

Jersey CUSD #100
Parent/Student Handbook
2018-2019



GRAFTON ELEMENTARY

Mrs. Michelle Brown
Principal

1200 Grafton Hills Dr.
Grafton, IL. 62037
Phone: 618-786-3388
Fax: 618-786-2180

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Phone: 786-3388
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MISSION STATEMENT

Through competence and caring, Grafton Elementary is committed to providing a safe, positive learning environment which encourages success for all students.

EAST

Mrs. Kim Anderson
Principal

201 North Giddings Street
Jerseyville, Illinois 62052
Phone: 498-3814 / 498-5328
Fax: 498-6805

MISSION STATEMENT

East Elementary School is dedicated to creating a safe, positive learning environment for all students. Parents, staff and students are encouraged to work together so that students will acquire the necessary skills to become a productive citizen in our society. We strive to integrate and update techniques and methods to meet the needs of all our students.

WEST

Mrs. Kristie Hurley
Principal

1000 West Carpenter Street
Jerseyville, Illinois 62052
Phone: 498-4322 / 498-4313
Fax: 498-9870

MISSION STATEMENT

The mission of West Elementary is to provide a wholesome atmosphere which will allow us to produce well-disciplined, responsible, creative, and productive citizens. It is the belief of our teachers, parents, administrators, and staff that this goal can only be met when all parties involved show a genuine respect for each other. Full cooperation is necessary and we must work together to reach our common goal.

OUR MOTTO

JUST BE JERSEY



Welcome to a new school year. The faculty and administration hope that your year is an enjoyable educational experience. The school is only as great as the individual students who comprise it. **Just Be Jersey!**

The information contained in this handbook is designed to serve as a guide for students and parents concerning school policies. It is hopeful that all students will follow the rules and regulations; they have been established for the welfare of the student body.

This handbook cannot be all-inclusive. Any behavior detrimental to the educational process will be dealt with in a fair and consistent manner.

Please read the information carefully, review it with your child and keep it handy for reference during the year. The student handbook is given to each student prior to the beginning of school and transfer students upon enrollment.

This handbook is to be read by all parents, students, and school staff.

If you have any questions, at any time during the year, concerning information in this handbook or perhaps not included, please feel free to call the school office.

We are looking forward to a successful school year with parents and teachers working together for the success of each child.

INFORMATION IN THIS MANUAL APPLIES TO CURRENT BOARD POLICY AND STATE AND FEDERAL REGULATIONS. THE ADMINISTRATION RESERVES THE RIGHT TO MAKE CHANGES AS NEEDED OR REQUIRED.

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JERSEY COUNTY ORDINANCE ON TRUANCY as it relates to JCUSD #100

Absenteeism from school by students has become a significant problem, and in many instances police records establish that students that are frequently absent from school become involved in offenses of vandalism, drug abuse, alcohol consumption, disorderly conduct, and other offenses constituting crimes in the State of Illinois. The purpose of this ordinance is to take appropriate action to cause a reduction in absenteeism from school by students.

Chronic Or Habitual Truant – A chronic or habitual truant is hereby defined as a Jersey County Student between the ages of 7 and 18 years of age who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school.

Research shows that truancy is a learned behavior. Students who are frequently absent from school at an early age continue to miss school as they grow older.

Research also shows that parents who allow their children to miss school without “valid cause” enable their children to be a “chronic or habitual truant”.

On the contrary students who attend school on a regular basis through their early childhood years later become better academic students with a higher attendance rate.

For an absence from school to be considered Excused it must be for a “**valid cause**”.

The most common absence is **illness**. Illness is within the definition of a “**valid cause**”.

When a student has a legitimate illness they should stay home until the illness passes. To gauge an illness a parent or guardian should first look for visible or physical signs such as vomiting or fever. If a student has neither of these symptoms the parent or guardian is encouraged to send their child to school. It is a proven fact that a student who is fever free and once at school tend to feel much better as the day progresses. Sometimes it is as simple as eating breakfast which all the schools in District #100 offer.

It is a joint responsibility for both the parent/guardian and school officials to insure students attend school regularly.

Attendance Policy – 10-Day Rule

A parent may excuse their student from school for “valid cause” up to ten (10) days by a note or phone call. The absence must fall under the definition of what constitutes an **excused** absence or it will be unexcused. For ANY absence including illness, after the tenth (10), a doctor’s note will be required in order to consider the absence excused. This rule does not contradict classifying illness as a valid cause. It is saying that the illness can still be excused, but must be accompanied with a doctor’s excuse.

All **chronic and habitual** truants as defined by “Jersey County Ordinance On Truancy” will be turned over to the Jersey County States Attorney and pursued through the court system.

TARDIES:

Tardies are a disruption to the education of your student and other students. Teachers should not be disrupted from teaching because of students entering their class late or leaving early. All tardies will be considered unexcused unless the student has a medical note or a legitimate parent request that has been approved by the administrator as being unavoidable. The administrator will determine such tardies on a case-by-case basis and his/her decision will not establish precedent or prejudice in other cases.

Tardies are subject to the truancy provision and will be addressed accordingly.

(105 ILCS 5/26-10) of The Illinois School Code states:

Upon conviction any person having custody or control of the truant child shall be guilty of a class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500.00.

ELEMENTARY POLICIES AND PROCEDURES

1. ADDRESS AND PHONE NUMBER CHANGES

The school office should be notified immediately when a student has a change of address or phone number. It is important for each student's welfare that at least two emergency numbers (other than home) are always on file in the school office.

2. ATTENDANCE

Regular attendance is required. All absences must be called in daily to the school office or the Telephone Information System (877-305-3276) or (786-9000) by 9:00 A.M. The school secretary will contact the parents of any student who has not been reported absent. If phone contact is not made the child must bring a written excuse upon returning to school.

According to Board Policy 7:70, a child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

Children arriving after 8:25 A.M. or leaving prior to dismissal will be counted tardy. Tardies and early departures will jeopardize perfect attendance standings. Children who leave early must be signed out by an adult and will be considered tardy. All tardies will be recorded on the student's report card at the end of each quarter.

Tardies and early departures are very disruptive to the school day and should not occur, especially on a regular basis. Excessive tardies and early departures will be considered truancy and will be referred to the district's truancy mentor. Students who return to school late from lunch are also considered tardy.

Students who are absent or leave school early due to illness will not be allowed to attend or participate in school functions on the day of illness. (i.e. Basketball games, music programs, room parties, etc.).

Students must be in attendance for 5 clock hours of instruction to be counted present for a full day and 2½ clock hours of instruction to be counted present for a half day. Students are expected to be in attendance until dismissal time. If the student meets the required minutes of attendance the student will not be counted absent. However, the requirements must be met.

Children who are absent should make every effort to complete the work that was assigned during their absence. Students have the number of days missed plus one day to complete any make-up work.

3. AUTOMATED NOTIFICATION SYSTEM

An automated notification system has been put in place to notify students and their families of weather related school cancellations either before or during the school, Delayed Start Days or any other event that prevent classes from being held. Information for the notification system is gathered from families during registration. A system test is run during the first semester to ensure success of the notification system.

It is important that when families register their students for school, the phone number given as the primary number is the correct number to be used for the notification system and remains current.

4. CELL PHONES

Cell Phones are becoming more common among students. If your child must carry a cell phone to school, please adhere to the following guidelines for cell phone usage.

- Must be turned off and kept concealed while on school premises. This includes the school bus. (EXCEPTION) After school, may be used to communicate with parent or guardian.
- If the phone is used for reasons other than outlined, the phone will be confiscated and a parent must pick it up.
- If the phone is used for inappropriate or obscene reasons, the phone will be confiscated and turned over to the School Resource Officer.
- Parents should stress the proper use of the phone with their child.
- Inappropriate use of the phone may result in the student being prohibited from bringing a cell phone to school.
- The school will not be responsible for stolen or damaged phones.

5. CHILD FIND

Child Find screenings are held each year in April and again during the summer. They can be held on an as needed basis throughout the year by calling the Special Education Coordinator at the District Office.

6. CRISIS MANAGEMENT PLAN

Each school has a Crisis Management Plan in place which was developed by the school Crisis Management Team. It includes evacuation and emergency procedures. In the event of a lockdown, parents are not allowed to pick students up until the lockdown has ended. In an emergency, students may be moved to another location for safety.

7. DELIVERIES

All deliveries to students (such as flowers, balloons, gifts) will be kept in the office until the end of the day.

8. ELIGIBILITY

A student must be meeting standards in Reading/Language Arts and Math in order to participate in extra-curricular activities.

9. EXTRA CURRICULAR ACTIVITIES

Participation in an extra-curricular activity is a privilege not a right. To participate, the student must follow all school rules and rules of the activity sponsor. Students who are absent or leave school early due to illness are not allowed to attend or participate in after school events on the day of the illness.

10. FEES (All fees are subject to change upon approval by the Board of Education.)

Fees are prorated. New students entering District #100 schools after the start of school will pay a prorated portion of the Curriculum Fee.

Curriculum Fee – Elementary (Kdg-4th Grade) \$75.00

Insurance :

Grades K-12 accident insurance is provided at no cost to the student. Insurance is considered a primary insurance only if student carries no other insurance. Optional 24-hour accident only coverage is available at a price of \$60.00.

Breakfast - \$1.00 per day or \$5.00 for 5 days; \$0.25 if qualified for reduced meals

Lunch - \$2.25 per day or \$11.25 for 5 days; \$0.40 if qualified for reduced meals

Extra Milk - Price will be determined at a later date and notification will be added to the fee schedule on the website. Additionally, notification will be sent home at the beginning of the school year. Free/Reduced Meal Benefits do not qualify students for milk only (i.e. extra milk or milk with cold lunch).

The most efficient way to track and pay for breakfast, lunch, and milk fees is online using your family access account. You may customize your account for personal notifications. If you are unable to pay online you may send cash or check to school with the student, but please follow the format below:

- Secure cash/check in a secure envelope
- Enclose a note with cash/check stating the purpose of funds (5 days lunch @ \$2.25 = \$11.25)
- Print student name on outside of envelope
- Print teacher name on outside of envelope

An automated call will be made when account reaches a negative balance.

11. FIELD TRIPS

Field trips are intended for student learning. Field trips are a privilege, not a right. Any student having behavioral difficulty in the classroom may be excluded from participation in the field trip at the discretion of the building administrator. Additionally, if a student misbehaves on a field trip, he/she may be excluded from the next one. It is up to the discretion of the teacher to determine who and how many parent chaperones will accompany the class on the trip. Parent chaperones are expected to follow all school and bus rules, just like the students. (No food or drinks, no smoking, no profane language, etc.). Siblings of any age are not allowed on field trips. Additional guidelines specific to your child's school are outlined in your school's handbook.

Riding To and From a School Sponsored Field Trip

Students are expected to ride the bus to and from all school sponsored field trips. Field trips are part of the educational process and often have follow-up activities in the classroom upon the arrival back at school. It is important that students are a part of the entire school day.

- When busses are used for transportation to field trips the bus ride is part of the over-all experience of the field trip.
- Students will not be allowed to ride to a school-sponsored field trip with a parent/guardian unless prior arrangements have been made with the building principal. Permission will be granted only for emergency situations.
- Students must report to school for attendance prior to any field trip or they will be marked absent.

In order for a student to ride home with his/her parent after a school sponsored field trip the following guidelines must be met:

- Due to the arrival time of the return trip, it has been determined that no further instruction will occur once back to the school building.
- Student will be allowed to ride home with his/her parent or guardian only. Parent/guardian must provide a signed note requesting that his/her child be granted permission to ride home with him/her. (Sign out sheet is permissible, but must be signed by the parent/guardian).

12. GUM

Children are not to bring gum to school.

13. HEAD LICE

All cases of confirmed head lice will be addressed according to guidelines established by the Illinois Department of Public Health.

14. HEALTH REQUIREMENTS

Children entering the following grades must meet certain health requirements prior to the start of school.

Entering IL Prekindergarten

- Complete physical exam within one year prior to the start of school
- Up to date immunizations
- Any Pre-K student under 5 years of age must show proof of receiving Pneumococcal vaccine

Entering IL Kindergarten

- Complete physical exam within one year prior to the start of school
- Dental exam completed by a dentist between October 16, 2017 – May 15, 2019
- Up to date immunizations
- Complete eye examination by October 15, 2018
- Must show proof of 2 doses of Varicella vaccine

Entering IL 2nd Grade

- Must have dental exam completed between October 16, 2017 – May 15, 2019

Entering IL grades 6-12 health/sports requirements are contained in their respective handbooks.

15. INTERNET ACCESS

At all attendance centers our students have access to the Internet. Please see the information at the end of the handbook relating to Internet access. No student will be allowed to use the Internet without parent permission which is completed during online registration.

16. LIBRARY RULES

Students are never to be in the library unsupervised.

Renewals: Books will not be renewed for more than three weeks unless the student physically brings in the book for renewal. This will help avoid the situation where the student has actually lost the book but keeps renewing it so no one will know.

Overdues: When a book is two weeks overdue, a reminder will be sent to the student reminding him/her of the overdue book. When the book is four weeks overdue, a letter will be sent home. Meanwhile, students with overdue books will not be allowed to check out any more books until the overdue books are returned or payment is made for lost books. Any further consequences are at the discretion of the principal/teacher.

17. LOST AND FOUND

All items found should be turned into the office. Items not claimed within ten days may be claimed by the finder. Children are not permitted to look through other pupils' desks, the teacher's desk, or storage areas.

18. LUNCH HOUR

Children who go home for lunch **must be accompanied by an adult**. A student who leaves for lunch must **be signed out by his/her guardian** on his/her departure and **be signed in** on his/her return to the school. Children are not to go home with someone else to eat. Children are not permitted to leave the school grounds during school hours without written permission from parents.

Beverages in addition to or in place of milk are not allowed with hot lunch. Students with milk allergies should discuss their condition with the nurse.

Sack lunches should be nutritious. **SODA IS NOT PERMITTED.**

Students who return to school late from lunch are considered tardy.

19. MEDICAL

A. ADMINISTERING MEDICINE TO STUDENTS

As of the 2016-2017 school year, the following procedures regarding administration of medicine will be used.

1. Only those medications necessary to maintain the student's critical health and well-being will be administered during school hours or during school activities.
2. All medications given to students must be prescribed by a licensed prescriber on an individual basis determined by the student's health status. All approved orders for medication administration will be renewed each school year.
3. An *Administering Medication to Student Form* must be completed and signed by the student's licensed prescriber and the parent/guardian in order for medication, non-prescription or prescription, to be given. Permission renewal is required each school year.
 - a. **Exception:** Asthma inhalers must have the pharmacy label attached and a completed *Administering Asthma Form* on file.
 - b. **With proper authorization:** A student may possess an epinephrine auto-injector, an emergency rescue inhaler for asthma, and/or medication prescribed for the treatment of diabetes for immediate use at the student's discretion.
 - c. The School District and its employees and agents, shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of epinephrine auto-injector or the storage of the medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising from the self-administration of medication or use of an epinephrine auto-injector, or the storage of the medication by school personnel.
4. The parent/guardian of the student must assume the responsibility of informing the school nurse in writing of any change in the student's health. Change in medication administration will be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.
5. The school nurse will review the written order and consult with the parent or the licensed prescriber for additional information as necessary. The school nurse retains the discretion to deny requests for the administration of medication. This decision may be appealed to the building Assistant Principal or Principal.

6. **Medication must be delivered to school personnel by an adult (at which time it will be counted and logged). Medication must be in the original package or appropriately labeled container. This also pertains to refills of medication.**
 - a. Prescription medication shall display:
 - Student's name
 - Prescription number
 - Medication name and dosage
 - Administration route and/or other directions
 - Date and refill
 - Licensed prescriber's name
 - Pharmacy name, address & phone number
 - Name or initials of pharmacist
 - b. Over-the-counter medication brought to school must have the manufacture's original label with the ingredients listed and the student's name affixed to the container.
7. An employee may administer medications in situations if, under the circumstances, the school nurse, or administrator cannot be available in sufficient time and the student cannot reasonably self-administer the medication.
8. Parents may administer medication with approval of the school nurse or the principal.
9. Each dose of medication shall be documented in the student's health record. The date, time, dosage, route and the signature of the person administering or supervising the student in self-administration must be documented.
10. Medication will be kept in a locked cabinet. Medication requiring refrigeration will be kept in a secure place. Expired medication will be discarded/turned over to local law enforcement for proper disposal. Any medication that is not picked up at the end of the school year by the parent/guardian will be discarded/turned over to local law enforcement for proper disposal.
11. The *Administering Medication to Student Form* and the *Administering Asthma Form* are available in the Health Forms folder, under District Forms & Information located under the Students & Parents tab on the on the District Website.
12. Daily medication will be dispensed during scheduled lunch hours in each building. *Please note: in an emergency times may be subject to change.*

B. STUDENT INJURY

Any injury at school or at a school sponsored activity should be reported immediately to the teacher on duty. Parents are asked to provide at least two emergency numbers other than their own.

C. STUDENT HEALTH GUIDELINES

To control the transmission of disease, the following guidelines are provided to help you determine whether your child should remain at home.

- **Pink Eye (Conjunctivitis)** – A student suspected of having an eye infection will be excluded from school until 24 hours after treatment begins, or a child is examined by a physician and approved for readmission to school.
- **Strep Throat (Streptococcal)** – A student with a diagnosis of strep throat must be excluded from school until 24 hours after treatment begins. A student may be readmitted to school 24 hours after antibiotic is started provided a fever is not present.

- **General Illness/Fever** – If a student has a fever greater than 100 degrees Fahrenheit, or symptoms of illness including vomiting or diarrhea, the student must remain home from school until fever and symptom free for 24 hours.
- **Bodily fluids** (such as Ear Drainage or Bleeding) – A student with ear drainage or an injury that has caused bleeding may be sent home at the discretion of the school nurse or appropriate designated school personnel until the situation is contained.

D. VISION AND HEARING SCREENING

Vision – Each year all Pre-Kindergarten, Kindergarten, Second grade and transfer students will undergo a vision screening by an Illinois Department of Public Health Certified Technician. In addition, District 100 Special Education students receive a vision screening each year they are in school attendance. Per the Illinois Department of Public Health’s rules and regulations, it should be noted “Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.”

Any parent/guardian requesting their child to be excluded from a vision screening should submit a signed report to the school nurse from an optometrist or ophthalmologist indicating that an examination has been administered within the previous 12 months. This report should be submitted at the start of the new school year.

Hearing – Each year, all Pre-Kindergarten, Kindergarten, First, Second, Third and transfer students will undergo a hearing screening by an Illinois Department of Public Health Certified Technician. In addition, District 100 Special Education students receive a hearing screening each year they are in school attendance.

20. MORNING ARRIVAL AND AFTERNOON DISMISSAL

Children who arrive before the designated time to enter classrooms are to wait in supervised areas. Students who do not ride a bus should not arrive before 8:15. Students who eat breakfast should arrive early enough so that they are not late to class. Children are not permitted in rooms other than those assigned without permission. Please see individual school rules for a specific time.

Parents are asked to pick children up promptly at your child’s designated dismissal time **and avoid arriving too early.** Please notify the office in writing if someone else is picking up your child.

21. PESTICIDES AND LAWN CARE APPLICATION

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parent/guardians and school employees at least 96 hours prior to any pesticide and lawn care applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides 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), insecticide baits, and rodenticide baits.

Jersey Community School District No. 100 has therefore established a registry for people who wish to be notified. To be included in this registry, please pickup and complete a request form in your respective school office. Any other questions you may have regarding the District's pest management practices may also be directed to Director of Maintenance (618) 498-9866.

22. PETS

Children are not to allow pets to follow them to school. Dogs on school property including the playground and sidewalks will be removed by the dog catcher for the safety of the children. **DO NOT bring pets on school property unless prior arrangements have been made with the teacher or principal.**

23. PHONE

Students will be permitted to use the phone during the day only in cases of emergency. Office personnel will relay messages to students during breaks in class time so as not to interrupt learning. Parents wishing to leave phone messages for students at the end of the day should call no later than 2:00 p.m.

24. PHYSICAL EDUCATION

For the benefit of their health and safety, students will be required to wear appropriate athletic/tennis shoes, at the discretion of the PE teacher, in order to participate in physical education activities. Shoes that tie or have Velcro straps and that do not leave black marks on floors are recommended. Slip-ons, flip-flops, hiking boots, dress shoes, tennis shoes with thick treads and heels, etc. will not be acceptable. Students should also wear clothing appropriate for the activity. Dresses are not recommended on P.E. days. **Parental cooperation in helping your child remember his/her P.E. shoes and clothes on the assigned day is greatly appreciated.**

If your child is ill or injured, you must send a written excuse from P.E. for the week. A doctor's excuse is required if the child is to be excused for two or more consecutive weeks. Duration of excuse with the start and end date should always be included. Children with a written excuse from P.E. will not be allowed to participate in recess and will sit in a designated area as determined by the principal.

25. PROMOTION / RETENTION POLICY

Every teacher maintains an evaluation record for each individual student in his/her classroom. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or grade level standards as reported on standards based report cards. A student shall not be promoted based upon age or any other social reason not related to academic performance. Board of Education Policy 6:280.

Remedial Services

As per Board Policy 6:280, students who are retained will be provided a remedial intervention plan as determined by the team for the following year.

26. RECESS

Children are permitted only in designated playground areas during recesses. Children are not to be near ditches, roads, parking areas, bicycle racks, shrubs, or garbage cans. Fighting and other forms of rough play which could be injurious are not permitted. Children are not to bring toys, electronic devices, skate boards, trading cards or other articles from home. The school is not responsible for lost or missing items. All children are expected to go outside at recess when the weather permits unless there is written permission from home to stay inside.

If it is necessary for a student to be excused from a classroom activity or PE for medical reasons, the student should have a parent/guardian signed request to give to the teacher. If the request is for an extended period of time (more than 2 day), the student will need to obtain a physician's statement. Occasionally, parents/guardians call the office and make verbal requests for the students to be excused from participation due to illness. The nurse will issue an excuse for that one day and request that a written statement from a physician be brought for additional days of nonparticipation. Students with a written excuse from PE will not be allowed to participate in any recess or sports and will set in a designated safe area at lunch recess.

27. RESIDENCY

Only students who are residents of the District may attend a District school without a tuition charge, except as provided by State law. A student's residence is the same as the person who has legal custody of the student.

28. STUDENT RECORDS

Permanent Records consist of:

1. Basic identifying information such as student name, parent name, addresses, birth and gender.
2. Academic transcripts including grades, class rank, graduating dates, grade level achieved and scores on college entrance exams.
3. Attendance Records.
4. Accident Reports and Health Records.
5. Record of Release of Permanent Record Information

Temporary Records consist of all information NOT required to be in Permanent Records including:

1. Family background information.
2. Intelligence and aptitude test scores both group and individual.
3. Elementary and Secondary achievement level test results.
4. Information about participation in extracurricular activities.
5. Honors and awards received.
6. Teacher and anecdotal records and conference reports.
7. Disciplinary information.
8. Any verified report of information received from non-educational persons, agencies, or organizations.
9. Verified information of clear relevance to the education of the student.
10. Medical treatment records of students.

11. Records of release of temporary record information.
12. Reports of psychological evaluations and personality and academic information obtained through testing, observation or interviews, provided that such records are made and kept solely for the purpose of the student's educational program.
13. Special Education records of active special education students.

Parents and students have the right to inspect and obtain copies of records. At age 18, students accede to the rights of parents for access to records. Parents and students exercise control over access to the release of student records. Professional employees of the school have access to school records for legitimate educational interests.

Parents have the right to challenge contents of student's records on the basis of accuracy, relevance or propriety, except for grades. A request for a hearing, citing the specific entry or entries to be challenged and the basis for the challenge should be submitted in writing to the chief administrator of the attendance center (forms for doing so are available from the school). An informational conference will be held within 15 days after the challenge notification has been submitted. If the challenge cannot be resolved in this conference, a hearing officer will be appointed and a hearing held within 15 days of the informal conference. Both parties may be present with counsel, may present evidence and call witnesses, cross-witnesses, cross-examine witnesses and both parties have the right to a written copy of any decisions and the reasons for it within 10 school days of the hearing. Either party may appeal this decision to the Superintendent of the Educational Service Region within 20 days.

Without the consent of the parents or student, no school records or information shall be available to other persons, except as the law permits. The law permits the following exceptions without parental or student consent: to an employee or official of the school or school district or State Board with current demonstrable educational or administrative interest in the student; to the official records custodian of another school in which the student has enrolled or intends to enroll, upon the request of such official or student; pursuant to a court order and prompt written notice to the parent; and to any person specifically required by State or Federal law.

The school will review temporary school records periodically for the purpose of deleting and destroying information that is no longer relevant to the student's progress. The school will publish a schedule of such review. Parents have the right to inspect and obtain copies of information that is to be destroyed.

The school may disclose Directory information without prior notice or consent unless the parent/guardian notifies the school in writing before October of the current school year that they do not want any or all of the directory information disclosed. This includes information released to the military. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any information from a student's temporary records which such individual may obtain through the exercise of any right secured under the Act or these regulations.

Parents have the right to inspect and challenge the information contained in a school record prior to the transfer of the school student record to another school district, should the student transfer.

Parents have the right to contact the US Department of Education to report alleged failures by a district to comply with student records laws.

29. TRANSFER REQUESTS WITHIN DISTRICT

When a request for transfer is received, it is reviewed to determine if the change can be made. A student will NOT be transferred into a class that has a higher enrollment than the class the student should attend. The decision cannot be made until final registration numbers are known in August. Transportation will not be provided by the district and is the sole responsibility of the parent.

30. TRANSPORTATION

If a child is to go home in any manner different than he/she usually travels, the office should be notified in writing. A student who normally rides the bus should bring a note any day he/she is not going to ride that bus home; and any student who does not regularly ride a bus must have a written note from the parent turned into the office in order to obtain a bus pass for the bus.

Electronic visual and audio recordings may be used on school busses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Such recordings are exempt from the Eavesdropping Act.

Bus Conduct: JCUSD #100 takes bus safety very seriously. Misbehavior on the school bus is unacceptable. There are no excuses for a student to misbehave on the bus. Students who misbehave on the bus place themselves, the driver, and every other rider in an unsafe environment. Concentrating on the road and the safety of students is the number one priority for School Bus Drivers. Disruptions and misbehavior on the school bus interfere with the driver's ability to concentrate on driving. If a student chooses to misbehave on the bus, that student will face consequences of the misbehavior. Consequences for bus misbehavior can go from a warning up to and including bus suspension(s). If a principal receives a written bus misconduct referral for a minor offense, that student has already received numerous warnings from the bus driver. If a student engages in unruly conduct such as cursing, fighting, stealing, bullying, damaging the bus and gross disrespect a warning from the driver is not necessary and appropriate consequences will be applied. Please discuss school bus safety and behavior expectations with your child.

31. VISITORS

Parents are asked to report to the office and sign in any time they enter the building. Arrangements should be made to talk with teachers during recess and conference times or before or after school so that valuable class time is not interrupted.

32. WEATHER

On inclement weather days, when school will not be in session or dismissed early, parents will be notified using the District #100 Skylert Notification System. Parents can obtain information regarding weather related closures or cancellations by calling the Telephone Information System (877-305-3276 or 786-9000), or checking the district website (www.jersey100.org) and local media stations by 5:30 am.

“Delayed Start Days” exist when weather conditions are severe (fog, for example) but short-lived. This announcement will be made in the same manner as a school cancellation. **School will start at 10:00 a.m. on Delayed Start Days.** Breakfast will not be served. Bus pick-ups will be approximately one hour and 30 minutes later than normal. (i.e. If your child is normally picked up at 7:00 am, he/she will be picked up at 8:30 am.) On Delayed Start Days, morning Pre-K does not meet, but afternoon Pre-K will meet.

SCHOOL DISCIPLINE

The school must maintain order because it is a vital prerequisite to learning. Even though the ultimate aim is self-discipline, the authority of teachers and principals is necessary as children are led slowly and gradually to the point where they can practice self-discipline.

The essence of good discipline is to have a few simple rules of good behavior which are to be obeyed throughout the school and to permit no infraction of these rules.

Students of this school district are prohibited from engaging in behavior that will endanger - or threaten to endanger - their safety, the safety of others, that will damage property, or that will impede the orderly conduct of the school program. Each school in this district is authorized to establish rules for student behavior. Each school shall furnish a copy of school rules and regulations to parents and pupils at the end of this handbook.

In situations involving undesirable behavior it is necessary for the school to impose discipline. Every attempt should be made to make the punishment a constructive and educative matter. Disciplinary measures should be reasonable and appropriate to the nature of the offending pupil. For disruptive behavior, a teacher may remove a student from the classroom. In all cases of student misbehavior, students must be given the opportunity to present their side of the story and be entitled to the provisions of due process.

School rules and disciplinary measures that apply to students during the school day shall also be a part of any extension of the schools including bus riding to and from school, extra-curricular activities, educational field trips, school outings, etc.

School Suspension: The Superintendent of Schools and building principal of a school are authorized to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. In as much as exclusion from school is a penalty opposed by many members of the public and the educational community, suspension should be a punishment of last resort. In case of suspension from school, any such suspension shall be reported immediately to the parent or guardian of such student. A student must be given the opportunity to state his position and be heard. A student and/or parent shall be provided with a statement of the reasons for such suspension and a notice of their right to have the matter reviewed before the Superintendent or the Board of Education. The parent or guardian must request the review in writing.

In-school suspension classrooms are authorized by the Board of Education as the budget permits. Principals in school buildings who have in-school suspension programs will be responsible to develop rules and regulations covering this form of discipline.

School Bus Suspension: The school bus is considered an extension of the school experience. The rules of conduct which apply in the school buildings also apply on the bus. In addition, students are required to abide by reasonable rules of conduct that will provide for their safety and the safety of others.

The Superintendent of Schools, District Administrator, or Principal of any building is authorized to suspend pupils guilty of misconduct from riding the school bus and still require the student to attend school using as a guideline for bus suspension the same procedure that is used when a student is suspended from school.

School Expulsion: By statute pupils guilty of gross disobedience or misconduct may be expelled from school. Expulsion can be done only by the Board of Education and shall take place only after the parents have been requested to appear at a meeting of the Board or with a hearing officer appointed by it to discuss the child's behavior. Expulsion from school is the most serious form of discipline that can be administered by the school and shall be done in accordance with provisions of the law.

In keeping with the procedural safeguards required by IDEA when a student cannot follow the district's discipline standards due to his or her disability, a behavior management plan will be developed. Parents of students with a behavior management plan will receive copies of the policy and procedures related to behavioral interventions when the plan is developed. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the Special Education Coordinator.

STUDENT DISCIPLINE

Harassment of Students Prohibited

No student shall harass, intimidate, or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or other protected group status. Any retaliation against a student reporting harassment will not be tolerated.

Bullying

Bullying has a negative effect on the culture of the school and the morale of the students. Bullying is any severe or pervasive physical or verbal act or conduct, including communications made in writing or **electronically**, directed toward a student or students that has or can be reasonably predicted to:

- Place the student in reasonable fear of harm
- Cause a substantially detrimental effect on the student's physical or mental health
- Substantially interfere with the student's academic performance, or
- Substantially interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

Bullying will not be tolerated at District #100 facilities. Students who are the targets of bullying should immediately report this conduct to the Principal or any adult, if they feel more comfortable. All complaints will be fully investigated, with confidentiality being of utmost importance. Consequences for bullying range from warnings to suspension or recommendation for expulsion.

Sexual Harassment

It is the policy of this School District to provide for its students a safe educational environment.

Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, request sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex as defined and otherwise prohibited by state and federal law.

Sexual harassment in the educational environment is a violation of Illinois law. The Illinois Human Rights Act provides that:

It is a civil rights violation for any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures. Further, the U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment, 29 C.F.R., para. 1604.11.

Sexual harassment is defined in the Illinois Human Rights Act, Ill. Rev. Stat., ch. 68, para. 2-102(D):

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Questions in reference to sexual harassment policies may be directed to Alan Churchman, District Administrator or Lisa Schuenke, Director of Finance and Human Resources at 100 Lincoln Avenue, Jerseyville, Illinois 62052. Telephone: (618) 498-5561

Racial Harassment

Racial Harassment will not be tolerated. All cases of racial harassment will result in detention or suspension, and expulsion will be considered in extreme cases or multiple offenses. A Memorandum for Record will be sent to the parents, the District Review Officer, and will be placed in the student's file whenever a conference is held to discuss allegations of racial harassment. Racial harassment includes, but is not limited to verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice due to one's nationality. Each complaint will be investigated thoroughly and treated with dignity and respect. Any student should feel free to refer any question to the Principal regarding racial harassment.

Damage to School Property

Children are not to mark or deface school books, desks or other property including the school bus. **Parents are responsible for the replacement cost of school property lost, broken, or damaged by their children.**

Dress

Clothing articles, hair color, hair style or make-up that is worn to school cannot be disruptive of the educational process as determined by school officials. Children are expected to come to school clean, well-groomed and dressed appropriately for school. Halter tops, spaghetti straps, bare midriffs, short shorts, mini-skirts, cut offs, flannel/pajama pants, visible undergarments or other revealing articles are considered inappropriate attire for school. Clothing with unacceptable language, logos, drug and alcohol pictures, and pictures depicting violence are not appropriate. Chains attached to clothing, chains of excessive size or chains of excessive weight are not acceptable. Shoes with skates or wheels are not allowed. Piercings other than in the ears are not allowed. Students are expected to remove their hats when entering the building except on designated occasions or with permission from the building principal. **Any dress item deemed by the administration to be a danger to the student or others shall not be permitted.**

If you have any question as to whether an outfit is proper for school, it probably isn't.

Drugs/Alcohol/Tobacco

Any use or possession of drugs, alcohol, tobacco, or “look-a-likes” on school property or being on school grounds under the influence of drugs or alcohol is expressly forbidden.

A look-alike substance is defined to be a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior would lead a reasonable person to believe that the student expressly or implicitly represented to be an illegal drug or controlled substance.

Weapons

Items considered dangerous to the health and safety of students and/or school personnel are not permitted on campus.

Any item used, or attempted to be used, to cause bodily harm can be considered a “weapon.” A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than two calendar years.

ANNUAL NOTICE OF NONDISCRIMINATION

Community Unit School District No. 100 insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. The district has established a Student Grievance Procedure, copies of which may be obtained by contacting Alan Churchman, District Administrator.

Questions in reference to educational opportunities may be directed to the Superintendent, 100 Lincoln Avenue, Jerseyville, Illinois 62052. Telephone: (618) 498-5561.

TITLE IX POLICIES

Questions in reference to Title IX policies may be directed to Alan Churchman, District Administrator or Keri Lakin, Special Education Coordinator, 100 Lincoln Avenue, Jerseyville, Illinois 62052. (618) 498-5561.

ASBESTOS MANAGEMENT

All buildings in Community Unit School District No.100 have been inspected for asbestos-containing building materials according to the provisions of AHERA (40CFR Part 763). Asbestos Management Plans are available at each school and in the Community Unit School District No. 100 Central Office at 100 Lincoln Street, Jerseyville, Illinois, and may be reviewed by contacting Mr. Alan Churchman, District Administrator at 100 Lincoln Avenue, Jerseyville, Illinois 62052. (618) 498-5561.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT, 20 U.S.C. PAR. 1232G

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

PROTECTION OF PUPIL RIGHTS ACT

1. Parents have the right to inspect all instructional materials.
2. Surveys will not be distributed without board approval. If you wish to see a survey that is being given to your child you have the right to ask the administration to provide it.
3. Parents have the right to notify the building administrator in writing if they choose to “opt out” of any surveys.

TITLE II, TITLE IX, SECTION 504, TITLE VII UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.
5. The minuses of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs.

The Complaint Manager will resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	Alan Churchman	Lisa Schuenke
Address	100 Lincoln Avenue, Jerseyville	100 Lincoln Avenue, Jerseyville
Telephone No.	618 498-5561	618 498-5561

JERSEY COMMUNITY UNIT SCHOOL DISTRICT NO. 100

JERSEY & GREENE COUNTIES, ILLINOIS

Phone Number 618-498-5561

Fax Number 618-498-5265

STUDENT REQUIRED USE & INTERNET SAFETY POLICY (RUP)

PURPOSE: Jersey CUSD No. 100 provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Jersey CUSD No. 100 intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, Jersey CUSD No. 100 establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. It also requires students to abide by the Jersey CUSD No. 100 Technology Use Guidelines (Appendix A). Additional rules may be added at any time as necessary and will become a part of this policy.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, the student will adhere to these guidelines each time the Internet is used at school or home.

- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files or communications to others through email or post to the Internet.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Will use district technology for school-related purposes only and will refrain from use related to commercial, political or other private purposes.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

- Will not connect any personal technologies such as laptops, workstations, iPods, smartphones, PDAs wireless access points and routers, printers, etc. to district owned and maintained local, wide or metro area network. Home Internet use and cost is the responsibility of the student both in cost and configuration.
- Will not remove or alter the cache or site history in any browser on their laptop or on any other district owned device.
- Will back up data and other important files regularly. Jersey CUSD No. 100 will at times perform maintenance on the laptops by re-imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students and staff are ultimately responsible for backing up all personal files on their own storage media.
- Will keep laptop secure and damage free. Each laptop is issued with a protective book bag, and the use of provided laptop bags is required at all times. This includes transporting the laptop from one location to another in the book bag with both straps over the shoulders.

Follow these general guidelines:

- Do not loan your laptop, charger or cords.
- Do not leave the laptop in vehicle.
- Do not leave your laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not allow pets near your laptop.
- Do not place the laptop in floor or in sitting area such as couches or chairs.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of your laptop.
- Do not leave the laptop outside or use near water such as a pool.
- Do not check the laptop as luggage at the airport.

By signing this you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Jersey CUSD No. 100 technology, including personally backing up personal data. Jersey CUSD No. 100 is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using Jersey CUSD No. 100 technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the Jersey CUSD No. 100 Student Code of Conduct and, if applicable, my Laptop computer may be recalled. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.

As the parent/guardian, my signature indicates I have read and understand this Required Use Policy, and give my permission for my child to have access to the described electronic resources.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): _____

Student Signature: _____ Date: _____

Terms and Conditions: This RUP is valid until the device is returned to the district.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT NO. 100

JERSEY & GREENE COUNTIES, ILLINOIS

Phone Number 618-498-5561

Fax Number 618-498-5265

STUDENT REQUIRED USE & INTERNET SAFETY POLICY (RUP)

APPENDIX A

TECHNOLOGY USE GUIDELINES

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to any guidelines set forth in the Student Code of Conduct.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges.

Willful misuse may result in disciplinary action and/or criminal prosecution under applicable

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system (e.g., NCWISE, CECAS, time-keeping software, etc.), for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the board, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Jersey CUSD No. 100 technical staff. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.
20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use. The Jersey CUSD No. 100 technical staff does not support home or public Internet connections.

22. Students who are issued district owned and maintained laptops must also follow these guidelines:
- a. Keep the laptop secure and damage free.
 - b. Use the provided protective book bag style case at all times.
 - c. Do not loan out the laptop, charger or cords.
 - d. Do not leave the laptop in your vehicle.
 - e. Do not leave the laptop unattended.
 - f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
 - g. Do not allow pets near the laptop.
 - h. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
 - i. Do not leave the laptop near table or desk edges.
 - j. Do not stack objects on top of the laptop.
 - k. Do not leave the laptop outside.
 - l. Do not use the laptop near water such as a pool.
 - m. Do not check the laptop as luggage at the airport.
 - n. Back up data and other important files regularly. Jersey CUSD No. 100 will at times perform maintenance on the laptops by reimaging them. All files not backed up to server storage space or other storage devices will be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided for in the Children's Internet Protection Act (CIPA), and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

F. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the school district network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

2. Employees

Employees' personal websites are subject to Staff Social Networking Guidelines (Appendix B).

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

H. DISCLAIMER

Jersey CUSD No. 100 makes no warranties of any kind, whether express or implied, for the service it is providing. Jersey CUSD No. 100 will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Jersey CUSD No. 100 specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

COMMUNITY UNIT SCHOOL DISTRICT NO. 100

BOARD OF EDUCATION

Greg Brown, President
Julie Pohlman, Vice President
Stan Kary, Secretary
Dave Bryden
Josh Evans
David Isringhausen
Peggy Perdun

Phone Number 618-498-5561
Fax Number 618-498-5265
TDD 618-498-5564

SUPERINTENDENT

Brad Tuttle

April 2018

Re: Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school office.

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SUPERINTENDENT

Brad Tuttle

TITLE I SCHOOLWIDE SCHOOL/STUDENT/PARENT COMPACT

2018 – 2019

We know that learning can take place only when there is a combination of effort, interest, and notification. As we are all committed to your child's progress in school, we are going to do our best to promote his/her achievement.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will try to do the following:

- Attend school regularly and come to school each day with pens, pencils, paper, and other tools for learning.
- Work as hard as I can on my school assignments.
- Discuss with my parent what I am learning in school.
- Ask my teacher questions when I don't understand something.
- Follow the rules of student conduct

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework, provide a quiet study time, and encourage good study habits.
- Talk with my child about his/her school activities every day.
- Encourage my child to read by reading to him/her and by reading myself.

CLASSROOM TEACHER AGREEMENT

It is important that students achieve. Therefore, I will strive to do the following:

- Provide motivation and interesting learning experiences in my classroom.
- Explain my expectations, instructional goals and grading system to students and parents.
- Communicate and cooperate with each parent to ensure the best education possible.
- Find out what techniques and materials work best for the student.
- Provide necessary assistance to parents so that they can help with the assignments.

TITLE I TEACHER AGREEMENT

It is important that student achieve. Therefore, I will strive to do the following:

- Provide motivation and varied learning experiences that reinforce learning in the classroom.
- Offer learning strategies that will meet the needs of students to learn to their potential.
- Communicate and cooperate with the parents to assist them in helping their child.
- Encourage students to succeed by using techniques that meet their learning style.
- Offer assistance when the child needs help.

PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I will strive to do the following:

- Create a welcoming environment for students and parents.
- Ensure a safe and orderly learning environment.
- Reinforce the partnership between parent, student and staff.
- Act as the instructional leader by supporting teachers in their classrooms.
- Encourage teachers to regularly provide homework activities that will reinforce classroom instruction

GRAFTON ELEMENTARY SCHOOL RULES

PLEASE read all school rules with your child.

General Rules

1. **All visitors to the school must enter through the front door and sign in at the office.**
2. Students will leave gum, candy, soda, and toys (including trading cards, electronic devices, and other nuisance items) at home.
3. Students will walk quietly in the hallway.
4. Students will be reasonably quiet while using the restroom and drinking fountain.
5. Students will treat themselves and others with kindness and respect.
6. Students will respect school property.
7. Birthday party invitations should be sent to the whole class or not at all to avoid hurt feelings.

Playground Rules

1. Students will play in designated areas and not re-enter the building unless permission is given by the supervisor. Students are not allowed in wooded areas and should not retrieve items outside school grounds without permission. Students are to stay in sight at all times.
2. Bottled water is allowed after school. It can be consumed only by the back exit door on nice days and the front end of the gym on rainy days.
3. Students are not allowed to pick up or throw rocks, sticks, or other items.
4. When the supervisor blows the whistle or the bell rings, all activities will stop and students will wait for further instruction.
5. Students will not use profanity or make obscene gestures.
6. Students will keep hands, feet, and other objects to themselves at all times. No striking, hitting, kicking, tripping, football tackling, rough play, running out of control, or play-fighting.
7. If a child can reach the playground bars they can play on them, but no one is to pick up or help anyone reach the bars. Students will use all playground equipment in a safe and appropriate manner. (Go down the slide sitting, no climbing up the slide, do not sit on top of the bars, and hang from bars by hands only (not by feet or legs). Do not jump down from the equipment,

no tree climbing, and no tag is permitted in or around the equipment).

A.M. Bus Duty Rules

1. Students should not arrive before 7:45am.
2. Upon entering the building, students are to go directly to the gym for supervision. Students eating breakfast should report to the cafeteria upon supervisor's instruction.
3. Students must get supervisor's permission to leave the gym for restroom use or office visit.
4. Students may eat breakfast as parents allow. Students are encouraged to pre-pay. Breakfast will be served until 8:10.
5. Upon teacher's direction, as weather permits, students may go outside for a short recess.
6. When the bell rings, students report to their class line and stay in designated area.
7. All playground and general school rules will be followed before school.

P.M. Bus Duty Rules

1. Follow general school rules and play in areas designated by the supervisor.
2. Get permission before re-entering the building.
3. Students will be allowed to play until the whistle blows and it is time to line up.
4. Students will line up in an orderly manner and stay in line until released to their bus. Students will walk to the bus in an orderly manner to avoid accidents.
5. When weather requires bus duty to be inside, students will report directly to the gym or other designated area. While there, students will be able to read, draw, complete homework, visit with others, and talk in a quiet manner. Students may drink water only while seated in the designated area in the gym. All general school rules apply.
6. When riding a bus other than your own or riding a bus when you are not a regular bus rider, you are to bring a note from home to receive a bus pass issued in the office. This pass should be shown to the supervisor on bus duty, and then given to the bus driver.
7. Bus students will be released to parents arriving to pick them up through the front door only.

Lunchroom Rules

1. Students will come to the cafeteria with everything they need (lunch box, milk money, jacket, etc). All lunch money should be brought to the office before 8:30.
2. Students will quietly stand in a single file line.
3. Students will get everything they need *before* they sit down (fork, spoon, napkin, food items).
4. Students should eat only the food on their own lunch tray or in their own lunch box.
5. Students should not play with their food.
6. Students should remain in their seat at all times.
7. Students will sit on the bench with feet down.
8. Students may talk to the people sitting next to them using quiet voices after they have finished their meal.
9. Students will be quiet when signaled by teacher.
10. Students will walk quietly outside/down the hall when dismissed by the supervisor.

Student Attendance

- If a student is absent for any reason, parents should contact the office before 9:00am. Prior arrangements for planned absences should be discussed with the teacher and principal.
- If a student is absent and needs their homework, it should be requested by 9:00. It will be ready for pick-up in the school office after 3:00pm.
- Students should arrive at school by 8:15am. At 8:20, teachers begin the process of taking attendance, breakfast/lunch counts, collecting homework, and the morning Pledge. Students should be seated and ready to begin their day promptly at 8:25. Arriving at or after 8:25 is a disruption to the class and students will be counted as tardy.
- Tardiness is disruptive to the start of the school day and should not occur. If excessive tardiness develops, parents will be contacted for a conference. Tardiness and early departures jeopardize perfect attendance standings.
- If a student does not attend school, or leaves early for illness, they are not permitted to attend after-school or extra-curricular activities, such as games, programs, parties, or meetings.

Consequences for Rule Violations

In some cases, a stronger consequence is warranted beyond verbal warnings and loss of recess (such as fighting, bus misconduct, foul language, weapons).

1. Students will be given a verbal warning and explanation of their misbehavior.
2. Students will have a loss of recess time.
3. Students will serve consequences during lunch, lunch recess, or in-school detention.
4. Students will have their parents notified by phone, note, or letter. Parents may be asked to come to school for a conference.
5. Any misconduct on the bus will be reported to the principal by the bus driver and will be investigated. Parents will be notified and the consequences will be determined individually on a case-by-case basis.
6. A record will be kept of students who break rules on a repeated basis and/or students who are involved in fighting, belligerence, or gross misconduct. These records will be documented and kept in the Office of the Principal.

School Security

School security is always a concern for educators. It has become even more so in the world we live in today. We will continue to provide a safe and secure environment for students attending Grafton Elementary.

The building security system requires that all doors to the building be locked during school hours. All visitors to the building are required to report to the office using the **front door only**.

All visitors must register and sign-in at the office. Bus riders, car riders, and walkers will be released through the front doors only. Students leaving school in a manner other than their normal routine must have a signed note from their parents.

Students are not permitted to ride the elevator without permission and adult supervision. Students will use staircases in a single file, walking to the right side, in an orderly manner.