_\_\_\_SPECIAL EDUCATION Galesburg Special Education Department provides special education related services to all eligible children between the ages of 3 and 21. With regards to discipline, behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. 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. The student's Individual Education Program (IEP) shall be used in determination of all behavioral interventions. Copies of the Behavioral Interventions Policy will be distributed annually to parents of students with disabilities and will be available upon request. Special education student temporary records will be maintained until students turn 26 years of age. If you wish to review or have a copy of your student's records prior to the expiration of this timeline or prior to the student's 18th birthday please contact the Galesburg Special Education Department Office at (309) 973-2020. Additional notice will be given upon dismissal of special services.

\_\_\_\_\_STUDENT RECORDS, NOTIFICATION OF PARENTS, AND STUDENT RIGHTS (FERPA-SCHOOL RECORDS ACT) The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The student temporary record consists of all information not required to be in the student record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information. Parents have the right to:

- \*Inspect and copy any and all information contained in the student record. There may be a charge of \$.50 per page copied.

- \*Challenge the contents of the records, by notifying the principal of an objection to information contained in the record.

- \*Inspect and challenge information proposed to be transferred to another district in the event of a move to another school district.

Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order to subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health and safety of the student or other persons. The following is designated as public information and shall be released to the general public unless the parent designates otherwise [20 U.S.C. 1232g (b) (1)]:

- \* Student's name and address.

- \*Grade level.

- \*Birth date and place.

- \*Parent's name and address.

- \*Period of attendance at school.

A parent or student may not be forced by any person or agency to release information from the temporary record to secure any right, privilege or benefit, including employment, credit, or insurance. Full and complete copies of the laws, rules, and regulations of the student records are on file with the Superintendent of the District. Notice will be mailed to the last known address prior to the destruction of any student records. Student records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or

correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information. Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student permanent record and the student temporary record and of the right to request a copy of such records at any time prior to their destruction. Notification shall consist of the following: date of notification, name of parent, name of records custodian, student name, and the scheduled destruction date of temporary and permanent records. When students move from elementary school to middle school and middle school to high school this destruction schedule will be put into place.

\_\_\_\_\_ SCHOOL SUPPLIES Student school supply lists will be available at each school building and on each school's website. Parents/guardians are expected to furnish and replenish supplies as needed throughout the year. All students are required to have gym shoes for gym classes.

\_\_\_\_\_ TEACHER AND PARAPROFESSIONAL QUALIFICATIONS (Grades K-5) By law, parents of children in Title 1 programs have a right to know about the qualifications of their child's teachers and paraprofessionals. To locate that information, parents may go to the Illinois State Board of Education's website at [www.isbe.net](http://www.isbe.net). Click on ELIS and follow the directions for a public search.

\_\_\_\_\_ TRANSPORTATION and PARKING Information on bus schedules and stops will be available on Skyward Family Access no later than the Friday before the first day of school. For more information, call (309) 973-2115. Children who will be riding bicycles to school should be informed of traffic laws and safety precautions. For more information, call 343-9151. Kindergarteners and First Grade Students are prohibited from riding bicycles to school. As a safety precaution, parents are advised to always turn their car engines off when they park their car on school grounds, even if only to walk their child into the school building. Vehicles on school property are subject to all District #205 rules and regulations. Search of vehicles by school officials is permissible without legal steps when there is a reasonable suspicion that action is necessary to maintain school discipline, safety or enforce school rules. Students not allowing an authorized search would lose the privilege to park on school property and be subject to disciplinary action. Repeated parking violations on school property will result in the vehicle being booted or towed at the driver's expense (i.e. parking in numbered spots, triangle parking, parking in handicap areas, parking in unauthorized areas, blocking driveways). Parking rules are on the back of the parking permit application form and available on the District Website. (Board Policy 7:140)

\_\_\_\_\_ VIDEO CAMERAS Galesburg CUSD #205 Board of Education has authorized the use of video/audio cameras in District schools and video/audio cameras on school buses. The video/audio cameras will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents/guardians are hereby notified that the content of the video/audio recordings may be used in a student disciplinary proceeding. The contents of the video/audio recordings are confidential and will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined by the Superintendent or his/her designee. Parents or legal guardians may submit a written request to the Principal to view the video/audio recordings of their child if the video/audio recordings are used as part of the basis for a discipline action against their child. The parents or legal guardians have a right to appeal the Principal's decision to the Superintendent or his/her designee. (Board Policy 7:190)

\_\_\_\_\_ VISITATION RIGHTS ACT The School Visitation Rights Act became effective July 1, 1993. Information about parental school visitation rights and visitation forms are available at each school building.

\_\_\_\_\_ WEBSITE [www.galesburg205.org](http://www.galesburg205.org) Use this site for District information, announcements, links to Galesburg CUSD #205 social media, and individual schools.

Parent/Guardian Signature \_\_\_\_\_ Today's Date \_\_\_\_\_