

Jersey Community Middle School – JCUSD #100

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 Jersey Community Middle 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.

Address:

1101 South Liberty

Jerseyville, IL 62052

Contact:

(618) 498-5527

Fax (618) 498-7079

District Website: www.jersey100.org

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2018 – 2019 Student/Parent Handbook

Welcome to JCMS! The faculty and administration hope that your middle school years are a very enjoyable educational experience. 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. It is our belief that students leave Jersey Community Middle School with the knowledge and skills to continue their education at the high school level with the help of their community, parents, teachers, and staff.

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 Jersey Community Middle School.

Mission Statement

Jersey Community Middle School, in partnership with its families and community, exists to ensure that each child will experience academic, creative, social, emotional and physical achievement while transitioning from childhood to adolescence. The staff is committed to creating and maintaining a safe, orderly, trusting and caring environment where students are excited about learning. All aspects of JCMS's curricular and co-curricular activities are student centered and designed to accommodate the needs of each child so that all may reach their full potential.

BOARD OF EDUCATION

Greg Brown, President

Julie Pohlman, Vice President

Stan Kary, Secretary

Joshua Evans, Member

Dave Isringhausen, Member

Dave Bryden, Member

Peggy Perdun, Member

Mr. Brad Tuttle, Superintendent

Administration

Jason Brunaugh, **Principal**

Daniel Diamond, **Dean of Students**

Scott Tonsor, **Activities Director**

Secretaries

Kem Bartlett, bookkeeping

Michelle Breitweiser, guidance

Julie Fry, attendance

Cafeteria

Kim Baecht, Head Cook

Sandy Bohannon

Denisse Crotchett

Kathy Depauw

Custodians

Jim Woelfel, Head Custodian

Virginia Goff

Brian Brown

Shannon Mouser

Barry Pruitt

Support Staff

Nate Blasa – **Social Worker**

Michelle Herkert - **Psychologist**

Jackie Wittman - **Nurse**

Rita Robertson – **JCAD Coordinator**

Faculty

5th Grade

Jae Brady
Kit Crawford
Nikita Egelhoff
Rachel Evans
Christine Herkert
Michelle Pickel
Jan Witt

Toni Goetten – Literature
Angie Beierman- Literature/Social Studies
Bonnie Lair – STEM
Rhonda Militello- Science/Social Studies
Leah Randolph – Special Education
Kelsey Isringhausen – STEM/Math
Jeff Wieneke – Math/Social Studies
Kay Wittman – Science/Social Studies

6th Grade

Sara Beckman – Math/STEM
Heather Dohrn – Math
Deb Freeman - Science
Brian Madson– Social Studies
Sara Pranger – Literature/STEM
Christy Schilling – Special Education
Kim Scoggins – Literature/Social
Kathy Shalley – Literature/Science

Instructional Aides

Diana Goetten – Title 1
Carrie Hamilton
Sue Long
Barb Terpening
Beth White
Billy Yates
Dee Jones

JERSEY COMMUNITY MIDDLE SCHOOL FACULTY AND STAFF ARE COMMITTED TO:

- The academic, creative, social, emotional and physical needs of our students.
- Providing a safe learning environment both inside and outside of the classroom.
- Being positive role models in a professional manner.
- Fostering a family atmosphere of respect and rapport.
- Knowing and understanding our students and making personal connections.
- Continuing professional development to help provide innovative and differentiated instruction.
- Collaboration with our colleagues, parents, students and community.
- Using data in making sound educational decisions and to track student progress.
- Implementation and assessment of academic and social interventions.
- Striving for EXCELLENCE!

ATTENDANCE

REGULAR ATTENDANCE IS REQUIRED. IT IS MANDATORY FOR A PARENT TO CONTACT THE SCHOOL BY PHONE BEFORE 10:00AM ANY DAY THEIR CHILD IS ABSENT. If phone contact is not made, the student must bring a written excuse upon returning to school. Until notification by a parent is received in the office concerning the absence, the student's absence is unexcused. If a student is absent without prior authorization by the parent/guardian, an administrator or designee shall make a reasonable effort to notify the parents/guardians of a child's absence within 2 hours after the end of first hour by telephoning the numbers given. Students are responsible for any schoolwork missed during their absence. This is the student's responsibility! Students arriving after 8:20 AM will be counted as tardy.

Students must be in attendance for five (5) clock hours of instruction to be counted present for a full day and 2 ½ hours of instruction to be counted present for a half day.

When it is necessary for a student to visit a dentist or doctor during school hours, they will need to bring back a signed statement from the dentist or doctor. These forms are available in the school office. If the student meets the required minutes of attendance, they will not be counted absent. However, both requirements must be met.

When students have appointments, parents must call or send a note to the office stating the date, time and place prior to the appointment. When the student returns to school following the appointment, he/she should report to the office, sign in and get an admit slip to class.

➤ PRE-ARRANGED ABSENCES

Annually the School Board adopts and publishes a school calendar including student attendance days, days students are not in school and vacation periods. Parents are encouraged to ensure that their children are in school during student attendance days.

The board recognizes that there may be student absences which –although otherwise unexcused- warrant making up missed work at full, partial or loss of credit. If parents feel extenuating circumstances exist concerning a planned student absence, they **MUST** request a conference with an administrator about the absence. Determination of the make-up work will be based upon: length of vacation and involvement of family members.

➤ MAKE-UP WORK

Assignments for any 5th, 6th or 7th grader may be requested starting on the second consecutive day of an absence. If a student has missed only one day of school, it is recommended that the student get make-up work assignments when they return to school. This will help foster student responsibility for work missed by a short absence.

In cases of longer absences, teachers need time to get assignments together. Therefore, requests for assignments should be made by calling the Main Office prior to 10:00AM at 498-5527. Work can be picked up in the office after 3:00PM.

➤ ATTENDANCE POLICY PROCEDURES

Instruction and learning begins promptly every day at 8:20AM. Being at school on time every day is an important life skill that every parent can instill in their child. It also demonstrates the value you place on the importance of education. We ask every parent to make the commitment to have your child at school on time every day.

➤ ABSENCES CLASSIFIED

All absences will be classified as excused, unexcused or truant, depending on the reason for such absence.

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 tend to feel much better as the day progresses. Sometimes it is as simple as eating

breakfast which all the schools in District #100 offer. *It is a joint responsibility for both the parent/guardian and school officials to insure students attend school regularly.*

1. **Excused** – A student will be excused for the following reasons:

- Personal illness, hospital stay or injury
- Late bus or weather related absence
- Personal medical, dental, counseling or court appointment
- Serious illness or death of immediate family member
- For other reasons if the parent requests and an administrator approve the request PRIOR to the student being absent. In cases of emergency, an administrator may approve an absence (without prior notice) as being excused if circumstances could have reasonably prevented the student having obtained prior permission.
- Students who are involved in approved activities (i.e. a field trip, religious) will NOT be considered absent.

2. **Unexcused** – All other absences from school will be considered unexcused.

3. **Truant** – A student will be considered truant if he or she is absent from school all day or is absent from school any part of the day without prior knowledge and consent of either the parent/guardian or the school; or, absent from a class or other assigned area anytime during the school day without the knowledge and consent of the school, teacher or other person in charge. Parents/Guardians are REQUIRED to contact the school by phone or with a written note when their child is absent or will not be at school on time. If neither occurs, the student will be considered skipping and receive due consequences. Students skipping classes, or any portion of a class, will be required to make up missed class time in After School Detention or other consequence as determined by an administrator. Past history of skipping will be considered.

➤ **STUDENT RESPONSIBILITIES (WHEN ABSENT)**

- If the parent/guardian has not called the school to report an absence, the student MUST bring a dated and signed note from his/her parent/guardian stating the reason(s) for the absence. Students who submit fictitious or forged notes from home will be considered truant and subject to school consequences.
- If a student returns to school without a phone call or note, the student will be given an “unexcused” pass for that day. The student has until the next school day to have the parent/guardian call or bring a note from home. If no phone call or note is received the next school day, the absence will be recorded as truant and unexcused.
- If a student needs to be absent from school for any reason other than those listed under excused absences, the student must seek prior approval from one of the administrators (see Pre-arranged Absences).
- When a student returns to school following an absence, the student must present an admission slip to the teacher. At that time, the student should ask for any make-up work or make arrangements to make-up any missed tests or presentations due to an absence. The student has days of absence plus one extra day to make up any missed work due to absence.
- Work missed due to unusual circumstance or extended illness should be referred to the Administration.
- 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.

➤ **TARDIES:** students who are late to school or a class during the school day will be considered tardy. After the fourth tardy during a quarter, the student will be referred to the office for disciplinary action.

Excessive Absence Procedures

Proactive Intervention:

An **attendance team** will meet with student after their 8th day of absence/tardy to discuss their attendance

1st Notice: (10th DAY Excused absences and/or 4 unexcused absences.)

A letter will be sent home on the 10th day of absence/tardy. Exceptions can be made if student was absent due to circumstances beyond their control (Example: Surgery, Confirmed Extended Sickness, Suspensions).

2nd Notice: (12TH DAY Excused w/o Dr. Note and/or 6 unexcused absences or Administrative Decision)

A meeting notice will be sent for the first absence/tardy without a doctors' excuse after the 12th day of absence. A meeting will be scheduled with parent/guardian, student, and school team to create an attendance plan. Possible school discipline (Loss of recess, Loss of open campus, Detentions, ISS)

3rd Notice: (14th DAY Excused w/o Dr. Note and/or 8 unexcused absences or Administrative Decision)

A meeting notice will be sent for the first absence/tardy without a doctors' excuse after the 15th day of absence. A meeting will be scheduled with parent/guardian, student, and school team to create an attendance plan with possible notification of States Attorney. Possible school discipline (Loss of recess, Loss of open campus, Detentions, ISS)

4th Notice: (9 Unexcused absences)

Hearing before the Regional Superintendent

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 continue to miss school as they grow older. Research also shows that parents who allow their children to miss school without "valid cause" enable their children to be a "chronic or habitual truant". On the contrary students who attend school on a regular basis through their early childhood years later become better academic students with a higher attendance rate.

For an absence from school to be considered Excused it must be for a "**valid cause**". The most common absence is **illness**. Illness is within the definition of a "**valid cause**". When a student has a legitimate illness they should stay home until the illness passes. To 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 tend to feel much better as the day progresses. Sometimes it is as simple as eating breakfast which all the schools in District #100 offer.

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

Attendance Policy – 10-Day Rule

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

All chronic and habitual truants as defined by “Jersey County Ordinance on Truancy” will be turned over to the Jersey County State's Attorney and pursued through the court system.

TARDIES:

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

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

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

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

ANNUAL NOTICE OF NONDISCRIMINATION

Community Unit School District No. 100 insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. The district has established a Student Grievance Procedure, copies of which may be obtained by contacting Director of Programs. Questions in reference to educational opportunities may be directed to Ed Settles, Superintendent, 100 Lincoln Street, Jerseyville, Illinois 62052. Telephone: (618) 498-5561.

TITLE IX POLICIES, 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:

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

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

➤ **Filing a Complaint**

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

➤ **Investigation**

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

➤ **Decision and Appeal**

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

➤ **Appointing Complaint Managers**

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

Name: Alan Churchman

Address 100 Lincoln Ave., Jerseyville

Telephone 618-498-5561

PROTECTION OF PUPIL RIGHTS ACT

- Parents have the right to inspect all instructional materials.
- 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.
- Parents have the right to notify the building administrator in writing if they choose to "opt out" of any surveys.

STUDENT RECORDS

Students' records are governed and controlled by adopted policy to comply with provisions of the "Family Educational Rights and Privacy Act of 1974" (20U.S.C. 1232g) and the regulations of Departments of Education and Health and Human Services. Student records are accessible to parents upon request.

Permanent Records consist of:

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

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

1. Family background information.
2. Intelligence and aptitude test scores both group and individual.
3. Elementary and Secondary achievement level tests results.
4. Information about participation in extracurricular activities.
5. Honors and awards received.
6. Teachers and anecdotal records and conference reports.
7. Disciplinary information
8. Any verified report of information received from non-educational persons, agencies or organizations.
9. Verified information of clear relevance to the education of the student.
10. Medical treatment records of students.
11. Records of release of temporary record information.
12. Reports of psychological evaluations and personally and academic information obtained through testing, observation or interviews, provided that such records are made and kept solely for the purpose of the student's educational program.
13. Special Education records of active special education students.

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

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

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

The school will review temporary school records periodically for the purpose of deleting and destroying information that is no longer relevant to the student's progress. The school will publish a schedule of such review.

Parents have the right to inspect and obtain copies of information that is to be destroyed.

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

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

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

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

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY

Items considered dangerous to the health and safety of students and/or school personnel are not permitted on campus. Any item if used or attempted to be used to cause bodily harm can be considered a "weapon". Any 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.

BUILDING USE

There is to be no unsupervised use of the building at any time; a teacher/coach 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/LOCKDOWN 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. Teachers will go over this procedure with each class during the first days of each school year. Fire drills are required by law and are an important safety precaution. Each room has an evacuation route and teachers will go over this with the students. Rules regarding fire drills are:

- When the alarm sounds, everyone must leave the building regardless of the weather.
- Leave the building in an orderly manner, single file, walking briskly and quietly.
- Students should walk away from the building to prevent congestions near exits.
- Teachers and students MUST remain together as a class so that roll may be taken.
- No one should re-enter the building until the proper signal is given.

Each staff member and classroom has a copy of the JCMS Crisis Management Plan. This comprehensive plan details the rules and procedures for emergency evacuations and lockdowns. Teachers will go over the details of these procedures with each class during the first days of each school year. In the event of a lockdown, PARENTS ARE NOT ALLOWED TO PICK STUDENTS UP UNTIL THE LOCKDOWN HAS ENDED.

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 1 of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.

- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
 - The teacher's college major.
 - Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
 - Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- *If you would like to receive any of this information, please contact the school office.

Parent Agreement

Studies on the impact of parent and community involvement on student achievement found a positive and convincing relationship between family involvement and benefits for students, including improved academic achievement. Research also shows that parent involvement has other benefits including:

- higher grade point averages and scores on standardized tests or rating scales
- enrollment in more challenging academic programs
- more classes passed and credits earned
- better attendance
- improved behavior at home and at school, and
- better social skills and adaptation to school.

SEDL – Advancing Research, Improving Education; “A New Wave of Evidence - The Impact of School, Family, and Community Connections on Student Achievement” - Annual Synthesis 2002; Contributors: Anne T. Henderson, Karen L. Mapp; <http://www.sedl.org/connections/resources/evidence.pdf>

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

- _____ I will see that my child is punctual and attends school regularly.
- _____ I will support the school in its efforts to maintain proper discipline.
- _____ I will establish a time for homework, provide a quiet study time and encourage good study habits.
- _____ I will talk with my child about his/her school activities every day.
- _____ I will encourage my child to read by reading to him/her and by reading myself.
- _____ I will check my child's book bag/planner/folder/teacher communication/etc daily and communicate with school personnel as requested.
- _____ I will contact my child's teacher if I have concerns about his/her classroom work.

School Calendar 2018-2019

Please go to <http://www.jersey100.org/> to see the updated school calendar.

SEVERE WEATHER AND EMERGENCIES

Severe weather may occasionally make it necessary for the school to close or to have delayed openings during the school year. The following radio and TV stations will be notified as soon as the decision is made to not hold school and they will make the announcement on a regular basis.

| <u>STATION</u> | <u>CITY</u> | <u>ANNOUNCEMENT TIMES</u> |
|-----------------|-----------------|---|
| WJBM – 1840 AM | Jerseyville | Broadcast at random beginning at 6:00AM |
| KMOX – 1120 AM | St. Louis | 5:30 and 6:30 AM |
| WBGZ – 1570 AM | Alton | Broadcast at random |
| WIBI – 91.1 FM | Carlinville | Broadcast at random |
| WSMI – 106FM | Carlinville | Broadcast at random |
| TV Station KMOV | Ch. 4 St. Louis | 5:30AM to 8:00AM |
| TV Station KSDK | Ch. 5 St. Louis | 5:30AM to 8:00AM |

If bad weather develops during the day, administrators will use their best judgment for the safety and welfare of the pupils. Students are not sent home before the regular dismissal time unless previously announced, or in case severe weather develops and adequate announcement has been made on radio stations named above and/or the Automated Notification System.

In case of possible early dismissal, please have an emergency plan prearranged with your student so they will know where to go and who will pick them up. It might also be a good idea for your student to have access to a house key in the event no one is at home. Parents/students should refrain from calling school officials and the radio station to see if there will be school since their phones must be open for emergency calls.

➤ AUTOMATED NOTIFICATION SYSTEM

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

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

➤ DELAYED START DAYS

“Delayed Start Days” exist when weather conditions are severe (fog for example) 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 JCHS #100 web-site, Channel 12, local television stations and local radio stations. Families will also be notified via the automated notification system.

School will start at 10:00 AM on “Delayed Start Days”.

Bus pick-ups will be approximately one hour and 30 minutes later than normal.

TEXT BOOK AND REGISTRATION FEES

1. JCMS registration and textbook fees are \$85 for all grades 5-7th.
2. Computer/Technology Fee – \$50.
3. Athletic Fee is \$75 with a \$150 cap.

VISITORS

Parents are always welcome to visit JCMS. All visitors must come to the principal's office, sign in and properly identify and state the purpose of his/her visit. Visitors will be given an identification badge to wear.

FUND RAISING

JCMS has annual fundraising events. These funds have been used for computers, transportation for field trips and other things that directly benefit the students.

We encourage all our students to participate in our fundraisers.

ADDRESS AND PHONE NUMBER CHANGES

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

CELL PHONES/ TELEPHONE CALLS

Students are allowed to bring cell phones to school with signatures on page 33 and under the following terms and conditions:

- Must be approved by a building Administrator.
- Must be turned off and kept concealed during the school day. (EXCEPTION) After school, may be used to communicate with a parent or guardian. The student may use phone in the office or cafeteria area.
- Students MAY NOT use the camera on the phone to take pictures or videos of any kind.
- If the phone is used for reasons other than outlined, the phone will be confiscated and a parent must pick it up in the office.
- If a phone is confiscated by an adult in the building, the student will be assigned an After School Detention on the second offense.
- If the phone is used for inappropriate or obscene reasons, the phone will be confiscated and turned over to the School Resource Officer.
- We ask that parents refrain from calling or texting your child during the school day. They may respond to calls and texts after 3:10PM.
- Parents should stress the proper use of the phone with their child.
- Inappropriate use of the phone may result in the student being prohibited from bringing a cell phone to school.
- The school will not be responsible for stolen or damaged phones. Telephone calls may be made to the school office, 498-5527, during regular school hours. Every effort is made to avoid disturbing classes unless absolutely necessary. Parents may call the school and leave a message and every attempt will be made to deliver the message to the student.

TRANSPORTATION / ARRIVAL AND DEPARTURE

1. Students who come to school by car are to be let out as quickly and safely as possible at the Liberty Rd. circle drive entrance to the building. Students who arrive before 8:15 are to wait in the assigned area. Students who do not ride a bus are encouraged to arrive as close to 8:15 as possible. Students are not permitted in classrooms before school without permission.
2. The main entrance is the bus-loading zone and should be kept clear of unnecessary traffic. Each school day,

many school busses use the driveway in front to drop kids off in the morning and pick them up in the evening. Therefore, we have always insisted that NO cars use this drive from 8:00AM to 8:30AM and from 3:00PM to 3:45PM.

3. Pick up at the end of the day should be at the Liberty Rd. circle drive.
4. Bicycle riders should park their bikes in the designated area. Recreational riding is not permitted at any time. Skateboards are not allowed on school grounds.
5. Students who WALK to and from school are requested to walk on established sidewalks and paths and not cut across grass areas. NEVER walk between busses.
6. If a student is to go home in any manner different than he/she usually travels, the office should be notified. A student who normally rides a bus should bring a note any day he/she is not going to ride that bus home. A student who does not regularly ride a bus, but they wish to ride a bus, must have a note from their parent. The note should be turned in to the office by 8:30AM in order to obtain a permission slip to ride the bus. The name of the child they are riding with or the bus number should be included in the note.

➤ **BUS VIDEO**

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.

CLOSED CAMPUS

1. Once students arrive on campus, whether by bus or other means, they are not permitted to leave campus. In cases of doctor appointments, dental appointments, etc., please send a note with your student and we will in turn, give them a pass to leave campus. Students are not allowed to be dropped off near school grounds with the intention of gathering off school property.
2. Students are not allowed to leave school to eat lunch or have lunch brought in from a local restaurant. We ask parents to respect this policy.

HOME-SCHOOLED STUDENTS

Home-schooled students, based upon legal residency, space available and a Pre-May 1st application may attend school on a part-time basis. If such is done, all school-based rules apply, including those for attendance and/or grading.

CHILD CUSTODY

JCMS is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the guidance office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody paper, restraining order, or some other legal document should be in the child's folder at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above mentioned legal documents has been issued.
3. In the event that a parent says that they have such a document at home, it becomes most imperative that the document or notarized copy be brought in within a short period of time to be included in the child's school records.

HEALTH SERVICES

If a student becomes ill at school, has an accident or other emergency, he/she should report to the nurse's office. The student may rest there, or if he/she is ill enough to leave school, the nurse will contact the parents/guardians to make arrangements for the student to go home. Under no circumstances is the student to make these arrangements or leave school without proper permission from the nurse or administrators.

➤ **MEDICATION AT SCHOOL**

Students should not take medications 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 or school-related activities, the parent/guardian must request that the school dispense the medication to the child 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 an epinephrine auto-injector (EpiPen) and/or 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 epinephrine auto- injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

➤ **HEALTH RECORD**

Students enrolling at JCMS must meet certain health requirements upon entering school. Requirements are:

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

➤ **HEALTH REQUIREMENTS BEGINNING WITH 2008-2009 SCHOOL YEAR Incoming IL 6th Graders**

- 6th graders are now required to have physical exams.
- Must have completed dental exam completed between October 16, 2007- May 15, 2009.

➤ **MEDICAL EMERGENCIES**

Each student is asked to have on file, an emergency medical information card. This will help provide appropriate medical care in case of an emergency. The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary.

➤ **EXCUSED FROM PARTICIPATION**

If it is necessary for a student to be excused from a classroom activity or PE for medical reasons, the student should have a parent/guardian signed request to give to the teacher. If the request is for an extended period of time (more than 1 day), the student will need to obtain a physician's statement. Occasionally, parents/guardians call the office and make verbal requests for students to be excused from participation due to illness. The nurse will issue an excuse for that one day and request that a written statement from a physician be brought for additional days of nonparticipation. Students with a written excuse from PE will not be allowed to participate in any recess or sports and will sit in a designated safe area at lunch recess.

➤ **LEGAL REQUIREMENTS**

● **IMMUNIZATIONS**

Whenever a student enrolls in a Unit District 100 School, the parents/guardians must furnish a written statement of documentation of the student's immunization records.

- **NON-SCHOOL OFFICIALS**

A law enforcement officer, welfare staff member, or other public or private professional service agency may confer with a student on school premises if done in the presence of the student’s parents or the building administrator or his/her designee.

- **MEDICATIONS**

It is illegal for school personnel to dispense any medication without following the procedures outlined under health services.

- **GRIEVANCE PROCEDURE**

There is a Student Grievance Procedure. Information is available in the office.

- **ASBESTOS MANAGEMENT**

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

- **PEST CONTROL MANAGEMENT – LAWN CARE SERVICES**

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 pesticides 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.

- **VISION SCREENING**

Each year, all transfer students will undergo a vision screening by an Illinois Department of Public Health Certified Technician. In addition, District 100 Special Education students receive a vision screening each year they are in school attendance. Per the Illinois Department of Public Health’s rules and regulations, it should be noted “Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months”. Any parent/guardian requesting their child be excluded from a vision screening should submit a signed report to the school nurse from an optometrist or ophthalmologist indicating that an examination has been administered within the previous 12 months. This report should be submitted at the start of the school year.

- **HEARING SCREENING**

Each year, all transfer students will undergo a hearing screening by an Illinois Department of Public Health Certified Technician. In addition, District 100 Special Education students receive a hearing screening each year they are in school attendance.

STUDENT SERVICES AND INFORMATION

- **COUNSELING**

Social work service is available to all students. Both students and parents/guardians should feel free to consult with the social worker about classroom concerns, plans, decisions or personal problems.

- **WITHDRAWAL FROM SCHOOL**

Students are required to turn in all books on the last day in attendance at school and get a withdrawal form in the Guidance Office. Students will be expected to pay for lost textbooks.

➤ **BUSINESS TIME**

“Business time” in the main office is from 8:10 to 8:25 AM every day except Monday. On Monday only, the main office is open for business starting at 8:00 to put money in lunch accounts. Students who need an absentee pass or bus pass should get it in the office during this time.

➤ **BREAKFAST**

Breakfast is available to any student at JCMS. Students are expected to pay cash for breakfast unless they are eligible for free lunch through the free lunch program. Students may not charge breakfast.

Breakfast is served from 7:50 AM until 8:20AM. Students are counted tardy if they are late to class after 8:25AM. 7th graders report to the small gym and 5th and 6th graders report to the Main Gym unless they are eating breakfast. All students will be dismissed to their classes by the adults in charge.

➤ **LUNCH**

Lunch is served each day during an approximate 40 minute period.

- The seating arrangement of the cafeteria is boys on one side of the cafeteria and girls on the other. Except for special mix it up days, students are expected to respect this seating arrangement.
- Students are to use an appropriate tone of voice for a large group setting (yelling and screaming are not appropriate). Violations of this rule can and will result in loss of the privilege to eat in the cafeteria or Quiet Lunches until students can control their voices.
- Students are to be responsible for the cleanliness of their place at the table and to take turns cleaning the table after lunch. Trays and silverware are to be placed in the proper containers.
- Students are to eat only their own food. Taking food from another student is not permitted at any time.
- Food brought in from local restaurants is not permitted.
- All students must have money in their lunch account or cash to purchase a hot lunch at school. Students without money in their account or cash will be provided an alternative, nutritious lunch. They will be charged for any lunches served by the school.
- Students are expected to show proper behavior at recess and to demonstrate proper respect to the teachers monitoring lunch duty and recess. School consequences may be assigned if a student continues to misbehave in the lunchroom.

➤ **LUNCH PAYMENT PROCEDURES**

Students may pay cash for their meals on a daily basis or make payments into an account. Any student may submit an application for free or reduced meals and, if approved for either, will have it show on their account.

Payments for multiple meals need to be made in the main office and the student will be issued a receipt to take home to parents/guardians.

➤ **LOST AND FOUND**

Students who find lost articles are asked to take them to the school office during the school day or immediately after school. Lost articles, which are not claimed within a reasonable time, will be given to a charitable organization. Students are expected to check frequently for articles or books they have lost. Students should clearly label all belongings!

➤ **LOCKERS**

All lockers made available for students to use on the school premises, including lockers located in the hallways and locker rooms, are the property of the school corporation. These lockers are made available for student use in school, but lockers are not to be used to store items which cause, or can reasonably cause an interference with school purposes, or which are forbidden by state law or school rules. The student’s use of the locker does not diminish the school corporation’s ownership or control of the locker. The school corporation retains the right to inspect the and locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. Lockers are assigned to students only by the teachers and students are responsible for the content of their lockers. Students who experience difficulty with a locker and need repairs should report the information to

one of their teachers. Teachers will decide when it is best for students to use their hallway lockers. For security and safety reasons, students should not share their locker combination with other students.

7th grade PE lockers are assigned by the PE teachers. PE lockers are for the sole purpose of storing PE clothes for use during the week in PE class and to store school clothes and books during PE class time. PE lockers are not intended to become the student's main locker. Students are responsible for keeping PE equipment locked at all times. Lost PE locks are the responsibility of the student. Students may use only the locker assigned to them.

ACADEMIC INFORMATION

➤ GRADING

For 7th and 6th grade students in the 2018/19 school year, grades will be on the letter system of:

- A- 100-90
- B- 89-80
- C- 79-70
- D- 69-60
- F- 59 or below

For 5th grade students in the 2018/19 school year, we will be using "Standards Based Report Cards". Within this framework, students will receive one of the following marks for each predetermined standard within each class:

- M – Meets
- P+ - Progressing Plus
- P – Progressing
- AC– Area of Concern

➤ HONOR ROLL

The Honor Roll is compiled after each grading period. Students will be assigned a grade point average for each quarter. Students with a quarterly grade point average of 4.75 or higher will be on the High Honor Roll. Students with a quarterly grade point average of 4.5 to 4.749 will be the Honor Roll. Band and Chorus are half-weighted classes.

➤ PROMOTION/RETENTION PROCEDURES

A student that has failed more than one quarter of Reading or Math will be in danger of being retained. The teachers and/or administration will make contact with the parents/guardians to arrange a meeting to develop an Intervention Plan.

➤ INTERIM REPORTS

Students receive reports on their progress on or around 4 ½ weeks into each quarter. The importance of the report is to communicate with parents/guardians and students the level of academic achievement. Students who are working below their apparent ability may receive additional home reports at the discretion of parents/guardians and teachers. Parents now have the option to view grades online through the grading program. If you did not sign up for Family Access during the August registration, please contact Director of Technology, Keith Norman at 639-DATA. Parents/Guardians wishing to discuss problems with schoolwork or grades should call the Office to arrange a conference, e-mail individual teachers or call the teacher personally during their planning time. Please remember to contact individual teachers first concerning schoolwork or grades since teachers can better discuss your child's work in the classroom.

➤ INSTRUCTIONAL MATERIALS CENTER (LIBRARY)

During the school day, the IMC is open from 8:15 – 3:15. Students may come to the IMC from their classroom, before or after school. IMC materials and computers may be used during the school day for reading, class assignments or personal research. Students may have up to three items checked out at a time. Books are checked out for a two week period and may be renewed. Movies are checked out for a three day period. A late fee of \$.10

per day is assessed for each school day materials are returned late. As a member of the Lewis and Clark Library System, the JCMSIMC may request materials from other member libraries for student use. Students are responsible for lost or damaged materials checked out to them.

HOMEWORK POLICY

➤ DEFINITION

Homework refers to an assignment to be completed by the student outside of the instructional setting.

➤ POLICY STATEMENT

Well-chosen, clearly communicated homework is an integral part of the instructional process. It allows students to work independently and to become more responsible for their own achievements. Teachers and administrators will develop strategies of instruction to include homework appropriate for the students and their educational needs. The strategies will consider assignments of other teachers, individual differences in students and other factors that may affect the home as an extension of the classroom.

➤ RESPONSIBILITIES OF THE STUDENT

- The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- The student should take home any materials and information needed to complete the assignment.
- When time to work on homework is provided during the school day, the student should take advantage of the opportunity.
- It is the student's responsibility to return all work, completed, to the teacher by the date requested.
- Students should also ask for work missed during an absence.
- Long-term assignments should be planned so they do not have to be done at the last minute.

➤ RESPONSIBILITIES OF THE PARENT

- Set aside a special time for your child to work on assignments.
- Find a place to work free from excessive noise and other distractions.
- Develop a plan to organize time so assignments can be completed in a reasonable length of time.
- Carefully check the completed assignments.
- Provide all necessary materials.

➤ MAKE-UP WORK

It is always the responsibility of the student to ask for make-up work. The teachers determine the make-up work procedures.

STUDENT ACTIVITIES AND ATHLETICS

Participation in an extracurricular activity is a privilege, not a right. To participate, the student MUST follow all the school rules and the rules of the activity sponsor.

➤ YEARBOOK

The yearbook contains individual pictures of students, teachers and staff. Photographs of extracurricular activities and other school events are included. Orders for yearbooks are taken early in the school year and delivered at the end of the school year. Students are informed about yearbook presales.

➤ STUDENT COUNCIL

The Student Council is made up of 6th and 7th grade representatives who are selected at the beginning of the school year. This group plans and organizes activities for the school. Students are encouraged to speak to

representatives with ideas for activities.

➤ **JUNIOR OLYMPIAD**

The Olympiad team consists of 7th grade students selected by the sponsor. This group competes in academic contests.

➤ **CHARACTER PLUS ACTIVITIES**

Jersey Community Unit District No. 100 and the people and businesses of Jersey County sponsor student programs through the Jersey County Character Plus Program. JCMS students have the opportunity to participate in many activities throughout the school year. Students are made aware of these opportunities as they are made available.

➤ **EXTRA CURRICULAR FEE**

The fee for sports at JCMS is \$75 per sport up to \$150 per student.

➤ **ATHLETICS – Information**

Information about participation in each sport is made available to students at appropriate times of the school year. These sports include football, boy's and girls' basketball, girls' volleyball, boy's and girl's track, and pompons. All athletic participants must have passed a physical examination and be properly insured before they will be allowed to participate. Students may not participate in an athletic event if they are absent from school for that day. Since participants represent JCMS, their conduct both in and out of school should:

- Reflect well upon their family and school.
- Create a positive influence on the educational environment in the school.
- Meet the eligibility requirements established by the school.

➤ **RIDING TO AND FROM A SCHOOL SPONSORED FIELD TRIP**

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

1. No further instruction will occur once back to the school building due to the time of the return trip.
2. Student will be allowed to ride home with his/her parent or guardian only.
3. Parent/guardian must provide a signed note requesting that his/her child be granted permission to ride home with him/her. (Sign out sheet is permissible, but must be signed by the parent/guardian).
4. Students will not be allowed to ride to a school-sponsored field trip with a parent/guardian unless prior arrangements have been made with the building principal.
5. Permission will be granted only for emergency situations.
6. Students must report to school for attendance prior to any field trip or they will be marked absent.
7. When busses are used for transportation to field trips, the bus ride is part of the over-all experience of field trips.

➤ **ELIGIBILITY FOR CO- CURRICULAR ACTIVITIES:**

IESA ELIGIBILITY RULES:

- On the day of the contest, the student must attend ½ day of his/her classes in order to participate in the contest, unless arrangements are made in advance with the administration of the day in question.
- A student must be passing all of his/her subjects to participate in interscholastic or co-curricular competition. Passing is defined as any grade higher than an "F".
- Eligibility is determined at 1 week intervals.
- Any student may participate at the middle school level (7th and 8th grades) for a total of TWO (2) years.
- Students who are suspended out of school will not be allowed to take part in co-curricular contests and 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 basis. All exclusions from events do not include practices. Included are Athletics, Clubs, Student Council, Plays, Math Team, Talent Search, Character Education Activities, and Pom Poms.

➤ **PHYSICAL EXAMINATION**

All athletic participants must have a physical examination by a licensed physician or physician's assistant annually. Your physical examination each year is good for only one (1) year from the date of the exam, and the physician's report must be on file with your school principal.

➤ **MISBEHAVIOR DURING CONTESTS**

If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both. Any other person(s) who are found to be in violation of the ethics of competition or principles of good sportsmanship also may be barred from interscholastic contests.

IESA ELIGIBILITY AND CO-CURRICULAR CODE

Participation in co-curricular activities 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, 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.

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, and 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, 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

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 Principal 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-A-LIKE DRUG

First Offense: Participant will be suspended from participation for a period representing 50% of scheduled contests for that season. If the student provides the Principal 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.

Second Offense (during the student's middle 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 middle 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 middle school career.

3. Conduct Detrimental to the Team/Organization

Conduct deemed by the Principal or the Jersey Community Middle School Co-Curricular 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, including cheating
- B. vandalism
- C. Inflicting or attempting to inflict harm upon the person or property of any student or district employee
- D. the unlawful carrying of weapons or look-alikes
- E. malicious mischief

The Jersey Community Middle School Athletic Council, consisting of the principal, the dean of students, 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.

COMPLETION OF CARRY-OVER SUSPENSION

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 suspension will be divided equally with the activities that the student/athlete participated and finished in good standing the previous year. The activities affected will start at the time of the violation and run one calendar year.

COMPLETING A CO-CURRICULAR SUSPENSION

While serving a suspension from participation 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. Special consideration may be given by the Principal.

COACHES/SPONSORS RULES

In addition to the general rules listed, coaches/sponsors may establish rules specific to their activity. These rules must be distributed to all students and parents at the beginning of the student's involvement in the activity. These rules must be approved by the Athletic Director and the administration.

ADMINISTRATION OF CODE- This code will be administered by the members of the middle school administration.

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 a student 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 Special Education Coordinator at 498-5561. Students are not to mark or deface textbooks, school furniture, lockers, or other school property. Students are responsible for broken or lost school property.

The school must maintain order for obvious safety reasons and because order is a vital prerequisite to learning. The essence of good discipline is to have rules of appropriate behavior, which are expected to be obeyed throughout the school, to permit no infractions of the rules, and to expect students to accept the consequences of their behavior. From time to time, the principal may institute a rule or regulation that is deemed necessary for the safety and welfare of students and the learning environment. The motto of JCMS is being at the right place, at the right time, doing the right thing.

➤ APPROPRIATE BEHAVIOR INCLUDES:

- Treating everyone with respect.
- Learning and using good manners.
- Going directly to classes without loitering during passing periods.
- Being at the assigned place in the classroom when class begins.
- Reporting to classes with books, paper, sharpened pencils and other necessary equipment.
- Remaining in the classroom until the teacher dismisses class.
- Having a signed pass to leave class during class time.
- Completing all assigned work on time and in the proper manner.
- Refraining from throwing objects at any time while at school.
- Keeping all hands, feet and objects to yourself.
- Using technology, including the school issued laptop and personal devices that are used in an educational capacity, in an appropriate manner that is not a distraction to the educational process.

Students of this school district are prohibited from engaging in behavior that will endanger or threaten to endanger their safety. This includes any type of aggressive behavior that does physical or psychological harm to someone else and/or urging others to engage in violence, force, noise, coercion, threats, intimidation, bullying or other comparable conduct. **AGGRESSIVE BEHAVIOR, BULLYING AND HARASSMENT** is defined from the victim's perspective rather than the aggressor's intent.

Due to privacy laws, parents/guardians will not be given information by District personnel on the discipline action taken against other students involved in a given situation.

➤ HARASSMENT OF STUDENTS PROHIBITED

No student shall harass, intimidate, or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or other protected group status. Any retaliation against a student reporting

harassment will not be tolerated and this includes social media and electronic communication.

➤ **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 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 range from warnings to suspension or recommendation for expulsion.

➤ **RACIAL HARASSMENT**

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

➤ **SEXUAL HARASSMENT**

It is the policy of this School District to provide for its students a safe educational environment safe from any unwelcomed sexual behaviors.

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

Sexual harassment will not be tolerated at Jersey Community Middle School and this includes sexual harassment through social media and electronic communication. It is prohibited by state and federal law. All cases of sexual harassment may result in detention or suspension and expulsion may be considered in extreme cases or multiple offenses. A Memorandum for Record will be sent to the parents/guardians, 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 Middle School is to be contacted, when a student believes he/she has been harassed by a member of the student body or a member of the faculty or staff. If it seems more appropriate, the District Review Officer may be the first person contacted. Students should feel free to contact another administrator or guidance counselor if they feel more comfortable. Each complaint will be treated with dignity and respect. All school activities are considered part of the regular school day especially with respect to sexual harassment. Continued violation of the District Sexual Harassment Policy may result in expulsion. Any student should feel free to refer any question to the Principal regarding sexual harassment.

➤ **DAMAGING PROPERTY**

Students are also prohibited from engaging in behavior 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. Each school shall furnish a copy of the school rules and regulations to parents and pupils at the beginning of each school year and on a regular basis thereafter. Any student who destroys or damages school property shall be required to pay replacement cost for such damage and in addition, may be suspended or further disciplined for such acts. The student may also be asked to help repair the damage.

➤ **ASSAULT/FIGHTING**

Fighting or other physical contact of this type will not be permitted on or around the campus and building of Jersey Community Middle 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, suspended from school or face possible expulsion by the Board of Education, have legal authorities notified or have possible civil prosecution brought against them.

➤ **DETENTION**

School detentions may be assigned by the Principal, Assistant Principal and teacher teams. Students may be given detention the day it is assigned or in the following days. When a student is assigned detention, he/she will spend the assigned time in a designated area under a strict set of rules.

Detention may be assigned by the Principal or Assistant Principal. After School detentions are held on Tuesdays and Thursdays from 3:30 until 5:00PM. When a student is assigned to detention, he/she will spend the assigned time in a designated area under a strict set of rules. Students may use the activity bus to go to a destination closer to home. If a student skips detention, he or she will then be assigned 2 nights of detention. Repeated skipping of detention may result in further disciplinary action. The rules of ASD are:

- Detention starts promptly at 3:30. Students who are late may not enter detention without permission from an administrator.
- No talking during detention.
- Students who disrupt detention may be assigned additional hours or face further disciplinary action.

➤ **OUT OF SCHOOL SUSPENSION**

The Superintendent of Schools, the building principal and assistant principal are authorized to suspend students guilty of gross disobedience including any type of aggressive behavior as defined in the student discipline section for a period not to exceed ten (10) school days. Students that engage in fighting that involves striking or punching another student or assaulting another student with a weapon of any kind with the intent to harm them, will result in the notification of the local police and an immediate suspension from school.

In as much as exclusion from school is a penalty opposed by many members of the public and educational community, suspension should be a punishment of last resort. In case of suspension from school, any such suspension shall be reported immediately to the parent/guardian of such student. The student must be given the opportunity to state his position and be heard. A student and/or parent/guardian shall be provided with a statement for the reasons for such suspension and a notice of their right to have the matter reviewed before the Superintendent or the Board of Education. The parent/guardian must request the review in writing. The student will be provided the opportunity to complete missed work with credit for such work to be determined by the teacher. Suspended students are not allowed within 1000 feet of school property.

➤ **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. Students are expected to stay seated on all school busses and refrain from actions that could distract the bus driver while transporting students to and from school. Electronic visual and audio recordings may be used on school busses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. 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.

The Superintendent of School, the building principal or assistant principal is authorized to suspend students guilty of misconduct from riding on 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, students 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/guardians have been requested to appear at a meeting of the Board or with a hearing officer appointed by it to discuss the student'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.

➤ **USE OF TOBACCO**

UNIT 100 IS A TOBACCO FREE ENVIRONMENT. The use or possession of tobacco by students is not permitted on or near school property. Any student caught using and/or in possession of tobacco, including e-cigarettes, may be suspended from school.

➤ **DRUGS (CONTROLLED SUBSTANCES) AND ALCOHOL**

The use, possession, sales, distribution of drugs and alcohol or look-alike drugs by students on or in all school property in Community Unit School District No. 100 is prohibited. "A look-alike drug is defined as 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 impliedly represented to be an illegal drug or controlled substance." Also, students shall not be under the influence of drugs and/or alcohol while in school. In either case, the student may be suspended for a minimum of ten (10) school days and possibly given the opportunity to avoid a

recommendation for expulsion as a result of an alcohol/drug related offense, by choosing to participate in a program of education and treatment. The sale or intent to sell drugs and alcohol or look-alike drugs by any student within 1000 feet of any school property in Community Unit School District No. 100 is prohibited. In this case, the student may be recommended for expulsion from the school district. In all cases, the local authorities will be contacted and every effort to contact the parent/guardian will be attempted.

➤ **STUDENT BEHAVIOR POLICIES**

- All school rules and regulations are to be followed with no exceptions.
- All students are expected to be in classes.
- Disrespectful behavior toward school personnel is prohibited.
- Students fighting on school property may be suspended at the discretion of the administrators. Students who display habitual discipline problems on school property will not be allowed to attend extracurricular activities, including non-educational field trips.
- Every student should be considerate of others and strive to show responsibility.

➤ **BEHAVIORS NOT TOLERATED:**

- Being disrespectful and insubordinate to JCMS students, staff and administration.
- Any student in the building after 3:15 must be in a supervised activity.
- Using vulgar or profane language or gestures.
- Fighting, bullying, harassment, threatening, intimidating or causing bodily harm to any school employee or student.
- Inappropriate displays of affection.
- Classroom disturbances of any kind.
- Whenever a student is guilty of cheating, the teacher will collect the student's paper, mark a zero for the work and notify the parent.
- Rowdy behavior, such as pushing, shoving, tripping, slapping or throwing things (food, snowballs, rocks, twigs, paper wads, etc.).
- Leaving a classroom or school without permission.
- Class tardiness or truancy.
- Vandalism, damaging or stealing school or private property.
- The use of electronic signaling devices such as pagers, cell phones, walkie-talkies, etc. is not permitted on campus during the day (see cell phone policy). They will be confiscated and returned only to parents. All such items need to be stored out of sight.
- Nuisance items such as I-pods, MP3 players, CD players, electronic games, etc. are not to be used during class time unless given specific permission. It is encouraged that these items be kept at home. Jersey Community Middle School is not responsible for lost or broken items brought to school and it is not the responsibility of Jersey Community Unit School District No. 100 or its staff.
- Any conduct contrary to decent, polite, honorable and honest standards.
- Any possession or use, sales, distribution of look-alike drugs, alcohol or tobacco products, either on or in the school or property adjacent to the school.
- Use of cameras or video equipment by students.
- Possession of weapons.
- Inappropriate dress or hair color as determined by the administrators.
- Students are not to allow pets to follow them to school. The dogcatcher for the safety of the students will remove dogs on school property.
- Students who attend extracurricular activities are to be seated in the bleachers. They may use the restroom and concession stand during halftime and at the completion of the contest. Administrators determine if this rule has been violated and the student will be asked to leave the school premises and may further be banned from any future activities.
- Technology, including the school issued laptop or personal devices that are used in an educational capacity, are to be used for educational purposes only per the direction of the school staff. Playing non-educational games during instruction time (unless given permission by a teacher), or school laptops being used to search for inappropriate or explicit material may result in restrictions to access of the device and/or internet use.

Due to privacy laws, parents/guardians will not be given information by District personnel on the discipline action taken against other students involved in a given situation.

STUDENT DRESS

Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness and safety. JCMS students are expected to look like young ladies and gentlemen. If you have any questions as to whether an outfit is proper for school, it probably should not be worn. Any physical appearance, which puts more attention on the individual with the possibility of distracting others from learning, will not be tolerated. Examples of this would be the use of extreme hair coloring and excessive lip and eye makeup. The following is a general description of the JCMS dress code:

SHIRTS including all tops and jackets

- No inappropriate logos/sayings on clothing.
- No drug or alcohol emblem, logo or saying.
- No halters.
- No spaghetti straps.
- No bare midriffs.
- No sagging tank tops.

PANTS – SHORTS- SKIRTS

- No inappropriate logos/sayings on clothing.
- No sagging pants.
- Shorts must be longer than a student's fingertips when resting arms at side.
- Skirts must be longer than a student's fingertips when resting arms at side.
- No holes or threadbare material above the student's fingertips when resting arms at side.
- No underwear showing.
- No chains attached to pants.

SHOES

- Shoes must be worn at all times.
- Shoes with skates or wheels are not allowed.

JEWELRY

- No chains attached to clothing, chains of excessive size or chains of excessive weight.
- No spikes.

HATS

- No wearing of hats or bandanas of any kind in the building.

MAKE-UP

- No excessive make-up

PIERCING

- No piercing except for the ears.

GANG/SYMBOLS/SIGNALS/DRESS

- Any gang symbols/signals or dress that are gang related are not permitted.
- Dress and appearance which causes a disruption of the educational process or present health or safety problems shall not be permitted.
- Students who wear inappropriate dress will be required to change into clothing provided by the office or have clothing brought in from home.
- From time to time, the principal may institute a rule or regulation that is deemed necessary for the safety and welfare of students and the learning environment.

TITLE I SCHOOLWIDE SCHOOL/STUDENT/PARENT COMPACT 2018-2019

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

STUDENT AGREEMENT

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

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

PARENT/GUARDIAN AGREEMENT

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

CLASSROOM TEACHER AGREEMENT

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

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

TITLE I TEACHER AGREEMENT

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

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

PRINCIPAL AGREEMENT

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

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

TECHNOLOGY

JERSEY COMMUNITY UNIT SCHOOL DISTRICT NO. 100

BOARD OF EDUCATION

Ed Test, President

Julie Pohlman, Vice President

Cindy Cannon, Secretary

Sherry Droste

Bob Gross

Don Mellenthin

Amanda Vaughn

Phone Number 618-498-5561

Fax Number 618-498-5265

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SUPERINTENDENT

Lori Hopkins

Dear Parent/Guardian,

We have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Internet Access* and discuss it together. The use of inappropriate materials or language, or violation of copyright laws, may result in the restriction or loss of this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting, and comply with the Children's' Internet Protection Act. On an unregulated network, however, it is impossible to control all materials and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

We are proud of our students and want to share our pride in their work and accomplishments. In the past there have been opportunities to put articles and pictures of student's accomplishments and work in the local newspapers. These are usually viewed by parents and grandparents as a source of pride. It is also possible, through technology

to share this information on the School or District web site. There may be opportunities to post student work, pictures of students involved in school activities, and other interesting examples of student successes. By signing the Authorization for Internet Access, you give permission to have your student's work, picture, and name on the web site. However, if you do not want your student's work, picture or name displayed on the web site, please send a letter to your student's school principal stating your objection and we will comply with your wishes.

Please read and discuss the Authorization for Internet Access with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to your school.

➤ **INTERNET ACCESS**

Internet access is available at Jersey Community Middle School. Families should be warned that some material obtained via the Net may contain items that are illegal, defamatory, inaccurate, or potentially controversial. JCMS has taken precautions to restrict access to controversial materials through the use of topic filters. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information either by accident or deliberately.

To gain access to the Internet, all students must obtain parental permission. A parent/guardian and the student must sign this document. The signatures at the end of this document are legally binding and indicate the parties who have signed and have read the terms and conditions carefully and understand their significance.

➤ **INTERNET TERMS AND PRIVILEGES**

- Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right. That access entails responsibility. Inappropriate use will result in a suspension or a cancellation of Internet privileges. The system administrators may close an account at any time as required. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.
- Users are not permitted to use the computer resources for commercial purposes, product advertising, political lobbying or political campaigning.
- Users are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems or computer networks intentionally will result in cancellation of privileges.
- Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism, in any form, will not be tolerated. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network or Internet connections, you must notify the teacher in charge. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.
- All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
- If a user violates any of these provisions, his or her account will be terminated and future access could be denied, as well as other disciplinary or legal actions. Users are considered subject to all local, state and federal laws.
- Students may not have access to e-mail without administrative permission.

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Fax Number 618-498-5265

TDD 618-498-7521

SUPERINTENDENT

Ed Settles

AUTHORIZATION FOR INTERNET ACCESS

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before the student is granted access to the Internet. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Internet Access may result in the loss of access, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Inappropriate use of school district instructional technology and/or the Internet may result in a restriction and/or suspension of access. The building principal will work with the Director of Technology and will make all decisions regarding whether or not a user has violated this Authorization. The building principal may restrict, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other tracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or has been virus scanned;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;

- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;

- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Authorization.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator or another user may result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creating of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT NO. 100

BOARD OF EDUCATION

Ed Test, President
Julie Pohlman, Vice President

Cindy Cannon, Secretary

Sherry Droste
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Don Mellenthin
Amanda Vaughn

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

TDD 618-498-7521

SUPERINTENDENT

Ed Settles

AUTHORIZATION FOR INTERNET ACCESS

Signature Page

I understand and will abide by the attached Authorization for Internet Access. I further understand that should I commit any violation, my access may be restricted or revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

Student Name (Please Print)

Grade Level

Student or Employee

Signature Date

Required if the user is a student

I have read this Authorization for Internet Access. I understand the access is designed for educational purposes and that the District has taken precautions to eliminate undesired material and is in compliance with the Children's Internet Protection Act. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Jersey and Greene Counties - 100 Lincoln Street - Jerseyville, Illinois 62052

