



GALESBURG HIGH SCHOOL STUDENT GUIDEBOOK

2009-2010

1135 West Fremont Street
Galesburg, IL 61401

Main Office 343-4146	Attendance Office 343-1413
Athletic Office 343-9830	Vocational Office 343-3733
Food Office..... 343-5791	Audio Visual 343-7816
Counseling Center..... 343-4155	

Board of Education:

932 Harrison Street
Phone: 309.343.1151

Superintendent	Dr. Gene Denisar
Director for Human Resources	Mrs. Diane VanHootegem
Director of Curriculum-Instruction	Mr. Joel Estes
Director of Financial Services	Mr. Guy Cahill
Director of Special Education	Mrs. Susan Crawford
Board of Education Member.....	Mrs. Debra Harrison
Board of Education Member.....	Mr. Robert Lindstrom
Board of Education Member.....	Mrs. Gloria Osborn
Board of Education Member.....	Mr. Mike Panther
Board of Education Member.....	Dr. Carl Strauch
Board of Education Member.....	Dr. Barry Swanson
Board of Education Member.....	Mr. Rick Welty

This guidebook belongs to:

Name:

Grade:

Counselor:

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Hall Passes

Hall Passes

PRINCIPAL'S MESSAGE

I am excited about the opportunity to share the high school experience with you during the 2009-2010 school year at GHS. I believe the opportunity to have a great experience is waiting for you. I encourage each and every student to take advantage of the many clubs, organizations, activities, and sports that we offer.

GHS is a place I want everyone-students, staff, parents, and community members-to be excited to join in and feel welcomed. Your experience in high school will be a lifelong memory and I want to do everything possible for you to have a positive experience as a Silver Streak.

All staff members, custodians, building aides, cafeteria workers, teachers, and administrators are working for you, the students. Please feel like each of them have your best interest at heart. They are willing to work with you to help you achieve at your highest level. Make sure that if you have any comments or concerns that you do not hesitate to bring those to a staff member's attention.

Again, I look forward to working with you this school year and hope you find yourself having a great experience at GHS!

Tom Chiles

GALESBURG HIGH SCHOOL MISSION STATEMENT

As a partnership of students, staff, and community, Galesburg High School seeks to provide all students with equal opportunity to achieve academic, physical, and vocational success in a caring, safe environment.

This environment shall be based upon mutual respect where all teachers have the right to teach and all students have the right to learn. Our commitment to excellence will enable students to develop as productive, socially responsible citizens.

"A Commitment to Excellence"

At Galesburg High School, our motto is "A Commitment to Excellence." Excellence saves our lives from being ordinary. It is getting up on gray mornings, being creative when others are bored, and working when nobody is watching. Excellence is praised by all, admired by many, and fully appreciated by only a few. It is our commitment to excellence that makes our school extraordinary. We welcome you as we journey together in pursuit of that excellence.

GALESBURG HIGH SCHOOL

Principal	Dr. Tom Chiles
Assistant Principal	Mrs. Sharon Gonzalez
Assistant Principal	Mr. Steve Eisemann
Assistant Principal	Mr. Brett Wolfe
Administrative Assistant.....	Mr. Curt Kramer
Athletic Director	Mr. Ralph Henning
Dean of Vocational Education	Mrs. Peggy Miller
Police Liaison Officer.....	Officer Joseph Luna
Counselor A-D	Mrs. Cathy Shenaut
Counselor E-K	Mrs. Lisa Powell
Counselor L-Rn.....	Mrs. Jean Ann Glasnovich
Counselor Ro-Z	Mr. Josh Bazon
Vocational Student Services Coordinator	Mrs. Mindi Richie
Librarian	Mrs. Rebecca Robinson
Principal's Secretary	Mrs. Leslie Martin
School Registrar Secretary.....	Mrs. Connie Stephan
School Office Secretary	Mrs. Toni Doubet
Computer Secretary.....	Mrs. Jackie Darst
School Treasurer	Ms. Amy Neal
Athletic Director's Secretary.....	Mrs. Cindy Benson
Audio-Visual Secretary	Mrs. Linda Giger
Vocational/Counseling Secretary.....	Mrs. Donna Abel

IMPORTANT DATES TO REMEMBER

Friday, August 21, 2009.....	Institute Day-No School
Monday, August 24, 2009.....	First ½ Day of Student Attendance
Tuesday, August 25, 2009.....	First Full Day of Student Attendance/55 Minute Early Dismissal
Monday, September 7, 2009.....	Labor Day-No School
Thursday, September 10, 2009.....	55-Minute Early Dismissal
Thursday, September 17, 2009.....	1 st Term Parent/Teacher Conferences GHS
September 25, 2009.....	Midterm Term 1
October 2, 2009.....	1 st Term Progress Reports Mailed
Friday, October 9, 2009.....	Institute for Teachers, No School
Monday, October 12, 2009.....	Columbus Day-No School
Thursday, October 22 and Friday, October 23, 2009.....	Term 1 Exam Days
Friday, October 23, 2009.....	End of 1 st Term/55-Minute Early Dismissal
Friday, November 6, 2009.....	K-8 P/T Conferences-No School for GHS
Wednesday, November 11, 2009.....	Veteran's Day Holiday, No School
Tuesday, November 19, 2009.....	2 nd Term Parent/Teacher Conferences GHS
Wednesday, November 25, 2009.....	55-Minute Early Dismissal
Thursday, November 26 and Friday, November 27, 2009.....	Thanksgiving Vacation-No School
December 4, 2009.....	Midterm Term 2
December 11, 2009.....	Term 2 Progress Reports Mailed
Friday, December 18, 2009.....	55-Minute Early Dismissal
Monday, December 21, 2009 thru Friday, January 1, 2010.....	Winter Break-No School
Wednesday, January 13 and Thursday, January 14, 2010.....	Term 2 Exam Days**
Friday, January 15, 2010.....	End of Term 2/Institute Day-No School
Monday, January 18, 2010.....	Martin Luther King Holiday-No School
Tuesday, February 11, 2010.....	3 rd Term Parent/Teacher Conferences GHS
Thursday, February 11, 2010.....	55-Minute Early Dismissal
Monday, February 15, 2010.....	Presidents' Day-No School
February 19, 2010.....	Midterm Term 3
February 26, 2010.....	Term 3 Progress Reports Mailed
Thursday, March 18 and Friday March 19, 2010.....	Term 3 Exam Days**
Friday, March 19, 2010.....	End of Term 3/ 55-Minute Early Dismissal
Friday, March 26, 2010.....	K-8 P/T Conferences-No School for GHS
Friday, April 2 thru Friday, April 9, 2010.....	Spring Break-No School
Thursday, April 22, 2010.....	4 th Term Parent/Teacher Conferences GHS
Wednesday, April 28 and Thursday, April 29, 2010.....	Tentative Dates for the PSAE
April 30, 2010.....	Midterm Term 4
May 7, 2010.....	Term 4 Progress Reports Mailed
Sunday, May 30, 2010.....	Graduation-4:00 P.M.
Monday, May 31, 2010.....	Memorial Day-No School
Thursday, May 27 and Friday, May 28, 2010.....	Tentative Term 4 Exam Dates**
Tuesday, June 1, 2010.....	Tentative Institute Day-No School**
Wednesday, June 2, 2010.....	Tentative Report Card Day**

**These dates are tentative and are based on the number of Emergency Days used. Please check with the GHS website www.streaks.org for the most current calendar. The calendar is subject to change. Integrated Pest Management application for regular pest control will occur on the first Friday of each month. The application will be applied after school hours.

WELCOME TO GHS!

This guidebook is intended to describe the school, its current procedures, rules, and regulations. We hope this guidebook will assist you in understanding procedures, finding people who can offer you assistance, and most importantly, attaining a quality education that will result in the awarding of your high school diploma.

HISTORY OF GALESBURG HIGH SCHOOL

Thousands of people located all over the nation and world look to Galesburg High School as their alma mater. GHS was first opened in 1861 in downtown Galesburg. Between 1861 and 1904 Galesburg High School moved several times to accommodate community needs. In 1904 a disastrous fire destroyed the high school and GHS once again moved until a new high school was built and occupied in 1906.

The "old" senior high school closed its doors in 1959 and was replaced by the large, beautiful

building we now occupy. In 1969 our present facility received "the addition" which consists of a Learning Center, eleven classrooms, and three lecture rooms. The year 1982 began a new era as the first freshman class entered our halls. In 1988 the Learning Center was remodeled providing a counseling center that would be more readily available to students.

In 1993 the Wicall Gym and Mustain Pool complex was donated to the school district by the Galesburg Public Schools Foundation. The 1.8 million-dollar project was financed by private funds from the business community and individual contributions. Three times in the past century the people of Galesburg have built a "new high school." This fact, in addition to our new physical education complex, is indicative of our community's commitment to and involvement with education. A new Science Wing was completed during the 2000-2001 school year.

Today, Galesburg High School is a modern, well-equipped high school located on 80 acres of land. The campus includes two baseball diamonds, a soccer field, two softball fields, 10 tennis courts, an outdoor track, a lighted football field, and many spacious practice fields. The building has 90 teaching stations, a full-sized spectator auditorium seating 2,340, a gymnasium seating 3,500, and a cafeteria that provides breakfast and lunch and for over 1,400 students. Four guidance counselors are located in the guidance center. Through the counseling and guidance program, all students' course of study is tailored to meet their final objective, whether it is admission into higher education or entrance into the world of work.

Galesburg High School is known throughout Illinois as an institution respected for its tradition of excellence in all phases of education. The school has successfully pioneered programs and met the challenge of difficult issues. The high degree of faculty cooperation, experience, and expertise in teaching young adults provides an environment in which there is a feeling of professional accomplishment.

One of Galesburg High School's missions is to meet the needs of the individual student. The diversity of curriculum provides opportunity for all students to challenge their potential. The school provides rigorous courses of study as well as remedial programs and specialized programs for students with a variety of learning and/or physical disabilities. The curriculum also includes skill courses for vocational development, a comprehensive fine arts program, college preparatory courses, tech prep, and a wide variety of elective courses.

The true measure of the high expectations in the Galesburg High School curriculum can be judged by the merits of the student body. In all measures of standardized tests, Galesburg High School students score above the state and national average. Since 1861 we have produced state champions in academic, extra-curricular, and athletic activities. From our beginning in 1861, we have often been pioneers in school progress and educational innovation. It is with that attitude that we move into the 21st century, ready and willing to learn and teach. We consider our school motto not just another saying, but rather, a mission, which continues to be "A Commitment to Excellence."

SCHOOL TRADITIONS

Colors: Silver and Gold Nickname: Silver Streaks

Emblem: "G" with Silver Streaks crossing the "G"

School Songs: "Dear Old Galesburg High School" and "The William Tell Overture" ("Hi-Ho Silver Away")

Words to the school song: "Dear Old Galesburg High School"

Let voices raise in joyful lays

Our high school dear to praise from the earth unto the sky.

Let heroes bold with pride uphold the silver and the gold;

And all unite to win the fight for Galesburg.

Chorus:

Dear old Galesburg High School! Proudly may your colors float for ages yet untold

Dear old Galesburg High School! Praises to the silver and the gold.

Your stalwart sons will ever round you rally

Your daughter's fair will ever by you stand

And sound your praises o'er our land.

In after years when we with tears have known life's hopes and fears,

As children still of thee our pride and joy shall be, to sing the song, both loud and strong,

An ever swelling throng, which we of yore sang o'er for Galesburg.

GRADUATION REQUIREMENTS

The number of credits required to qualify for a diploma will be increased, incrementally, with each graduating class. To qualify for a diploma, every student must earn a minimum of 28 credits.

Requirements for Class of 2010 and beyond:

- English—4 Credits (required: 2 Writing intensive Credits and Oral Communications Course)
- Social Studies—2.5 Credits (Required Civics, U.S. History, & Global Studies or equivalent)
- Mathematics—3 Credits (required Algebra & Geometry)
- Science—2 Credits
- Consumer Education, Economics, or AP Economics—. 5 Credit
- Health--.5 Credit
- Physical Education—Participate in and pass as required by state law unless relieved by waiver or exemption.
- Choose two credits from: Music, Art, Foreign Language, or Vocational Education.

One-half credit (1/2) credit represents one (1) term or 9 weeks of work in each class. One (1) credit represents two (2) terms or 18 weeks of work in each class.

CLASS STANDING

Each term of study, successfully completed, will receive a ½ credit.

Up to 6 credits	Freshman
6.5 to 12.5 credits.....	Sophomore
13 to 19.5 credits.....	Junior
20 or more credits	Senior

CLASS RANK

Class rank is a numerical system for comparing a student's academic achievement with the academic achievement of other students in that grade. Class rank information is available from the registrar.

GENERAL SCHOOL PROCEDURES

ANNOUNCEMENTS

Daily announcements will be read over the P.A. during the school day. Information included in the announcements should be submitted to the office before 8:00 A.M. All announcements need to be approved by an administrator. In addition, the daily bulletin will be posted across from the auditorium.

ATTENDANCE

Research indicates a strong connection between student attendance and achievement. Students are strongly encouraged to make attendance a priority. Parents are requested to call the 24-hour GHS attendance office line (343-1413) on the day of a student's absence. An excused absence will include illness of the student, death in the family, religious holidays, participation in Election Day activities, medical appointments, and family emergencies. Parents are required to phone the attendance line within 48 hours of a student absence or the student is considered truant. The principal or his designee determines excused absences.

BUILDING HOURS

The building will be open to students from 7:00 A.M. to 3:10 P.M. Students should not be in the building before 7:00 A.M. or after 3:10 P.M. unless under supervision of a teacher/coach/activity sponsor or engaged in a specific school-sponsored activity.

CHANGE OF ADDRESS AND TELEPHONE

Any change of address, phone number or family status should be immediately reported to the registrar.

CIVIL DEFENSE/DISASTER DRILLS

Civil defense drills are designed to move all personnel to safe areas in the building in the event of a severe storm or similar emergency. When the alarm sounds, students should move to the area listed and stand facing lockers and placing hands over their heads.

1. Students on the second floor should move to the first floor inner hall.
2. Classes on the first floor should move to the inner hall or wall, away from the windows.
3. PE classes should proceed to locker room wall areas.
4. Students should evacuate the learning center, gym, auditorium, cafeteria, and hallways in front of those places. They should move immediately to an inner hall nearest that area.
5. NO ONE IS TO LEAVE THE BUILDING.

DELIVERIES AND MESSAGES

To minimize class interruptions, messages will be limited to school-related business. The administration will determine exceptions based on the levels of urgency. Only phone messages of an emergency nature will be delivered. These calls should be made to the main office.

ELEVATOR

Students who are on crutches or in a wheelchair may obtain elevator keys. Keys are available in the main office.

EMERGENCY DRILLS

Emergency drills shall be carried out as if they were real emergencies. Move quickly and quietly to the point of safety.

1. The fire alarm signal is a continuous sounding of the alarm. When an alarm sounds, the teacher shall instruct students to leave the building according to the evacuation instructions.
2. Teachers shall instruct each of their classes as to the evacuation procedures from the particular classroom.
3. If the fire alarm sounds during a passing period, all persons should proceed to the nearest exit and continue outside.

GUIDANCE AND COUNSELING CENTER

Guidance counselors are located in the area next to the Learning Center. For specific materials found in this area, see your counselor or the secretary for exact locations.

HALL LOCKERS

Each student is assigned a hall locker equipped with a built-in combination lock. It must be kept locked at all times when not in use. If the lock does not function properly or other problems arise, report it to the Book Room at once. Do not give your locker combination to anyone. Do not share your locker, trade, or move without permission. Lockers are to be used only during a passing period or before or after school.

The school has a custodial interest and reserves the right to open and search lockers with or without the student's knowledge. This would be done for general inspection due to health/safety reasons or when there is reasonable suspicion that the locker contains an illegal or harmful controlled substance or an object that could be considered as a weapon.

Just as GHS has a dress code, so do the lockers. Sayings which contain profanity or sexually suggestive material or material that advocates the use of tobacco, alcohol, or drugs or which undermines the basic objectives of education are not allowed.

HOME STUDY - EXTENDED ILLNESS

Students who are ill and unable to attend regular classes for two or more weeks may request that a home study teacher be provided. The parent/guardian should contact the counselor as soon as possible for additional information.

HOMEWORK ASSIGNMENTS

It takes a full day for assignments to be secured. A call may be made to the counselor who can request assignments from the teachers.

LATE ARRIVALS

Check In:

Students arriving late to school should check in with the monitor in the front foyer. The student will be issued a pass which will indicate the time the student arrived to school. Parents/guardians need to contact the office to provide the reason the student is arriving late to school. In order for a student to be excused one of the following needs to occur;

- The parent makes contact with the office in person when bringing the student to school.
- The student has a note or appointment card from a doctor verifying that the student was at a doctor's appointment.
- The student has a note from the court stating that a court appearance was required.
- The above steps will help avoid making unnecessary calls home when a parent is aware of the absence and has notified the school.

Check Out:

Students who must leave the building before the school day is over should do the following:

1. Students who are sick should get a pass from an instructor to see the nurse for a checkout pass. Take the checkout pass to the main office and sign out.
2. If the nurse is not available, students should go to the main office and request permission to make contact with a parent/guardian. Appropriate contacts will be made and if permission to leave is approved, a checkout pass will be issued and the student may sign out.
3. Provide the office with a note from a parent/guardian to the main office listing the reason for leaving school.
4. Students must sign out in the main office prior to leaving the building.
5. Students leaving the building without first properly checking out will be subject to disciplinary action.

LOCKER LOCATIONS

1---- 135	1st Floor	South Hall
136---- 223	1st Floor	East Hall
224---- 499	1st Floor	North Hall
500---- 563	1st Floor	North of Room 65
564---- 648	1st Floor	North of Auditorium (music hall)
649 --- 789	1st Floor	Between gym, Industrial Arts Wing
790---- 1087	1st Floor	Industrial Arts Hall
1088---- 1347	2nd Floor	South Hall
1348---- 1413	2nd Floor	East Hall
1414---- 1731	2nd Floor	North Hall Auditorium
1732---- 1750	2nd Floor	South of Auditorium Balcony
1751---- 1958	2nd Floor	Northeast Hall (Learning Center)
1959---- 2036	1st Floor	Northeast Hall (Learning Center)

LOST AND FOUND

Students finding lost articles are to turn them in at the main office. Books should be turned in at the Book Room.

MEDIA/PICTURES

Students may be videotaped or photographed by parents, observers, school employees, students, and the news media from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances, please contact the administration to discuss restrictions. Videotaping and photography of students with disabilities will be authorized only with parental consent.

NOTIFICATION OF ABSENCE

Parents are requested to call the attendance office (343-1413) and explain the absence on the day the student is ill. Students who know they will be absent should turn a note into the main office ahead of time. The school has an attendance caller who will telephone parents the evening of an absence if notification has not been previously made to the school. The procedure is an attempt by the school to inform parents and to obtain an explanation as to the reason for the absence.

PHYSICAL EXAMS AND IMMUNIZATIONS

Freshman students and students new to Community Unit School District 205 must have a physical, including immunizations, on file in the school office. This must be completed by the first day of the school year.

POSTERS

All posters and special announcements connected with school organizations are to be checked and approved by the administration. The placing of posters is restricted to designated areas. Student Council guidelines must be followed when posting campaign information.

PRE-ARRANGED ABSENCES:

As per the Secondary Code of Conduct, family vacations or other pre-arranged absences on regular school days are discouraged. In order to meet the varying needs of students and their families, students requesting to be excused from school must request a pre-arranged absence. The Pre-arranged Absence Form must be completed ten school days prior to the requested absence. Failure to obtain approval by this time will result in an unexcused absence during the time of the absence. If an absence is unexcused, the student receives no credit for work assigned during the time of that absence. Teachers are not required to give assignments prior to the absence.

Any work that is given to the student prior to the absence must be completed and returned on the day the student returns to school. Any student who is granted a pre-arranged absence will be required to complete, by the original scheduled date, all quizzes, tests, projects, and final exams that were announced, assigned, or scheduled prior to the pre-arranged absence. The student will have the number of days absent plus one to complete all make-up work assigned upon the student's return from the approved absence.

SAFETY EYEWEAR

Students must wear safety eyewear (glasses, goggles, full face shields) in all experiments involving chemicals, heat, and/or glassware. Students in a vocational lab setting must wear safety eyewear while working in the lab. Students may purchase their own set or use those provided by the school. Students will view a lab safety video and pass a test before they will be allowed to work in the lab. Any student not wearing the appropriate eyewear will be immediately removed from the activity and will receive no credit for that lab. In no case will a student be allowed to make the decision as whether he/she wears safety eyewear.

SCHOOL INSURANCE

A brochure explaining school insurance may be picked up any time after school begins in the main office.

SCHOOL NURSE

The school nurse is located in Room 17 of the administrative hall from 7:25 A.M. – 2:40 P.M. Obtain a pass from the classroom instructor and check in with Administrative Secretary prior to seeing the nurse.

SCHOOL RECORDS - TRANSCRIPTS - WORK PERMITS

The registrar is responsible for all cumulative records both past and present, grade transcripts and work permits. Students who need grade transcripts must request them from the registrar. Cost is \$1 for three transcripts. After graduation, the request must be made in writing and the \$1 fee must accompany the request.

According to the Family Rights and Privacy Act of 1974 and the Illinois School Student Record Act of 1975, the student's permanent record consists of basic identifying information: transcript, attendance record, accident reports and health records, records of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.

Parents and legal guardians have the following rights:

1. Right to inspect and review records.
2. Right to obtain copies of records at cost.
3. Right to be informed of all types and locations of records being collected, maintained, or used by the district.
4. Right to ask for an explanation of any item in the records.
5. Right to ask for an amendment of any record on the grounds it is found inaccurate, misleading, or violates privacy rights.
6. Right to a hearing if the district refuses to make the requested amendment. All requests must be made in writing to the school. Parents or guardians should contact the administration if they have questions.

SCHOOL VIOLENCE TIP HOTLINE

(1-800-477-0024)

STUDENT IDENTIFICATION CARD

The school provides each student with a student identification card (ID). Each student is required to carry this card when attending school or school-related functions. This ID card will also serve as a bus pass, means to purchase food in the café, a library checkout card, or as a student activity card (when properly stamped). Students are required to show an ID card at the request of any staff member. Lost cards will be replaced for a fee. See the school treasurer in the Book Room for replacement of lost cards.

TARDY POLICY

Being prompt and timely is a valued trait within our society. GHS requires students to be on time for each class. Disciplinary consequences will be assigned for tardiness.

TELEPHONES

There are pay phones in the main foyer and gym area for student use. Office phones are for school business and are not to be used by students for personal calls. Cell phones are not to be used during the school day. All telephone lines coming into GHS are attached to tracer equipment.

VISITOR POLICY

Visitors are required to report upon arrival to the main office to obtain a pass. State law provides that "teachers and other employees may request any person entering a public school building to identify himself and the purpose of his entry. A person who refuses to provide such information is guilty of a petty offense and upon conviction shall be fined not more than \$100." (Section 24-25 of the School Code of Illinois).

Students who wish to bring a guest must make arrangements at least one day in advance with a building administrator. High school age non-students and ex-students shall not enter the school during or after school unless the school principal has granted previous permission.

Visitor's privileges may be revoked at any time. Days immediately before and after any vacation period, during the spring, and/or closing days of school are considered to be inappropriate times for visitors.

Board Policy No. 745 states: Parents are encouraged to visit classes as observers. Appointments for such visits are required, as a courtesy to the teacher, and will help to alleviate a disruption in the

educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours. Children living outside the district or who are not of school age are not permitted to visit classes.

WITHDRAWAL PROCEDURES

Students withdrawing from school should contact the counselor or registrar three days prior to the withdrawal date, if possible. The student should return all books, ID, and settle all fees in the Book Room before leaving.

ACADEMIC PROCEDURES

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the following:

1. Obtaining and/or accepting a copy of tests or scoring devices.
2. Copying another student's answers on homework or tests.
3. Representing as one's own work the product of someone else's creativity.
4. Using notes or other material not allowed by the teacher.
5. Having someone, other than that student, prepare the student's homework, project, laboratory report, or exam.
6. Permitting another student to copy the homework, project, laboratory report, or exam other than for a teacher-approved collaborative effort.
7. Any other actions to receive credit for work not one's own.

For violation of these statements, please refer to the statement in the *Student Code of Conduct*.

ACADEMIC HALL OF FAME

In order to earn the honor of placement in the Academic Hall of Fame, students must have a cumulative 3.9 grade point average on a 4.0 scale over sixteen terms and must also complete the following specific courses:

- 8 terms of English including Honors American Studies and College Writing
- 8 terms of math with the minimum completion of Math Analysis or Honors Pre-calculus
- 8 terms of science including College Preparatory Chemistry, Advanced Biology, and Physics/ AP Physics
- 6 terms of social studies
- 6 terms of a single foreign language taken at the high school level
- 3 terms of Advanced Placement (AP) courses
- The remaining electives together with the aforementioned courses must equal sixty-four term courses or equivalence as determined by the principal.

ACADEMIC LETTER AWARD

Academic letter certificates will be awarded to juniors and seniors whose cumulative grade point average for eight terms is a minimum of a 3.50. However, transfer junior and senior students must have a minimum cumulative grade point average of a 3.50 after their first two terms at GHS. The registrar will verify academic letters and certificates will be distributed accordingly.

Students who do not earn an academic letter at the end of their eighth term may still earn one at the end of their tenth, twelfth, fourteenth or sixteenth term, once they have earned a cumulative 3.50 GPA.

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) courses are offered in many curricular areas at GHS. Students have the opportunity to earn college credit by taking the Advanced Placement tests. These tests are held each May. Information for parents and students about AP is presented each year by the staff. Students and parents are encouraged to see their school counselor with specific questions in regard to AP courses. Grades for AP courses are weighted.

EARLY GRADUATION

Students may apply by the end of term two of their senior year to their counselor for early graduation if they have met all graduation requirements. Notification of the request, verification of

the student's request, and verification of student's acceptability for early graduation will be given to the registrar by the counselor. Permission for early graduation will be granted to a student by the building principal. The end of term two is the only approved time for early graduation.

FINAL EXAMS

Students must take final exams at the assigned time unless advance notice of special circumstances has been given or an excused absence occurs on the day of the exams. Students wishing to take a final exam at a time other than that scheduled by the school must have administrative approval and documentation explaining why rescheduling should be allowed. Arrangements to make up the final examination must be made with the individual student's teachers.

Tentative final exam dates are in the school calendar. These dates may be changed due to the use of emergency days.

Senior students may not be required to take 4th term final exams. However, if necessary to meet graduation requirements, a senior may take a 4th term final exam prior to the last day of senior attendance.

GRADE POINT AVERAGE (GPA)

Grade point averages will be computed at the end of each term. Report cards list the cumulative GPA. The point values for computing grade points are as follows: A=4 B=3 C=2 D=1 F=0.

In an AP class the following point values will be used: A=5, B=4, C= 3, D=2, F=0.

GRADUATION

Commencement is held when senior classes are completed. To participate, students must order the designated graduation attire and attend the commencement rehearsal.

HONOR ROLL

Those students attaining a 3.5 or better grade average will be on the Honor Roll. Students with a 3.0 to 3.4 will receive honorable mention.

INCOMPLETE GRADES

Incomplete grades are given when, due to circumstances beyond the students' control, they are unable to complete the work by the due date for the grades. Incomplete grades must be cleared with the instructor within three weeks or the "Incomplete" becomes a failing grade.

LATE ENROLLMENT

Students at GHS are not allowed to add new courses to their schedule after the third day of the term. Therefore, enrollment by a student 17 years of age or older at GHS past the third day shall be denied. Students under 17 shall be enrolled on an audit basis. Any exception to the procedure shall be at the discretion of the building principal.

MAKE UP WORK

Make-up work for all absences, other than personal illness and school-sponsored activities, may only be made-up after the student returns. A student who is absent shall be given the same number of days absent plus an additional day in which to make up the work. Work turned in late will not be accepted and the student will not be given credit for such make-up work.

NATIONAL HONOR SOCIETY

Students must have an over-all grade point average of 3.5, faculty recommendations and involvement in activities that demonstrates their service, character, and leadership. This honor is awarded to junior and senior students who meet the qualifications.

PRINCIPAL'S SCHOLARS

Students who rank in the top five percent of their class will be known as Principal's Scholars. Freshman, sophomore, and junior students identified as Principal's Scholars will receive a certificate based upon completion of the fourth, eighth, and twelfth terms respectively.

Senior students identified as Principal's Scholars will receive medals on ribbons to be worn

during Commencement. These individuals will be identified upon completion of the fifteenth term.

PROGRESS REPORTS

Parents concerned about the academic progress of their child may contact the student's counselor. The counselor can provide students with a weekly progress report that the student can take to each teacher. This report may be sent home with the student or mailed. At the midway point of each term, a progress report will be mailed home indicating each student's academic standing at that time.

REGISTRATION AND SCHEDULING

Each February, registration for classes begins. Students should discuss courses with parents, teachers, and counselors in order to choose the best possible schedule. From the time courses are chosen until the schedule is finalized, ample opportunity is given to make adjustments in course requests. Some changes may still be made during summer. It is advantageous to correct conflicts in the program before registration in August. By the August registration, most classes are closed and changes, particularly adding classes, are difficult.

After the first day of school and the start of each term, the following guidelines will be followed in making changes to class schedules.

1. Changes will not be made which overload classes.
2. No adds into classes after the first 3 class days will be made except with special permission of the administration.
3. A student may drop a course under the following conditions:
 - a. without penalty during the first 3 days of the term, if parents, teacher, and guidance counselor approve it.
 - b. with a WP (withdraw passing) being entered on the student's permanent record if dropped after the first 3 days of the term and is passing the class when the drop occurs and has administrative approval.
 - c. with a WF (withdraw failing) being entered on the student's permanent record if the class is dropped after the first 10 days of the term and the student is failing, and has administrative approval.
 - d. Students need to understand that a 2 and 4 term classes are a commitment for the entire length of the course. Transfer out after 1 or 2 terms is only with teacher recommendation and administrative approval.

TESTING

The American College Test (ACT) and Scholastic Aptitude Test (SAT) are both offered at various dates during the school year. These dates and test application forms can be obtained in the counselors' offices. Achievement tests and Advanced Placement Tests are also available. The Prairie State Exam will be administered to Junior level students during the 4th term.

STANDARDS OF STUDENT CONDUCT

All GHS students are expected and obligated to read and understand the district's Secondary Code of Student Conduct and abide by its rules. The Code of Conduct will be the superseding document should there be a discrepancy stated in this section.

BEHAVIOR TOWARD OTHERS

Any form of disrespectful, abusive, aggressive, or violent behavior whether verbal, physical, or mental in nature toward other students, teachers, administrators, staff, guests, and visitors of the school will not be tolerated. Vulgar and/or obscene language or gestures, racial, ethnic or religious insults directed by students toward school employees may result in suspension and/or recommendation for expulsion and may result in suspension if directed toward other students.

Any intentional physical abuse of school employees while they are in the performance of their duty will result in a 10 day out of school suspension and recommendation for expulsion.

CAFETERIA – LUNCH

The system used in the cafeteria to purchase food is a cashless system. Students who purchase food from the cafeteria need to do so using their GHS student I.D. card. An individual account will be created for each student and students are required to put money on their account in order to make purchases from the cafeteria. Students may bring cash or a check (please write the student's account number on the check) to add money on their account. This can be done at a pay station in the cafeteria before school or during lunch.

Students who attend GHS may qualify for free and reduced lunches. This information is available during the registration process. Information regarding students who receive free and reduced meals is kept confidential. Students receiving free and reduced lunches are identified by a code in the computer. Students with free or reduced meals simply use their student I.D. card to purchase their meals. The lunch purchased is a Type A meal that consists of an entrée, vegetable, fruit, and milk. Any student can purchase a Type A lunch. It is nutritionally balanced and the best value. Please contact the cafeteria for the price of this lunch. If a family's financial situation changes during the school year, an application for free/reduced lunches may be completed at that time.

In addition to Type A lunches, the cafeteria also sells ala Carte items. These items are not included in a Type A lunch. Contact the cafeteria for a list and price of items sold as ala Carte.

Students may use seating inside the cafeteria and the tables located in the hallways during lunch times. Students are required to place trash in appropriate containers located in the hallways or inside the cafeteria. If students fail to keep the lobby area clean, they risk losing the privilege of having the beverage machines and candy store available.

Students at lunch are not allowed to use the academic hallways after the passing bell rings. Students using the courtyard should refrain from disrupting classroom activities.

- *No glass bottles or containers are allowed in the building.*

CANDY

Fund-raiser candy may be sold before and after school only. Candy sales will only be held for GHS student activities.

CELLULAR PHONES

Cellular phones or other electronic devices cannot be operational while the student is inside the school building during the school day. Students are encouraged not to bring cellular phones to school. Consequences for violating this policy are found in the current Secondary Code of Conduct.

CIGARETTES, ALCOHOL, AND DRUG USE

Students must refrain from the use, possession, sale, or delivery of drugs, drug paraphernalia, look-alike substances, alcohol, or cigarettes. Failure to do so will result in disciplinary action as indicated in the Secondary Code of Student Conduct.

COMPUTER POLICY

Students are expected to treat all equipment with care and respect. Students are responsible for repair or replacement of any district hardware or software that is damaged through intentional misuse or vandalism. Students shall not copy, damage, or destroy another student's data without the instructor's permission. Incidents of copying will be treated as cheating. Students shall not attempt to 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 may access the Internet only with permission of an instructor. Students who fail to abide by the above requirements will be disciplined according to the Secondary Code of Conduct.

DISTRIBUTION OF OBSCENE OR LIBELOUS MATERIAL

Distribution in school of material that is obscene or libelous is prohibited. Distribution in school includes distribution on or adjacent to school property or at school related activities. Obscene material is that which an average person viewing the material as a whole and applying community standards for students of a relevant age would find depicts or describes sexual conduct in an offensive way, appeals to a prurient interest, and lacks serious literary, artistic, political, or scientific value. Libelous material is that which tends to falsely injure the reputation of another. Students who

distribute such material or who write or publish such material for distribution will be disciplined according to the Secondary Code of Conduct.

GOOD NIGHT RULE

Once students have come to an evening activity, such as a dance, game, or other social function, students are not permitted to leave the building unless they intend to go home. Students who leave the building or the event will not be re-admitted without administrative permission.

HALLWAYS

Running in the halls will not be tolerated. Students are not permitted in the halls during class unless they have received a pass from their teacher in their student agenda.

IN-SCHOOL STRUCTURED PROGRAM

The purpose of this program is to provide a disciplinary and educational alternative to the regular classroom. School administrators will assign students to the program. Students will not have an option of whether or not they will be assigned.

It is the responsibility of the student to obtain and complete all work missed for the duration of the ISSP placement by a time agreed upon by the teacher and student. Students will receive full credit for that work.

LIBRARY FINES

These fines shall be paid in the library. Books other than reserve books have a fine of 5 cents a day and reserve books are 25 cents for each school day.

POLICE LIAISON OFFICER

The city of Galesburg in cooperation with District 205 has placed a specially trained police officer in the high school. The Police Liaison Officer strives to improve police relations with young people, thereby giving them a better understanding of the law and its enforcement. The officer is available to parents, students, and staff for advice and information.

PUBLIC DISPLAY OF AFFECTION

Display of affection, other than holding hands, does not have a place at any time in our school. Students violating this policy will be disciplined according to the current Secondary Code of Conduct.

ELECTRONIC DEVICES

No electronic devices are to be used or displayed by students during the school day. Consequences for violating this policy are found in the current Secondary Code of Conduct.

RESTROOMS

Restrooms are located on each floor and wing of the building. It is expected that restrooms will be used for their intended purpose. Staff and administration check restrooms periodically.

SEXUAL HARASSMENT

Sexual harassment in any form will not be tolerated, and any and all instances of harassment will be expeditiously investigated and dealt with according to policy.

SKATEBOARDS/SKATES

Skateboards and skates are not allowed on school property.

STUDENT DRESS CODES

Dress, personal appearance, and cleanliness, as well as behavior demonstrate sensitivity to and respect for others. GHS recognizes that individual appearance is mainly the responsibility of the student and parents. However, dress and grooming should be clean, not indecent, and free of obnoxious odors. Health and safety standards must be maintained at all times for the protection of the student. Feet must be protectively covered at all times. Any accessories that could be used as weapons are expressly forbidden. If in the judgment of school officials, modes of dress or

appearance are destructive or disturbing to the educational program, the student and parent will be notified, and the student will be required to change. In addition, the following dress code is in effect:

- Caps or hats may **not** be worn in the building before, during, or after the school day.
- Garments depicting alcohol or drugs may **not** be worn at school.
- Garments with messages or symbols, which have inappropriate language or sexual connotation, may not be worn at school.
- Clothing considered to be revealing will **not** be allowed. This would include but not be limited to bare midriffs, belly shirts, tube tops, halter tops, spaghetti strap tops, tank tops with low cut neck or arm holes, and short shorts/skirts. Pajamas and slippers are not appropriate for school.
- Coats, jackets, and outdoor-wear may **not** be worn inside during the school day.

STUDENT RIGHTS

The legal rights afforded students are not exactly the same as those afforded citizens within the mainstream of society. Since the school, by law, acts in the place of the parent, it has greater latitude than the government in dealing with students.

There are areas where student rights are guaranteed. Examples of this would be free speech, if it does not create "material or substantial distraction"; due process, if the situation provides for it; and the right to be free from discrimination, be it race, religion or sex.

There are also areas where student rights are not provided. Examples include locker privacy, guaranteed confidentiality between student and teacher, and censorship of student publications. The school, however, may not arbitrarily deny student rights.

SURVEILLANCE CAMERAS

Surveillance cameras will be in place and used in various locations on the GHS property. Please see the 2009-2010 Student Code of Conduct for details regarding these cameras.

VANDALISM OF SCHOOL PROPERTY - RESTITUTION

School property, meaning the general building, restrooms, desks, and lockers, belong to the citizens of Galesburg. Students are expected to take care of this property and are not allowed to deface or abuse it. Misconduct will result in disciplinary action.

Students and their parents are held responsible for loss of or damage to textbooks, equipment, and materials that have been assigned to them; and reimbursed for the loss, damage, or destruction of school property for which the student has been judged responsible.

STUDENT SERVICES

BICYCLES

Bicycles should be locked and parked either in the rack in front of the building or in the rack at the Thiel Gym entrance.

BOOK ROOM SERVICES

The school treasurer is located in the Book Room next to the main office. The treasurer processes new students, issues car permits, monitors fees for schedule changes, refunds money, and sells school supplies.

BUSES

Bus service is provided for all students who live more than one and one half miles from school. Details regarding time and place of pickup will be made available to those eligible during registration.

Students riding buses will be expected to carry their student ID that is marked BUS RIDER and present it to the bus driver if asked. Anyone not producing an ID marked BUS RIDER upon request may be refused entrance to the bus. Because of the responsibilities inherent in the job, bus drivers are in complete control of student behavior on the bus. Therefore, any report by a driver of student misconduct on a bus may result in the loss of the student's privilege to ride the bus.

CLASS RINGS

Class rings are ordered during the sophomore year. A representative from the selected company meets with the class officers to discuss ring options. Material to order rings is handed out at an assembly and orders are placed with the company's representative.

PARKING

1. Student drivers must register their car or motorcycle in the Book Room.
 2. There is a registration fee for parking. The amount of this fee is set by the Board of Education. Details will be available at registration.
 3. When registering, the student must give the make, model, color, year, and license plate number of the vehicle. Once the car is registered, the student will receive a sticker that must be placed in the right front window.
 4. Parking is limited to the lot west of the building and the strip leading to Rose Hoben Welch. Students may not park in any area assigned to faculty and staff. The staff parking lots are unavailable for student parking until after 5:00 P.M. on a school day. These areas are the numbered parking spots on school property.
 5. The vehicle's front must be facing into the parking space.
 6. All those who drive on the campus are expected to observe posted signs and speed limits.
 7. All cars in the parking lot are to be locked at all times.
 8. Students are not allowed in or may not loiter around parked cars during the school day.
 9. The circle drives are for dropping off and picking up students only. Parking in these areas is not allowed.
 10. Hazardous driving on school property will not be tolerated.
 11. Motorcycles are to be parked in the designated area on the west lot.
 12. Driving and/or parking on the grass is not permitted.
- *If students fail to follow the rules set in the guidebook, they run the risk of losing the privilege of driving their vehicles to school and/or having car booted or towed.*

PEER MEDIATORS

GHS provides peer counseling for the purposes of conflict resolution among students. Requests for mediation and/or questions about the program may be directed to a high school administrator.

STUDENT ACTIVITIES

ACTIVITY LETTER AWARD

Activity letters are awarded to students who have contributed considerable time to one or more non-athletic activities. Applications explaining the guidelines and point system are available during March. A student may earn one Activity Letter during their 4 years at GHS. The 20 activity points needed to earn the letter are cumulative beginning with the student's freshman year until the letter is earned.

CLASS OFFICERS

Each class elects class officers who work with class sponsors to plan the class activities during Homecoming Week and Spirit Week. Fundraisers help raise money for these activities and Senior Prom.

Students wanting to run for class office should pick up a petition from the Student Council sponsor. To campaign, a student must be a member of that class on the basis of credits earned. 50 members of that class only must sign petitions. Elections for the next year's class officers (senior, junior, and sophomore) will be held during lunch lines in April or May. The Student Council advisors, with the assistance of the members, will conduct the election.

CLUBS AND ORGANIZATIONS

Information about organization meetings is announced in the daily bulletin. Below is a list of the organizations available at GHS:

- American Field Service (AFS) /Rotary Interact
- Artte Clubbe
- Band (Marching, Symphonic, Concert, Jazz, Pep)
- Budget (newspaper)
- CARE/Peer Mediators
- Choir (Acappella, Concert, Jazz)
- FFA
- French Club
- G-Club (varsity athletic letter recipients)
- German Club
- Key Club (service organization)
- Math Club (academic competition)
- National Honor Society (academic/citizenship recognition)
- Reflector (yearbook)
- Scholastic Bowl (academic competition)
- Skills USA
- Spanish Club
- Speech Team
- Stage Call (theater club)
- Student Council
- WYSE (academic competition)

EXTRACURRICULAR ACTIVITIES

Galesburg High School offers a broad range of programs for students. GHS is a member of the Illinois High School Association (IHSA). All inter-school events such as contests in athletics, music, and speech are to be governed by the rules and regulations of the IHSA. All students involved in extracurricular activities are governed by the eligibility code as found in the current Secondary Code of Conduct.

FORMAL DANCES

Three formal dances are held during the school year. Students requesting to bring dates, who are not GHS students, must complete a Dance Verification Form. All GHS students must show their GHS I.D. and any non-GHS guest must produce a picture I.D. in order to enter the dance.

- Homecoming - 1st term for all students and dates
- Sweetheart Swirl - 3rd term for all students and dates
- Senior Prom - 4th term for seniors and dates only

FUNDRAISING

Students who wish to have a fund-raising project shall first talk to the organization advisor. The advisor must contact the assistant principal or athletic director for approval prior to the fundraising event.

INFORMAL DANCES

Extra-curricular advisors or athletic teams and the assistant principal determine informal dances. Students must present their school I.D. in order to attend a school dance.

TRIPLE G AWARD

A special award is presented to those students who earn a letter in the areas of activities, academic honors, and athletics. This recognition will be awarded during the student's senior year of school. Recipients must maintain a 3.5 grade point average and participate as a member of a varsity athletic team during their senior year. The assistant principal will determine the recipients of this honor.

ATHLETICS

GHS is a member of the Western Big 6 Conference comprised of Alleman High School, Moline High School, Quincy High School, Rock Island High School and United Township (East Moline) High School.

- *Western Big 6 guidelines do not allow banners at athletic contests.*

ELIGIBILITY REQUIREMENTS 2009-2010

Current eligibility requirements are available in the *2009-2010 Student Code of Conduct*.

Term	End of Midterm	Check for Eligibility	P/T Conference	End of Term	Check for Eligibility
1	September 25, 2009	October 2, 2009	September 17, 2009	October 23, 2009	October 30, 2009
2	December 4, 2009	December 11, 2009	November 19, 2009	January 14, 2010	January 22, 2010
3	February 19, 2010	February 26, 2010	February 11, 2010	March 19, 2010	March 26, 2010
4	April 30, 2010	May 7, 2010	April 22, 2010	May 28, 2010	N/A

HISTORY OF THE SILVER STREAKS NICKNAME

Galesburg High School used a number of nicknames in referring to squads. Prior to 1930, the varsity teams were not especially nicknamed. It was in 1930 that the name Fighting Tigers was started to be used in identifying the varsity squads.

In the season of 1934-35 the Galesburg High School basketball team was referred to as the Silver Streaks. This came about as a result of the Pioneer Zephyr, a train that was the first of the diesel locomotives. It made its run for the first time through Galesburg in April of 1934. The World's Fair of 1933 held in Chicago and the making of the movie Silver Streaks in 1934 were influential in promoting this popular nickname. Because the locomotive was speedy, an attribute identified with the 1934-35 Galesburg High School basketball players, the Silver and Gold became the Silver Streaks. Thereafter, prior to the openings of each varsity game (football and basketball), the famous cheer of "Hi-Ho Silver Away" became an established tradition at GHS.

To compliment the Silver Streak name, the GHS basketball team had a small wooden locomotive constructed. It was a replica patterned after the well-known Silver Zephyr. This device was used for years by team managers and held medical supplies and towels. The locomotive was not used in the 1960s after the high school moved to its present site. The name Silver Streaks, however, continues to be used as the nickname of teams sponsored by GHS.

Information provided by Mr. Charles Bednar, former GHS athletic director and coach.

SPORTS OFFERED

Males: baseball, basketball, cross country, football, golf, swimming, soccer, tennis, track, and wrestling.

Females: basketball, bowling, cross-country, golf, soccer, softball, swimming, tennis, track, and volleyball.

HOME SITES FOR ATHLETIC CONTESTS/MAPS

All contests are held at the high school facilities except for the following sports:

Golf..... Bunker Links, Lake Bracken, or Soangetaha

Cross Country..... Lake Storey

Bowling..... Northgate Lanes

Diving YMCA

Maps containing driving directions to all major competition sites are available in the athletic office.

ATHLETIC SCHOLARSHIPS

Student athletes interested in receiving an athletic scholarship to a college or university need to request guidelines from the athletic department or their guidance counselor in reference to these opportunities. Various regulations exist concerning grade point average and minimum required scores on academic tests such as the Scholastic Aptitude Test (SAT) and the American College Test (ACT).

ATHLETIC INSURANCE

Student insurance is available for purchase to cover those student athletes who participate in sports but have no family medical or hospital insurance.

However, athletic participants are exempt from purchasing school insurance if they have a family medical and hospitalization policy and their parents have signed a waiver statement releasing the school of any responsibility. The family should be prepared to assume all obligations for insuring their son/daughter either through purchase of insurance available through the school or through their own policy.

ATHLETIC LETTER AWARDS

Each coach sets the standards by which awards are earned. The different kinds of awards and when they are issued are listed below:

1. Numeral will be issued at the 9th grade level. Numerals may be earned at the 10th grade year if the athlete was not a participant in 9th grade. **Numerals may be earned only one time.**
2. Any participant on the varsity level who does not meet the criteria necessary to earn a letter and has not already been issued a set of numerals will be awarded a set.
3. **A Major Letter** is presented the first time an athlete meets the criteria to earn a letter. *Only one major letter is given during an athlete's high school career.* If an athlete earns a letter in another sport, a swiss insert is given to indicate the different sport in which a major letter was earned. The **Second, Third, or Fourth Time** an athlete receives a major award in the same sport, the athlete will receive an additional swiss insert.
4. A **Champ Patch** will be awarded to squad members whose team wins the Western Big 6, IHSA Regional, Sectional, or State title.

I.H.S.A. Eligibility Rules

Use the address www.ihsa.org for complete I.H.S.A. rules.

SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT

The principal or his designee is the official record custodian of each school. The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA).

1. The student permanent record consists of basic identifying information, academic transcript, attendance record; accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for a minimum of 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information that is of clear relevance the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence aptitude test scores, psychological and personality test results and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date inaccurate or unnecessary information every 4 years of upon a student's change in attendance center, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal.
3. Parents or any person specifically designated as representatives by a parent have the right to:
 - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. The school charges 25 cents per page for copies. No parents or students shall be denied a copy of school student records due to inability to bear the cost of such copying.
 - b. Have present, at the option of either the parent or the school, a qualified professional who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear the cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by

- the school.
- c. Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
 - (i) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
 - (ii) An informal conference will be held within 15 school days of receipt of the request for a hearing.
 - (iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initialized.
 - (iv) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.
 - (v) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools, upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and records, make findings and issue a decision to the parents and the school district within 20 school days of the receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools, such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located.
 4. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except:
 - a. to a parent or student or person specifically designated as a representative by a parent;
 - b. to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest;
 - c. to the official records custodial of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and in 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school;
 - d. to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records;
 - e. pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records;
 - f. to any persons specifically required by state or federal law provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents;
 - g. subject to regulations of the State Board, in connection with any emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other person, provided that the parents are notified as soon as possible of the information released, the day of release, the person, agency or organization receiving the information, and the purpose of the release;
 - h. to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designate records, or designated portions of the information contained within the records.
 5. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.
 6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefore and an opportunity to copy the record or information proposed to be destroyed or deleted.
 7. Except for the student and his parent, no person to whom information is released and no person specifically

- designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA, Par 50-6 (a)(8).
8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release.
 9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.
 10. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, gender, grade level, birthdate and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school.
 11. No person may condition the granting or withholding of any right, or benefit or make as a condition of employment, credit of insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.
 12. Upon graduation or permanent withdrawal of a student with a disability, psychological evaluations, special education files and other information contained in the student's temporary record, which may be of continual assistance to the student, may, after five years, be transferred to the custody of the parent of the student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record.
 13. The school district has two policies on student records: Policy 735, STUDENT RECORDS-MAINTENANCE and Policy 735.01, STUDENT RECORDS-ACCESS.
 14. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records) and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.

Asbestos Management Plan: An asbestos management plan is available in the office for review upon request.

SCHOOL DAY SCHEDULES

REGULAR SCHEDULE
7:40 – PASSING BELL
7:45 A. M. – TAKE –UP BELL

AVC CLASS	7:20 A.M.	9:10 A.M.
BLOCK 1	7:45 A.M.	9:10 A.M.
BLOCK 2	9:16 A.M.	10:41 A.M.
ADVISORY	10:47 A.M.	11:09 A.M.
BLOCK 3		
A - LUNCH	11:15 A.M.	11:39 A.M.
A – CLASS	11:45 A.M.	1:09 P.M.
B – CLASS	11:15 A.M.	11:45 A.M.
B – LUNCH	11:45 A.M.	12:09 P.M.
B – CLASS	12:15 P.M.	1:09 P.M.
C – CLASS	11:15 A.M.	12:15 P.M.
C – LUNCH	12:15 A.M.	12:39 P.M.
C - CLASS	12:45 P.M.	1:09 P.M.
D - CLASS	11:15 A.M.	12:45 P.M.
D - LUNCH	12:45 P.M.	1:09 P.M.
BLOCK 4	1:15 P.M.	2:40 P.M.
AVC CLASS	1:15 P.M.	3:05 P.M.

SHORTENED SCHEDULE		
7:40 A.M. – PASSING BELL		
7:45 A.M. TAKE-UP BELL		
AVC CLASS	7:20 A.M.	9:00 A.M.
BLOCK 1	7:45 A.M.	9:00 A.M.
BLOCK 2	9:05 A.M.	10:25 A.M.
BLOCK 3		
A – LUNCH	10:30 A.M.	10:54 A.M.
A – CLASS	11:00 A.M.	12:24 P.M.
B – CLASS	10:30 A.M.	11:00 A.M.
B – LUNCH	11:00 A.M.	11:24 A.M.
B – CLASS	11:30 A.M.	12:24 P.M.
C – CLASS	10:30 A.M.	11:30 A.M.
C – LUNCH	11:30 A.M.	11:54 A.M.
C - CLASS	12:00 P.M.	12:24 P.M.
D - CLASS	10:30 A.M.	11:54 A.M.
D - LUNCH	12:00 P.M.	12:24 P.M.
BLOCK 4	12:30 P.M.	1:45 P.M.
AVC CLASS	12:30 P.M.	2:10 P.M.

LUNCH SCHEDULE

A student's third block class determines the lunch period in which students eat. During the lunch period, all food purchased in the cafe must be eaten in the cafeteria. If necessary, use the rest rooms next to the cafeteria.

CLOSED CAMPUS

The administration has been given the responsibility by the Board of Education to maintain a closed campus. Any student who leaves campus without proper permission will face disciplinary action.