



Jersey Community High School Student Handbook 2018 – 2019

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. The high school administration is authorized by the Jersey Community Board of Education to rule on situations, as necessary, to maintain a safe and orderly school environment.

Just Commit to Higher Success

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Jerseyville, Il 62052

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District Web Site: www.jersey100.org

JCHS Web Site: jchs.jersey100.org

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2018 – 2019 Student/Parent Handbook

Welcome

Welcome to JCHS! The faculty and administration hope that your high school years are a very enjoyable educational experience. JCHS will be as GREAT as the individual students who comprise it.

This handbook is designed to serve as a guide for students 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 education process will be dealt with in a fair and consistent manner.

The faculty and administration are very sincere in providing opportunities to obtain a quality education. The Board of Education and taxpayers of Community Unit 100 have provided us with the facilities. It is now left up to all of us directly involved in the daily school routine to accept our responsibilities and obligations. As a student your success is in direct proportion to your effort and attitude. Your success will definitely dictate your future. A successful student record is very important.

Mission Statement

Just Commit to Higher Success

By inspiring learners for life

Student Responsibility

It is the responsibility of the students to know and observe all regulations and procedures relating to the contents of this handbook. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations and their interpretation should be addressed to the administration of JCHS.

BOARD OF EDUCATION

Greg Brown, President
Julie Pohlman, Vice President
Stan Kary, Secretary

Dave Bryden, Member
Joshua Evans, Member
David Isringhausen, Member
Peggy Perdun, Member

Mr. Brad Tuttle, Superintendent

JCHS Administration

Cory Breden, Principal
Thomas Roth, Assistant Principal
Mindy Woelfel, Dean of Students
Scott Tonsor, Activities Director

Guidance Counselors

Kim Davis	Last Names A through G
Julie Geers	Last Names H through P
Laura Ross	Last Names Q through Z

Class Sponsors

Class of 2019	James Bosomworth
Class of 2020	Zoe Chin & Jeff Goetten
Class of 2021	Gwen Brunaugh
Class of 2022	Genevieve Mossman
Class of 2023	TBD

Jersey High Loyalty Song
*Here's to the school we love so well,
Here's to old Jersey High.
Here's to her teams of might and fame
shout out their praise to the sky
Rah Rah Rah!
Here's to her students tried and true,
here's to their loyalty.
Here's to the school we love so well
Jersey High.*



JERSEY CUSD NO. 100

SCHOOL CALENDAR 2018-19



August 23, 2018	Thursday	District Institute – No School for Students
August 24, 2018	Friday	District Institute – No School for Students
August 27, 2018	Monday	District institute – No School for Students
August 28, 2018	Tuesday	First Day of School for Students
September 3, 2018	Monday	Labor Day – No School
October 8, 2018	Monday	Columbus Day – No School
October 9, 2018	Tuesday	Regional Institute – No School for Students
October 26, 2018	Friday	<i>End of First Quarter (2:00 Dismissal)</i>
November 7-8, 2018	Wed/Thurs	Parent/Teacher Conferences (Evenings)
November 9, 2018	Friday	No School
November 21, 2018	Wednesday	Thanksgiving Break – No School
November 22, 2018	Thursday	Thanksgiving Day – No School
November 23, 2018	Friday	Thanksgiving Break – No School
December 21, 2018	Friday	Last Day Before Christmas Vacation (2:00 Dismissal) <i>End of Second Quarter – End of First Semester</i>
January 2, 2019	Wednesday	District Institute – No School for Students
January 3, 2019	Thursday	School Reconvenes for Students
January 21, 2019	Monday	Dr. Martin Luther King Day – No School
February 18, 2019	Monday	Presidents’ Day – No School
March 15, 2019	Friday	<i>End of Third Quarter (2:00 Dismissal)</i>
April 19, 2019	Friday	Easter Break – No School
May 27, 2019	Monday	Memorial Day – No School
May 30, 2019	Thursday	**Last Day of School for Students (2:00 Dismissal) <i>End of Fourth Quarter – End of Second Semester</i>
May 31, 2019	Friday	District Institute – No School for Students

****Five emergency days are built in to the schedule. If any of the five days are unused they will be removed to accurately reflect the end of the school year.**

Bell Schedules

Regular Day				Panther Time Day (Thursday)			
	Start	End	Mins		Start	End	Mins
EB	7:25	8:05	40	EB	7:25	8:05	40
Announcements	8:10	8:16	6	Announcements	8:10	8:16	6
1	8:16	9:04	48	1	8:16	8:59	43
2	9:08	9:56	48	2	9:03	9:46	43
3	10:00	10:48	48	PT	9:50	10:20	30
4	10:52	11:36	44	3	10:24	11:07	43
5	11:40	12:24	44	4	11:11	11:53	42
6	12:28	1:16	48	5	11:57	12:39	42
7	1:20	2:08	48	6	12:43	1:26	43
8	2:12	3:00	48	7	1:30	2:13	43
				8	2:17	3:00	43

Half Day for School Improvement				Delayed Start Days			
	Start	End	Mins		Start	End	Mins
EB	7:25	8:05	40	EB	No Early Bird Classes As needed		
Announcements	8:10	8:16	6	Announcements			
1	8:16	8:40	24	1	10:00	10:34	34
2	8:44	9:08	24	2	10:38	11:12	34
3	9:12	9:36	24	3	11:16	11:50	34
4/5	9:40	10:04	24	4	11:54	12:28	34
6	10:08	10:32	24	5	12:32	1:06	34
7	10:36	11:00	24	6	1:10	1:44	34
8	11:04	11:30	26	7	1:48	2:22	34
				8	2:26	3:00	34

Delayed Start Days

“Delayed Start Days” exist when weather conditions are severe (for example, fog) and school is delayed. This will help minimize unsafe conditions, in order to get students to school safely. **This announcement will be made in the same manner as a “School Cancellation”.** It will be posted on the JCUSD #100 web-site, channel 12, local television stations, and local radio stations. School will start at **10:00 A.M.** on “Delayed Start Days”. Bus pick-ups will be approximately the same times between the start of school and your child’s pick-up. If your child’s pick up time is one hour before school on a normal day, then your child would be picked up one hour before the “Delayed Start Time” of 10:00 A.M.

Panther Time

Panther time will meet on Thursdays only. Students will be assigned by grade to a classroom.

JERSEY COUNTY ORDINANCE ON TRUANCY

As it relates to Jersey CUSD #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 continued 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 gage 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 tends 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 “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 (10th), a doctor’s note will be required in order to consider the absence excused. This rule does not contradict classifying illness 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 State’s Attorney and pursued through the court systems.

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.

GENERAL INFORMATION

Activity Accounts

All funds raised by school clubs and classes are to be deposited with the School Activity Treasurer. In order to withdraw funds to pay bills, the treasurer of the organization prepares a voucher and obtains the signature of the organization sponsor. The order is signed by the principal and then presented to the school activity treasurer, who will issue the check.

Building, Use of

There is to be no unsupervised use of the building at any time; a teacher will be present at all called practices. Special requests for the use of the school facilities will be considered by application to the principal.

Fire/Disaster Drills

In an effort to anticipate any emergency and to ensure the comfort and security of our student body and staff, disaster preparedness drills will be held throughout the year. Instructors will go over this procedure with each class during the first day of each semester.

Fire drills are required by law and are an important safety precaution. In each room there is a card telling you which exit the class will use. There are some rules governing fire alarms, which must be followed.

1. When the fire alarm sounds, everyone must leave the building regardless of weather conditions.
2. Leave the building in an orderly manner, single file, walking briskly and quietly.
3. Students should walk away from the building to prevent congestion near exits.
4. Teachers and students must remain together as a class so that roll may be taken.
5. No one should re-enter the building until the proper signal is given.
6. Instructors will go over this procedure with each class during the first day of each semester.

Insurance

All Kindergarten – 12th grade District #100 students are covered while at school and during school sponsored activities under a limited insurance policy with the exception of football practices and games and hockey. The policy acts as a secondary policy to any insurance coverage already in existence. The school assumes no responsibility or liability for any accidents or for the filing of claims. All claims must be filed immediately after an accident by the student's parent with a completed accident report including the signature of the teacher or coach in charge. It is the parents' responsibility to make sure that all reporting deadlines are met. Please contact the school nurse for details.

Lost and Found

Lost and Found articles are kept in the office. Unclaimed items will be disposed of at the discretion of administration.

Lunch Program

The cost of the hot lunch program is \$2.50 per day. Breakfast is \$1.00 per day. Money may be added to a student's lunch account anytime during the school year. Students will be permitted to purchase a la carte (food of their choice) from the serving counter. The price will be posted in the cafeteria for each a la carte item. All food and drink is to remain in the cafeteria.

Messages for Students

Telephone calls may be made to the school office, 498-5521, during regular school hours. Students will be called to the phone only in emergencies. However, parents may leave a message and every attempt will be made to deliver the message to the student.

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. Questions in reference to educational opportunities may be directed to the Superintendent, Unit #100 Administration Office, 100 Lincoln Street, Jerseyville, Illinois. Telephone: 618-498-5561.

A Student Grievance procedure (found on page 10), information about this procedure, and copies of the procedure, are available from the offices of the Superintendent of District No. 100 and the Assistant Principal of JCHS.

Parents' Right to Request Teachers' Qualifications

August 2016

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 Unit Office at 618-498-5561.

Pest Control Management – Lawn Care Applications

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 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 Dennis Williams at 618-498-9866.

Posters, Flyers and Announcements

All posters, flyers and announcements for school and community events must be approved by the administration prior to display or distribution.

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 administration in writing if they choose to "opt out" of any and all surveys.

Record Act of 1975 (student)

The Jersey Community High School System is governed by rules and regulations of the Illinois School Student Record Act of 1975. The complete set of regulations are on file in the Jersey Community High School offices. The following major points of the act are listed for your information:

1. The school maintains two types of records about each student.
PERMANENT RECORDS - The law requires permanent records to contain: basic identifying information (students' and parents' names and addresses, birth date and place, and gender), the academic transcript (grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations), attendance record, accident report and health record, and record of release of permanent record information.
TEMPORARY RECORDS - These consist of all information not required to be in the permanent record, and may include: family background information, individual or group intelligence test scores, aptitude test scores, reports on psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews, elementary and extracurricular activities including any offices held in school sponsored clubs or organizations, honors and awards received, teacher anecdotal records, disciplinary information, special education files (including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals), any verified reports or information from non-educational persons, agencies or organizations, other verified or clear relevance to the education of the student, and a record of release of temporary record information.
2. Parents and students have the right to inspect and obtain copies of temporary records. At age 18 students accede to the rights of parents for access to temporary records.
3. 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.
4. 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 can not 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.
5. 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.
6. The school will review temporary school records periodically for the purpose of deleting and destroying information that is no longer relevant to the students' 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.
7. 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 he does 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.
8. 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.
9. 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.
10. Parents have the right to contact the US Department of Education to report alleged failures by a district to comply with student records laws.

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.

1. 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.

2. 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.

3. 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 react 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, Jerseyville	100 Lincoln, Jerseyville
Phone	618 498-5561	618 498-5561

Transportation to and from School (Bus)

Students living 1 1/2 miles from the school will be provided bus transportation. Bus assignments are made by the Director of Transportation, if there are questions phone 498-9866. Students are to board the buses in front of the main entrance. Students are not authorized to leave campus or wait in the loading area.

Videos

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act.

Visitors

All visitors must register at the reception desk, located at the main entrance, before going anywhere in the building. Any person wishing to confer with a staff member should contact the staff member by phone or email to make an appointment. Students are not permitted to have visitors during the school day.

School Regulations

Closed Campus

Jersey Community High School has a closed campus except for the period of time a student is assigned lunch. A student may be assigned closed campus for his/her lunch period by an administrator or by parent request. Students are not permitted to leave campus at any other time unless permission is first obtained in the office. All students leaving the building must first sign-out. **All 8th grade students will have closed campus AT ALL TIMES.**

Lockers

Each student is assigned a locker. Locks may be purchased from the office. If help is needed in working a combination, consult the office. Students are to notify the office when there is a problem with their lockers. Each student must use his/her locker as assigned. Lock combinations should be confidential. Do not mark on or damage lockers in any way. The lockers are the property of the school and are subject to search at any time. Only school-issued book bags are allowed in the hallways and classroom areas. Book bags are NOT allowed in the PE locker rooms. Please leave them in your hallway locker. All other bags and purses must be kept in your locker.

Parking Lot Regulations

In order to better control the safety and regular attendance of our students, the following regulations must be enforced. Violation of the rules may result in detention, loss of parking privilege, or the car may be towed at the owner's expense. Because of the limited parking on campus, parking permits will be sold to seniors first then juniors. Sophomores are not guaranteed a parking permit.

For those students who park on campus, the following rules will be observed:

1. No reckless or hazardous driving on school grounds.
2. No reckless or hazardous driving on streets near the school. Students who drive in a reckless manner will have charges filed against them by the school.
3. Students will not sit in cars during the lunch hour or any other time of the school day.
4. Students driving motorcycles to school must abide by the same rules as those for automobiles.
5. All student vehicles that park in the student parking lot must be registered in the office.
6. All vehicles must display a student parking permit purchased from the office.
7. Parking permits may not be shared, loaned or transferred to another student.

Passes

Any student in the hallway during class time must be with a teacher or have a hall pass. All passes must be filled out in detail by a teacher, administrator or office personnel. Students may receive passes to the office, library, guidance, restroom, or for other similar reasons from their classroom teachers, counselors, or administrators. Study Hall supervisors will not write passes out of Study Hall. Students knowingly in possession of another student's hall pass or in possession of forged passes will be assigned detention and have pass privileges revoked.

Passports

Occasionally it is necessary for a student to leave school during the day. In that case, a parent/guardian should send a note to the office explaining why the student should be dismissed. The student will be issued a passport, doctor slip, etc. At dismissal time, the student must "Sign-Out" in the office and "Sign-In" upon return. Students without notes from parents must explain this to the secretary and she will contact parents by phone to receive the permission to leave the building. This accomplished, the student will be allowed to sign-out. Students may not sign out without permission.

Work Permits

Each semester a student may apply for a work permit for either the 1st or 8th period.

Application approval is based on:

1. a study hall scheduled for the time requested.
2. an application form signed by both parent and employer.
3. verified employment.
4. a contract signed by the student that lists the limitations and regulations of the work permit.

Enrollment Information

Admission Requirements

A student who has successfully completed the necessary prerequisites for registration and is a resident of District 100 may enter Jersey Community High School. A student transferring from another high school is admitted to full standing upon receipt and review of a transcript from the last school attended.

Courses of Study

The various choices of study at JCHS have been established for the purpose of providing students with an expressed academic guide while choosing their desired course work. The choice of a course of study is a very important decision and should receive a tremendous amount of consideration. In choosing a course of study a student should be in consultation with a counselor and parents. Throughout the four years in high school a student should review course selection in terms of meeting occupational or higher educational goals as determined by a chosen course of study.

When a student registers at JCHS he/she is to choose a course of study. Students may decide to change their course of study at any time but should fully realize that additional course work may be required to reach their desired goal.

A copy of the student's choice of courses of study will be kept on file by the counselors. Students are to review their elected course of study as often as necessary but they should do this specifically at the time of registration.

8th grade students will have four (4) core curriculum classes and daily Physical Education. In addition, 8th grade students will choose 2 electives. These classes and lunch will fill their 8 hour schedule.

Final Exams

All students will take final exams.

Graduation Requirements

1. A minimum of twenty-four (24) credits are required for graduation.
 - 3 credits in math (to include Algebra & Geometry)
 - 2 credits in Science
 - 4 credits in English
 - 1 credit in Physical Education
 - 2 credits in Physical Education (beginning with the Class of 2016)
 - 1/2 credit in Health
 - 1 credit in U.S. History
 - 1/2 credit in Government
 - 1/2 credit in Economics or Law for Living
2. One-half (1/2) credit is given per semester for music performing groups, not including Show Choir and Jazz Band. P.E. classes will receive 1/2 credit.
3. The book phase of Driver Education is normally taught during the sophomore year or shortly after the student turns 15. A student must pass 8 classes in the previous two semesters to be eligible to take the book phase of Drivers Education. Driver Education is not required to graduate and is a non-credit earning quarter long course.
4. All vocational courses that meet two hours receive two (2) credits per year. A student may enroll in only one double period course and must be enrolled in 5 additional courses (total of 7 credits per year).
5. A student whose class has not graduated is required to be enrolled as a full time student with a normal load. A normal load is 7 subjects (including P.E).
6. A student must be enrolled at Jersey Community High School the semester immediately preceding graduation. A senior student who lacks no more than one credit from graduating with his class may attend summer school or take a correspondence course following his senior year. A student taking courses outside J.C.H.S. must have the approval of the Principal.
7. Diplomas will be issued at the time of graduation to those who have met the academic requirements. Diplomas will be issued at the close of summer school to those pupils who complete their work during the summer session.
8. A student may transfer two credits from a night school, junior college, or correspondence school to fulfill graduation requirements. Additional credits may be approved by the principal.
9. Students are expected to take a normal load and encouraged to spend four years in meeting the graduation requirements from Jersey Community High School. Early graduation is not encouraged or recommended. However, if early graduation is desired the following requirements are mandatory:
 - A. Meet all Jersey Community High School requirements.
 - B. Submit to the Principal a written request from the parents by June 1 prior to the date of expected completion of course work. Any requests after June 1 must have approval by the principal through a personal interview.
 - C. Attend school at least seven (7) semesters.
 - D. Students must earn their 8th semester of English (0.5 credit) through one of the following methods of credits:
 1. College writing course
 2. Take Public Speaking, Literature and Film, Classic Novels and Literature or Mythology in addition to English 4 during the fall of the senior year.
 - E. Recommend completion of Government in summer school prior to senior year.
 - F. Students are responsible for all summer school and transfer credit course fees.
 Students who are permitted to graduate early may receive written certification of their graduation at the time of completed required course work.
10. A student who has not met the requirements for graduation will not be permitted to participate in the graduation ceremonies.
11. Procedure for required courses:

FRESHMAN

English I - 1 credit
 Math - 1 credit
 Science - 1 credit
 Social Science – 1 credit
 Physical Education

SOPHOMORE

English II – 1 credit
 Math – 1 credit
 Health – ½ credit
 Science – 1 credit
 Driver's Education
 Physical Education

JUNIOR

English III – 1 credit
 U.S. History – 1 credit
 Math – 1 credit
 Physical Education

SENIOR

English IV – 1 credit
 Government – ½ credit
 Economics or Law for Living – ½ credit
 Physical Education

Academic Programs

HONORS COURSES

The following courses are classified as honors subjects:

English IV (H)	AP Environmental Science (H)	AP Calculus (H)
English III (H)	Physics (H)	Pre-Calculus (H)
English II (H)	Zoology (H)	Statistics (H)
English I (H)	Botany (H)	Algebra II (H)
Economics (H)	Advanced Chemistry (H)	Accounting 2 (H)
Marketing (H)	Geometry (H)	Public Speaking (H)

Procedure for Calculating Grade Point Average (GPA)

Due to the complexity in calculating grade point averages across two student management systems, please see your guidance counselor for concerns about your GPA. Our school uses a 5 point scale with add-on bonuses for Honors courses.

Recommended Grading Scale

90 – 100	A
80 – 89	B
70 - 79	C
60 – 69	D
Below 60	F

Honor Roll

We believe it is desirable to give recognition to all students who maintain a consistently high level of achievement in the subject matter field. This recognition is provided by a published list of honor students in our community newspapers. The Honor Roll will be figured in the office based on the following criteria:

High Honors - 4.500 or above Honors - 4.250 to 4.499

Latin Honor System

Beginning with the Class of 2014, JCHS will use a Latin Honor System to distinguish academic achievement. Students earning a cumulative GPA of 4.70 or higher will be recognized with the following honors.

Summa Cum Laude	5.11 or higher	Highest Praise
Magna Cum Laude	4.91 to 5.10	Great Praise
Cum Laude	4.70 to 4.90	Praise

National Honor Society

Eligibility is open to students in the eleventh and twelfth grades. A scholastic average of 4.5 is a requirement. Leadership, character and service criteria are also considered. Members who fail to maintain the standards of the National Honor Society will receive a warning letter with a time limit of one semester to make corrections. Failure to make corrections will result in dismissal. A member is allowed only one warning. For flagrant violations, the member does not necessarily have to be warned.

Physical Education

All students will take physical education daily or present a doctor's excuse to the Office. Each student will receive physical education instructions at the beginning of the school year describing uniform requirements, medical excuses, dressing procedures, discipline, grading, etc. A parent may excuse a student from PE for 1 day only (without a doctor's excuse) and student must get administrator's approval.

Physical Education Exemption

Students may request exemption from physical education for the following reasons:

1. Students in grades 11 and 12 who provide written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
2. Students in grades 11 and 12 who lack sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for exemption.
3. Students in all grades who participate in fall marching band. Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule, which meets minimum school day requirements. Approval of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant.

Schedule Changes

All schedule changes require your Guidance Counselor's approval. Schedule changes should be made only for very important reasons. Schedule changes will not be considered for lunch hour preference or teacher preference. Students are given every opportunity to work out their schedules and to make changes before school starts. After the first week of each semester, changes will be considered only at the request of a counselor or a teacher. Students will be allowed the first week of each semester to apply for schedule changes. Schedule changes may not be feasible if the desired class is full.

Drop/Add Policy

- | | |
|----------------------------|--|
| 1 st week | Students may request changes. Courses will be dropped and added with first priority given to true errors. Subsequent changes will be based on graduation year if class size permits. |
| 2 nd week | Courses may be dropped and added at counselor's discretion. Class sizes will be balanced at this time if necessary. AP students may drop during this week, but no later. |
| After 3 rd week | Courses will only be changed under special circumstances and will require the approval of the Principal or Assistant Principal. |

Plagiarism/Cheating

Students will not be given any credit for work that is copied from another student or another source.

Safe School Hotline

In an effort to help students, JCHS has a free and confidential hotline. Students are encourage to call the Safe School Hotline when they know of anything that threatens the safety of a student or JCHS.

1-800-4-1-VOICE

1-800-418-6423

www.safeschoolhelpline.com

Text: 66746, TIPS

Attendance

The school administrators, faculty, and facilities are available to give every young person in Community No. 100 an excellent educational program. It is the responsibility of the student and parents to see that this educational opportunity is utilized to the fullest extent. Attendance is reflected in the scholastic achievement of a student.

Absences

If a student will not be attending school, a parent should contact the school before 10:00 a.m. The student whose parent has not reported him/her absent must bring a note to the office upon returning to school.

Below is the attendance policy that will be followed:

1. Valid reasons for being absent include: illness, death in family, serious illness of immediate family members, doctor/dental appointments. Other examples may be found in the Illinois School Code.
2. Any student who is absent from school without valid reason will be considered truant.
3. A student who is absent three (3) or more days may request the office personnel to contact the teachers for assignments to do at home. For an absence of less than three days the student is responsible to get the assignments with the help of friends or classmates.
4. Unless prior arrangements have been made, a student must be in attendance at least half the day in order to participate in co-curricular activities later that day.

Ten – Day Rule

Students will be permitted TEN (10) absences per class per school year that can be excused by a parent's note/phone call. For ANY absence after the tenth, a doctor's note will be required in order to consider the absence(s) excused. Credit will not be given for work assigned during an unexcused absence. Field trips and college visit days will not count toward the 10-day rule. However, no student will be allowed to take a field trip or have a college visit excused if he/she has over 10 days of absence.

Make-up Work

A student is required to make up all work missed. Students are responsible for obtaining missed assignments from their teachers. No make-up work is carried beyond a grading period unless due to extended illness. Students who do not make up required work fail to complete the course requirements and are given a failing grade. In making up work, one day will be given for each day of absence, plus one additional day. (For example: If you are absent four (4) days, you will be given five (5) school days to make up all work). Credit will not be given for work assigned during an unexcused absence.

NOTE: A field trip and a college visit day are not considered absences for attendance purposes and therefore the work is due upon return.

College Visits

Students must obtain a "College Visit" form in the office and have it signed by all teachers. This form must be returned to the office one day prior to a college visit. Any student who is failing a class, has missed more than ten days of school, or does not have the appropriate number of credits will not be granted a College Visit day. Upon returning to school after the visit, students must have verification from the college that includes the student's name, the date and time of visit. This day will be counted as a "field trip" for attendance purposes only. Students in good standing (appropriate number of credits) will be permitted a total of 3 college visit days beginning with the second semester of their junior year. Any college visit to Lewis and Clark Community College will only be considered a half day. Failure to follow the proper procedures will result in the day counted as an absence. A college visit day is not considered an absence for attendance purposes; therefore, the work is due upon return. No College Visit days are granted in the month of May without an administrator's approval.

Homebound Instruction

Students who are unable to attend school for a medical reason (illness, injury, or surgery) may qualify for homebound instruction. Parents must request permission for this type of instruction from the Superintendent of schools. The process begins with the school nurse.

Pre-Arranged Absence

A parent who needs their son/daughter to miss school for an extended period of time must contact an administrator. A pre-arranged absence form must be completed by the student, signed by the teacher of each class, and turned in to the office prior to the absence.

Withdrawal From School

It is the student's responsibility to secure a drop card from the Guidance Office. Each teacher, the student's counselor, librarian, and an administrator must sign the card. After the card has been signed, it must be returned to the Guidance Office. All school property will be returned to the proper authorities.

Student Discipline

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 of this district is authorized to establish rules for student behavior. In situations involving undesirable behavior it is necessary for the school to impose discipline. 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 school including bus riding to and from school, extra-curricular activities, educational field trips, school outings, etc. In keeping with the procedural safeguards required by IDEA, if 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 request one from the administrative office of the district.

Affection, Student

Excessive displays of affection at school will not be tolerated.

Alcohol

The consumption of alcoholic beverages is hazardous to the health of students. The consumption, possession or distribution of alcoholic beverages is not permitted on school buses, in school buildings or on all other school property at any time. This policy extends to all school sponsored and related activities, as well as field, athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of alcohol. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had alcohol in their possession. If a staff member finds a student to be under the influence of, using, possessing or distributing alcoholic beverages in violation of this policy, the student may be suspended up to seven days and the proper authorities will be notified. The student will then be allowed to volunteer for the Student Assistance Program or they will be subject to expulsion by the Board of Education. A second offense of this nature may result in a recommendation for expulsion.

Assault/Fighting

Fighting or other physical contact of this type will not be permitted on or around the campus or building complex of Jersey Community High School. Threats and assault of school personnel will not be tolerated. Those students found to be in violation of the above stated rule may be placed in detention, in-school detention, suspended from school, expelled from school by the Board of Education, have legal authorities notified, and/or have possible civil prosecution brought against them.

Badges/Student IDs

ALL students must wear school issued ID badge for the current school year and the appropriate lanyard while in the building during the school day. Failure to comply may result in detention or In-School-Detention.

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.

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying.

Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying 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 can range from warnings to suspension or recommendation for expulsion.

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 of 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 questions to the Principal regarding racial harassment.

Sexual Harassment

Sexual harassment will not be tolerated at Jersey Community High School. It is prohibited by state and federal law. Cases of sexual harassment may result in detention, in-school detention, and/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 sexual harassment.

Sexual harassment includes 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 a term or condition of an individual's employment or educational programs and benefits.
2. Submission to or rejection of such conduct of an individual is used as the basis for employment or educational decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

The Principal of Jersey Community High School is to be contacted, when a student believes he/she have been harassed by a member of the student body or a member of the faculty. If it seems more appropriate, the District Review Officer at the unit office, may be the first person

Conduct - General

The key to good conduct is courtesy and respect. Students are asked to extend this form of conduct to all fellow students, JCHS faculty, administration, and non-certified employees.

Conduct – Co-Curricular Activities

The rules and policies of conduct, which govern the behavior of the students during the school day are extended to all school activities. These activities are considered an extension of the school day; thus, misconduct at these activities will be disciplined according to the school rules and regulations. At athletic events, you can best support your team by good sportsmanship.

Conduct – Spectator Bus

Students riding buses must comply with the following rules:

1. Chaperones will have complete control of seating arrangements and conduct of the students. Time of departure from the school will be announced. Buses will depart from the game 15 minutes after completion or sooner if students are loaded. Students must sign the fan bus list in the office prior to the beginning of the 6th period.
2. The bus chaperone has the responsibility to turn in names of students who misbehave on the bus. Upon the recommendation of the chaperone, these students will not be permitted to ride spectator buses the remainder of the year.
3. All school rules apply to students who ride the spectator buses. Violations of rules, such as smoking, etc., may result in in-school detention and/or suspension.
4. Students riding the bus to the game will ride the bus home, unless they are released to their parents.
5. When checking roll, crossing railroad tracks, and when told to do so by the chaperone or driver, students will be quiet.
6. Profanity, eating on the bus, throwing trash on the bus will not be tolerated.
7. Students may not ride the bus if they did not sign up and pay bus fees in advance.

Curfew

All students and parents should be familiar with the curfew ordinance. All high school activities will be planned that students can abide by these ordinances.

Detention Rules

1. No talking between students.
2. Detention time will be after school from 3:45 to 5:05. Report to the lobby at 3:40. Students who are late may not enter detention.
3. Students who disrupt detention will be dismissed immediately and may be assigned additional hours, assigned to ISD, or suspended.
4. Students on work permits must adjust their work hours in order to fulfill their detention hours.
5. Students are expected to work on assignments and do assigned work while in detention. Students who bring nothing to work on will be dismissed immediately and may be assigned additional hours, assigned to ISD, or suspended.
6. Students assigned to detention may sign up to ride the activity bus.
7. Students who miss detention without permission may be assigned ISD the next day.

Dress Regulations

Dress and appearance which cause a disruption of the educational process or present health or safety problems shall not be permitted. The following are not consistent with the law or the philosophy of JCHS and are considered prohibited.

- ~Shirts with inappropriate logos/sayings/drug or alcohol references
- ~Halter tops, shirts with straps thinner than three fingers, shirts that leave bare skin exposed
- ~Sagging pants or pants that leave undergarments exposed, including pajamas
- ~Fingertip rule: Length of shorts, skirts and holes must be lower than a student's fingertips when arms are resting at side.
- ~Winter or oversized coats worn inside the building ~bare feet ~chains ~spike jewelry ~hats worn in the building.

Students who wear inappropriate dress will be sent home and will receive an UNEXCUSED ABSENCE.

Cell Phones/Electronic Signaling Devices/Pagers/Recording Devices

- Teachers have discretion as to whether students are allowed to use cell phones in their classrooms.
- Phones must be turned off and kept concealed during the school day. Unless the phone is being used for a curricular purpose, it is best left in your locker.
- Classroom disruptions due to cell phones may result in confiscation of the phone and an after school detention. Upon the second offense, the phone may be confiscated, detention or ISD may be assigned and the student's parent may be required to pick up the phone. Subsequent offenses may result in more progressive discipline including ISD or suspension.
- If the phone is used for inappropriate or obscene reasons, it will be confiscated and turned over to the School Resource Officer. The student may be disciplined up to and including expulsion.
- The school will not be responsible for stolen or damaged phones.

Gambling

State law prohibits games played for money. Card playing or gambling is not permitted.

Gang Symbols/Signals/Dress

Any symbols, signals or dress that are gang-related are not permitted at the high school. Students in violation of this rule may be assigned detention or suspended. The wearing or "Flying" of bandanas is not allowed on school grounds.

Illegal Drugs

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

If a staff member finds a student to be illicitly using or possessing drugs or look-alike drugs in violation of this policy, the student may be suspended up to seven days. The student may be given an opportunity to participate in the Student Assistance Program to avoid an expulsion recommendation to the Board of Education. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. Students are not permitted to use or possess illegal drugs, chemicals, drug paraphernalia (including pacifiers), or look-alike substances. 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. A second offense of this nature may result in a ten day suspension and a recommendation for expulsion.

Any attempt to deliver, sell, receive, or purchase an illegal substance on school property will result in a recommendation to the School Board for expulsion.

Smoking

Smoking by students (including e-cigarettes and vapes) is not permitted any place on or around the school campus including the parking lot. Smoking of an illegal substance will not be tolerated. Those students found to be in violation of the above stated rule may be suspended from school, placed in detention or ISD, and/or expelled from school by the Board of Education, have legal authorities notified or have possible civil prosecution brought against them. Students may not leave campus to smoke between classes.

School Suspension

The Superintendent of Schools and building principal of a school are authorized to suspend pupils guilty of gross disobedience or misconduct (e.g. inappropriate language directed towards a teacher/administrator, bullying, insubordination, etc.). The suspension period will not exceed ten (10) school days. In case of suspension from school, the 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. This will be included in the suspension letter. The parent or guardian must request the review in writing. Students are encouraged to avoid being suspended from school. Students who are suspended are encouraged to make up all work to avoid academic failure. Any student who is suspended from school and who is found to be within 500 feet of school property is subject to arrest.

In-School Detention (ISD)

In-school detention classrooms are authorized by the Board of Education as the budget permits. In School Detention is an alternative for out-of-school suspension, or for students who have accrued numerous detentions. Students in In-School Detention are permitted to make up all class work for full credit. The student is counted as present for school purposes but the absence counts towards taking finals in the classes the student missed. ISD can be issued for a full school day or for half of the school day (half days include staying on campus for lunch). Students dismissed from ISD because of behavior problems may be suspended and may be required to make up any remaining hours in ISD upon return to school from the suspension.

School Bus Suspension

The school bus is considered an extension of the school. 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, Director of Transportation, 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.

Skiping Class

Any student who misses more than half a class period without an acceptable excuse is considered truant. Disciplinary action may follow.

Tardiness

Any student reporting late to his/her first, fifth, or sixth hour class must first report to the Office for a "Tardy Pass" to class. A student who fails to obtain a pass to class should be sent to the office and marked tardy. No excuses will be accepted for "Late from Lunch" during fifth or sixth hour. Detention and closed campus will be assigned for students late from lunch. On the 3rd tardy to a class, the student will receive a warning. After the 4th tardy, a detention may be assigned. A student is considered absent if he/she misses more than half the period. The student should be marked tardy for less than half the period. If a student is more than 5 minutes late without a valid explanation, the student should be sent to the office to have the tardy investigated.

Vandalism/Theft

The work of the maintenance staff can be greatly aided through the cooperation of the student body. Full restitution will be demanded for all damage and/or destruction of school property including stolen property. Discipline may include a verbal reprimand, detention, in-school detention, and/or suspension.

Weapons

Items considered as being dangerous to the health and safety of the students and school personnel, are not to be permitted on campus. Any item if 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, may be expelled for at least one calendar year, but no more than two calendar years.

Student Services

Guidance Department

Three full-time counselors handle the work involved in the guidance department. A student may arrange for a conference during his study hall, before school, after school, or noon hour by making an appointment with the counselor.

The work of the department can be divided into several areas: educational guidance, vocational guidance, personal counseling and administrative duties.

Educational guidance helps students to plan their subjects while in high school and to develop their future educational goals such as choice of college, business school, technical school, school of nursing, etc. Scholarship information and testing programs are also included in this phase. One conference with each student during each semester will be arranged to discuss such topics as educational and vocational plans.

Vocational guidance includes aiding students to make choices concerning careers by helping them gather information and analyze alternatives regarding areas of work in which they show interest and aptitude.

Personal counseling is done with those students who voluntarily come for this purpose. Counselors offer an attitude of acceptance and understanding to a student who wishes to discuss his/her problems.

The administrative functions of the department include special activities, which have a close bearing on the other work of the department such as registration and scheduling procedures, orientation of Freshmen, and college admissions processing. The work of the department not only involves those students still in school but also past graduates and students who have left school for any reason.

Various college catalogs and occupational information are available from the guidance department. The guidance department also has information available concerning training and opportunities in nearly all fields of work for the students who are going into the vocational field after high school graduation.

Parental conferences are welcome at any time. If there are questions concerning a student's educational or vocational plans, please call the counselor at school and make an appointment.

Students are encouraged to visit the Guidance Office. However, a pass from the counselor is necessary in order to leave class for an appointment in the Guidance Office.

Transcripts

JCHS will send copies of a student's transcript to designated colleges, schools, employers, etc. upon receiving a request in writing with the student or his/her parent signature. Release-of-Records forms are available in the Guidance Office and Main Office.

Health Services and Medication

A student becoming ill or involved in an accident during the school day must report to his/her instructor and ask for a pass to the nurse. If it is necessary to go home, the student's parents will be informed by the school authorities and the student will be released from school. If this procedure is not followed and the student leaves without properly checking out, the student will be considered as truant. Students are not permitted to contact their parents prior to consulting with the nurse. This may be considered a cell phone violation.

Accident reports must be filed by the student's instructor. It is the student's responsibility to contact the instructor and help complete the accident report.

If a student becomes ill or injured off-campus during lunch, the student's parents are expected to contact the school prior to dismissal (3:00). If the student's parents cannot be reached, it is then the student's responsibility to notify the office. Failure to notify the office will result in unexcused absence and detention. The student is expected to bring a note from a parent the next day of school attendance.

All medication, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber. A written order for the medication shall be obtained from the doctor, and parent's written request for medication to be given during school hours shall be obtained. Medication must be brought to school in the original container, with the student's name on the label and kept in the office.

Students who require prescribed asthma medication at school must see the school nurse. Appropriate forms must be completed concerning the medication.

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) 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 out of a student's self-administration of medication or the storage of the medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

ADOPTED: JULY 21, 2004

Health Records

Students entering 9th grade and new students must meet the following health requirements upon entering school:

- Up-to-date immunization records.
- Physical and dental examinations completed.
- Students who have not complied with physical and immunization requirements will not be allowed to register for school until completed.
- New students have 25 school days to come into compliance. If state requirements have not been met at the end of 25 school days, the student will not be allowed to attend school.

Vision and Hearing Screening

Each year, all transfer students will undergo a vision and hearing screening by an Illinois Dept. of Public Health Certified Technician. District 100 Special Education students receive a vision and hearing screening each year they are in attendance. Per the Illinois Dept. 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. This report must be submitted to the school nurse at the start of the new school year.

Instructional Materials Center (IMC)

Any student who wishes to use the IMC should obtain a pass from one of his/her classroom teachers. Students may come to use the IMC during study hall or lunch. Books may be checked out for two weeks, and can be renewed for an additional two weeks. Students must have their student ID to check out materials. A fine per day is charged for each overdue book. If a book is lost, the student is responsible to pay for the replacement cost of the book.

ATHLETICS

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

It shall be the policy of the Board of Education that, in order to be eligible for participation in cocurricular activities, students will follow the IHSA guidelines for eligibility. In addition, a student must be passing a minimum of 70% of the classes they are currently involved in. Students who are suspended from school will not be allowed to take participate in co-curricular contests or practices the day of the suspension. "Co-curricular" Activities apply to the following (but are not limited to) and will need to ascribe to the policy above and will be assessed on a per week and semester basis. All exclusions from events do not include practices. Included are Athletics, Clubs, Jazz Band, Show Choir, FFA (Includes all events except Greenhand Ceremony and Awards Banquet), Student Council, National Honor Society, Musical, Plays, Math Team, Scholastic Bowl, Talent Search, Class Council (Includes any activity beyond 5:00 p.m.: floats, Prom and Prom Friday), A.V. Crew (Any activity beyond 5:00 p.m. or out of study hall), Model U.N., Poms, Cheerleading, Drill Team, Prom/Homecoming or any Other Courts, MVC Music Festival, Field trips that are not class and grade related (teachers will provide short synopsis of relationship), Office Runners/Student Helpers (*No Failing grades), Music Events Outside of Class. This does not include activities such as: dances, community service, AAUW workshop, etc.

JCHS follows all IHSA rules and regulations governing high school activities. See ihsa.org for complete details on attendance, residency, transfers, participation, etc.

ATHLETIC - VARSITY LETTER

1. First award any sport: Participant receives a letter, sport insert and a service bar.
2. First award this sport (has lettered in another sport): participant receives a foil certificate, sport insert and service bar.
3. Second, third or fourth award in this sport: participants receive a foil certificate and a service bar.

CO-CURRICULAR CODE

PURPOSE

Participation in a co-curricular activity is voluntary and a privilege. Participants involved in the co-curricular program are expected to comply with the regulations of the school, and conduct themselves in a manner that reflects in a positive way on themselves, their school, and the school district. By choosing to take part in co-curricular activities (see page 14 for list), students understand that they will be held to a higher standard of conduct. This code defines the rules for all students involved in co-curricular activities, defines the consequences for those students who violate these rules, and establishes procedures that will ensure fair and consistent enforcement of the code.

PROCEDURES

The following rules apply to the school-related conduct of all students involved in co-curricular activities, on and off campus, 24 hours a day, seven days a week. School related conduct is any conduct that has a direct and immediate effect on the discipline or general welfare of the school or affects the reputation of the school, whether on or off campus. Activities that are a part of a student's grade in a course (e.g. music concerts, Marching Band, etc.) will not be covered by this code.

The following are violations of the co-curricular code that warrant the indicated actions:

1. Use or Possession of Any Tobacco Product including e-Cigarettes

First Offense: Participant will be suspended from participation for a period representing 11% of the scheduled contests for that season. If the 11% is not fulfilled in that season, the suspension will carry over to the next sport season in which the student participates. See completion of carry over suspension.

Second Offense (during the same school year): Participant will be suspended from participation for a period representing 50% of the scheduled contests for that season. If the 50 % is not fulfilled in that season, the suspension will carry over to the next sport season in which the student participates. See completion of carry over suspension.

If the student provides the Athletic Director with written verification of counseling, the penalty for the second offense will be reduced to 22% of the contests for that season. Carry-over policies as previously stated will apply.

Third Offense (during the same school year): Participant will be suspended from participation in all contests/competitions/activities for one calendar year from the date of the incident.

2. Use or Possession of an Alcoholic Beverage, a Hallucinogenic or Controlled Substance, or a Look-Alike Drug

First Offense: Participant will be suspended from participation for a period representing 50% of scheduled contests for that season—carry-over policies apply. If the student provides the Athletic Director with written verification of counseling by a licensed drug counseling agency, the penalty for the first offense will be reduced to 22% of scheduled contests for that season—(carry-over policies apply to activities that the student/athlete participated and finished in good standing the previous year.) See completion of carry over suspension.

Second Offense (during the student's high school career): The student, whether in-season or out-of-season, will be suspended from all contests/competitions/activities for one calendar year from the date of the incident.

Third Offense (during the student's high school career): The student, whether in-season or out-of-season will be suspended from all competitions/contests/activities for the remainder of his/her high school career.

3. Conduct Detrimental to the Team/Organization

Conduct deemed by the coach/sponsor or the Jersey Community Cocurricular Council to be detrimental to the team, athletic program or co-curricular program, including, but not limited to any illegal or inappropriate behaviors, will be considered on an individual basis and may result in disciplinary action up to and including removal from the program. Examples of these behaviors include (but are not limited to):

- a. stealing
- b. cheating
- c. vandalism
- d. inflicting or attempting to inflict harm upon the person or property of any student or district employee
- e. the unlawful carrying of weapons or look-alikes
- f. malicious mischief

The Jersey Community Athletic Council, consisting of the principal, the assistant principal, the athletic director and the coaches (or any combination appointed by the principal) shall convene at the earliest possible date following the incident to review the case.

4. Transfer Students

Jersey CUSD #100 retains the right to uphold and/or eliminate any suspension brought with a transfer student from another district.

COMPLETION OF CARRY-OVER SUSPENSION

A student/athlete who violates the co-curricular code of conduct and is given a suspension from participation will serve the suspension during the season in which the violation occurred. If the co-curricular violation occurs at the end of an activity, or during a time that the athlete is not participating in an activity, the suspension will be carried over as follows:

- If the violation occurs at the end of an activity that the student is participating in, and he/she did not complete the suspension, the remainder of the suspension will be served during the next activity in which the student/athlete participates in as long as it is an activity that the student/athlete participated and finished in good standing the previous year.
- If the violation occurred during a time of the year that the student/athlete was not participating in an activity, the student will serve the suspension in his next activity

COMPLETING A SUSPENSION

While serving a suspension the student is expected to be present at all contests and practices involving his/her team or group. If the student does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. Athletes will not be allowed to dress with the team while serving the suspension.

DRIVING TO AND FROM PRACTICE

An activity bus will be provided to take students to practices located off campus. A bus can also be provided to bring students back to the high school following practice. Students will be allowed to drive to practice if all the proper paperwork is filled out and on file. Forms will be available at parent meetings. Forms are also available for non drivers to ride to practice with other students with parent permission.

COACHES/SPONSORS RULES

All coaches will have a parent meeting at the beginning of their respective seasons. In addition to general rules in the agenda book, a coach or sponsor may establish rules specific to their sport or activity. All rules must be approved by the Athletic Director and administration.

ADMINISTRATION OF CODE

This code will be administered by the members of the high school administration. Reports will be accepted from police, any JCUSD#100 employee, the offender, and/or the offender's parent/guardian. No other reports are accepted including social media. However, any social media report received will be reports to the student's parent/guardian.

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.

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.