

Jersey Community High School

Student Handbook

2019-2020



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 High School administration is authorized by the Jersey Community Board of Education to rule on situations, as necessary, to maintain a safe and orderly school environment.

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District Web Site: www.jersey100.org

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2018 – 2019 Student/Parent Handbook

Welcome to Jersey Community High School! The faculty and administration hope that your high 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 High School with the knowledge and skills to be successful in their future endeavors.

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

Just Commit to Higher Success

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

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Scott Tonsor, **Activities Director**

Chapter 1 – General Notices

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building, which is accessible from State Street, and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Alan Churchman, District Administrator.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home or hand delivered off-campus. The office is unable to release addresses and phone numbers of students.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

<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 pre-arranged 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 Jersey #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.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 498-5527.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

- If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:
 - Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
 - Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
 - Sign the Diabetes Care Plan.
 - Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school office.

Annual Notice of Nondiscrimination

Jersey CUSD #100 insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. The district has established a Student Grievance Procedure, copies of which may be obtained by contacting Alan Churchman, District Administrator.

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

Chapter 2 – Attendance and Promotion

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Pre-arranged excused absences must be approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 618-498-5521 before 8:15 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Ten-Day Rule - Students will be permitted TEN (10) absences per class per school year that can be excused by a parent's note/phone call. For ANY absence after the tenth, a doctor's note will be required in order to consider the absence(s) excused. Credit will not be given for work assigned during an unexcused absence. Field trips and college visit days will not count toward the 10-day rule. However, no

student will be allowed to take a field trip or have a college visit excused if he/she has over 10 days of absence.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Make-Up Work

A student is required to make up all work missed. Students are responsible for obtaining missed assignments from their teachers. No make-up work is carried beyond a grading period unless due to extended illness. Students who do not make up required work fail to complete the course requirements and are given a failing grade. In making up work, one day will be given for each day of absence, plus one additional day. (For example: If you are absent four (4) days, you will be given five (5) school days to make up all work). Credit will not be given for work assigned during an unexcused absence. Per the discretion of the Principal, students who are unexcused from school may be allowed to make up missed work. It is the students/parents responsibility to communicate with their teacher about missing work due to absences. NOTE: A field trip and a college visit day are not considered absences for attendance purposes and therefore the work is due upon return.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Excessive Absence Procedures

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, 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, Detentions, ISS)

4th Notice: (9 Unexcused absences)

Hearing before the Regional Office of Education

Tardiness

If a student arrives late to school, the student must report to the office for a pass. Students not in the room and ready to work when the bell rings will be counted as tardy. Tardiness will be counted on a quarterly basis. An *Excessive Tardy* is being more than 60 minutes late to school without a valid excuse. Student who return late from Open Campus Lunch may be required to stay on campus during their lunch period.

The school will implement the following disciplinary plan in order to correct tardiness:

- 1 Tardy - Warning
- 2 Tardy - Warning
- 3 Tardy - Administrative Warning
- 4 Tardy - 1 After School Detention
- 5 Tardy - 2 After School Detentions
- 6+ Tardies - 1 Day Of ISD

Enrollment Information

Admission Requirements

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

Courses of Study

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

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

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

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

Final Exams: All students will take final exams.

Graduation Requirements

A minimum of twenty-four (24) credits are required for graduation and must include the following:

- 4 (4 credits) years of language arts;
- 2 (2 credits) years of writing-intensive courses, one year of which must be offered as an English language arts course and may be counted toward meeting one year of the four-year English language arts requirement. The writing courses may be counted toward the fulfillment of other state graduation requirements, when applicable, if writing-intensive content is provided in a subject area other than English language arts;
- 3 (3 credits) years of mathematics, one of which must be Algebra 1 and one of which must include geometry content;
- 2 (2 credits) years of science
- 2 (2 credits) years of social studies, of which at least one year must be the history of the United States or a combination of the history of the United States and American government; and
- 1 (1 credit) year chosen from any of the following: art, music, foreign language, and vocational education.

Additional ways JCHS students can obtain credits:

- One-half (1/2) credit is given per semester for music performing groups, not including Show Choir and Jazz Band. P.E. classes will receive 1/2 credit.
- The book phase of Driver Education is normally taught during the freshman year or shortly after the student turns 15. A student must pass 8 classes in the previous two semesters to be eligible to take the book phase of Drivers Education. Driver Education is not required to graduate and is a non-credit earning quarter long course.
- All vocational courses that meet two hours receive two (2) credits per year. A student may enroll in only one double period course and must be enrolled in 4 additional courses (total of 6 credits per year).
- A student whose class has not graduated is required to be enrolled as a full time student with a normal load. A normal load is 6 subjects (including P.E). Talk to Cory Possible Per Approval by the Principal
- A student must be enrolled at Jersey Community High School the semester immediately preceding graduation. A senior student who lacks no more than one credit from graduating with his class may attend summer school or take a correspondence course following his senior year. A student taking courses outside J.C.H.S. must have the approval of the Principal.
- Diplomas will be issued at the time of graduation to those who have met the academic requirements. Diplomas will be issued at the close of summer school to those pupils who complete their work during the summer session.
- A student may transfer two credits from a night school, junior college, or correspondence school to fulfill graduation requirements. Additional credits may be approved by the principal.
- Students are expected to take a normal load and encouraged to spend four years in meeting the graduation requirements from Jersey Community High School. Early graduation is not encouraged or recommended. However, if early graduation is desired the following requirements are mandatory:
 - Meet all Jersey Community High School requirements.
 - Submit to the Principal and their counselor a written request from the parents by June 1 prior to the date of expected completion of course work. Any requests after June 1 must have approval by the principal through a personal interview.
 - Attend school at least seven (7) semesters.
 - Students must earn their 8th semester of English (0.5 credit) through one of the following methods of credits:
 - College writing course

- Take a non-remedial English elective in addition to English 4 during the fall of the senior year.
 - Recommend completion of Government in summer school prior to senior year.
 - Students are responsible for all summer school and transfer credit course fees. Students who are permitted to graduate early may receive written certification of their graduation at the time of completed required course work.
 - A student who has not met the requirements for graduation will not be permitted to participate in the graduation ceremonies.

Required Courses:

FRESHMAN

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

JUNIOR

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

SOPHOMORE

English II – 1 credit
 Math – 1 credit
 Health – 1/2 credit
 Science – 1 credit
 Driver's Education Physical Education

SENIOR

English IV – 1 credit
 Government – 1/2 credit
 Economics or Law for Living – 1/2 credit
 Physical Education

HONORS COURSES The following courses are classified as honors subjects:

AP English I (H)
 English II (H)
 English III (H)
 English IV (H)
 Geometry (H)
 Algebra 2 (H)
 AP Calculus (H)
 Pre-Calculus (H)
 Statistics (H)
 Human Biology (H)

AP Environmental Science
 Botany
 Physics
 Zoology
 World History (H)
 Accounty 2 (H)
 Economics (Micro and Macro) (H)
 Marketing (H)
 Symphonic Band (H)
 Chorale (H)

Dual Credit Course

Accounting 2
 AP Environmental Science
 Human Biology
 Macro Economics
 Micro Economics
 Algebra 3
 Statistics

Calculus
 Marketing
 Welding 1
 Welding 2
 Drafting 1
 Drafting 2

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

Recommended Grading Scale

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

Honor Roll:

We believe it is desirable to give recognition to all students who maintain a consistently high level of achievement in the subject matter field. This recognition is provided by a published list of honor students in our community newspapers. The Honor Roll will be figured in the office based on the following criteria: High Honors - 4.500 or above Honors - 4.250 to 4.499 .

Latin Honor System

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

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

National Honor Society

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

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic/ fall marching band or and extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students in grades 11 and 12 who provide that a specific course not included in existing state or local school minimum graduation standards is required for admission to an institution of higher education. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.

Students in grades 11 and 12 who lack sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for exemption.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the handbook under "Special Education".

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

- The time of year when the student's participation ceases; and
- The student's class schedule.

College Visits

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

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital after the second week of missed school.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the JCHS Health Care Provider at 618) 498-5521.

Pre-Arranged Absence

A parent who needs their son/daughter to miss school for an extended period of time must contact an

administrator. A pre- arranged absence form must be completed by the student, signed by the teacher of each class, and turned in to the office prior to the absence.

Withdrawal From School

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

Guidance Department

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

The work of the department can be divided into several areas: educational guidance, vocational guidance, personal counseling and administrative duties. Educational guidance helps students to plan their subjects while in high school and to develop their future educational goals such as choice of college, business school, technical school, school of nursing, etc. Scholarship information and testing programs are also included in this phase. One conference with each student during each semester will be arranged to discuss such topics as educational and vocational plans. Vocational guidance includes aiding students to make choices concerning careers by helping them gather information and analyze alternatives regarding areas of work in which they show interest and aptitude. Personal counseling is done with those students who voluntarily come for this purpose. Counselors offer an attitude of acceptance and understanding to a student who wishes to discuss his/her problems. The administrative functions of the department include special activities, which have a close bearing on the other work of the department such as registration and scheduling procedures, orientation of Freshmen, and college admissions processing. The work of the department not only involves those students still in school but also past graduates and students who have left school for any reason.

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

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

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

Transcripts: JCHS works with a 3rd party to provide electronic transcripts. Create an account at parchment.com to request a high school transcript. This service is free for current students and \$3.15 for JCHS alumni.

Chapter 3 – Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

JCHS Fee Schedule:

Curriculum Fee: \$100

Technology Fee: \$50

Bring Your Own Device Fee: \$25 (in place of the Technology Fee)

Science Lab Fee: \$5 per semester

Art Fee: \$5 per semester

Activity Fee (per sport/activity): \$75 Grades 9-12 \$50 8th Grade

(\$150 maximum per student 9-12 and \$100 maximum per student 8th grade)

Driver Education Fee: \$150

Parking: \$40

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the free/reduced lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal or designee will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:05 a.m. Lunch is served every school day from 10:49 a.m. to 1:18 p.m., except when there is a 11:00 a.m. or earlier dismissal.

A student may purchase breakfast for \$1.10. Breakfast may be purchased on a weekly basis for \$5.50.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.60. Lunch may be purchased on a weekly basis for \$13.00.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Chapter 4 – Transportation & Parking**Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

- In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:
- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding transportation, contact the Transportation Secretary at (618) 498-9866.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Parking

The school has one location available for school visitor parking. The parking is located directly in front of the school. Students should not park in visitor parking.

Those dropping off and picking up children may do so in the student lot avoiding the bus lane.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Closed Campus: Jersey Community High School has a closed campus except for the period of time a student is assigned lunch. A student may be assigned closed campus for his/her lunch period by an administrator or by parent request.

- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to the school building on-time.

Students are not permitted to leave campus at any other time unless permission is first obtained in the office. All students leaving the building must first sign-out. **All 8th grade students will have closed campus AT ALL TIMES.**

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

Parking Lot Regulations

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

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

Passes

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

Passports

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

Work Permits Each semester a student may apply for a work permit for either the 1st or 8th period. Application approval is based on:

- A study hall scheduled for the time requested;
- An application form signed by both parent and employer;
- Verified employment; and
- A contract signed by the student that lists the limitations and regulations of the work permit.

Chapter 5 – Health and Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, within 30 days, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by the first day of the current school year of an eye examination performed within one year. Failure to present proof by the first day of school allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of school.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

- A student will be exempted from the above requirements for:
- Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian 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 by completing a “School Medication Authorization Form.”

No school or district employee is allowed to 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/guardian. No student is allowed to 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 procedure.

Designated Caregiver Administration of Medical Cannabis:

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

- Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
- Copies of the registry identification cards are provided to the District; and
- That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Social Work & Counseling

The school provides a social work and counseling program for students. The school's counselors are available to those students who require additional assistance.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be

other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

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

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

Chapter 6 – Discipline and Conduct

Badges/Student IDs

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

Conduct - General Building

- Students shall not arrive at school before 7:15 a.m. Classes begin at 8:10 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:
- Hats and bandanas shall not be worn in the building except on designated days. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras, or recording devices are permitted without permission from the principal.

Conduct – Co-Curricular Activities

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

Conduct – Spectator Bus

Students riding buses must comply with the following rules: 1. Chaperones will have complete control of

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

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears must be appropriate for the school environment and be below a student's fingertips when resting arms at side. Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- No bare midriffs, halters, or spaghetti straps.
- 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 length of shorts or skirts must be appropriate for the school environment and be longer than a student's fingertips when resting arms at side.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Behavior

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law .
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

- The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:
- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; including open campus.
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop-out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school detention.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Detention Rules

- No talking between students.
- Detention time will be after school from 3:35 to 5:00. Report to the lobby at 3:30. Students who are late may not enter detention.
- Students who disrupt detention will be dismissed immediately and may be assigned additional hours, assigned to ISD, or suspended.
- Students on work permits must adjust their work hours in order to fulfill their detention hours.
- Students are expected to work on assignments and do assigned work while in detention. Students who bring nothing to work on will be dismissed immediately and may be assigned additional hours, assigned to ISD, or suspended.
- Students assigned to detention may sign up to ride the activity bus.
- Students who miss detention without permission may be assigned ISD the next day.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity

for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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:

Placing the student or students in reasonable fear of harm to the student's or students' person or property;

- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened

bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Contact the SafeSchool Helpline @ (1-800-418-6423) or the complaint managers listed below:

Alan churchman
100 Lincoln
Jerseyville IL, 62052

Lisa Schuenke
100 Lincoln
Jerseyville, IL 62052

618 498 5661

alan.churchman@jersey100.org

618 498 5561

lisa.schuenke@jersey100.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.^[3]

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
 - Substantially interfering with a student's educational environment;
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, or treatment; or
 - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Alan Churchman

100 Lincoln

Jerseyville, IL 62052

618 498 5561

alan.churchman@jersey100.org

Complaint Managers:

Alan Churchman

100 Lincoln

Jerseyville, IL 62052

618 498 5561

alan.churchman@jersey100.org

Lisa Schuenke

100 Lincoln

Jerseyville, IL 62052

618 498 5561

lisa.schuenke@jersey100.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

[1] One complaint manager should be male and one complaint manager should be female.

Lunch & Cafeteria Rules

Students may leave campus during lunch, by following the open campus restriction rules (See below). During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Open Campus Lunch Policy

The requirements to receive Open Campus privileges include:

- Passing or pass all classes at each midterm grade check.
- No unexcused absences per each mid-term.
- Two (2) or fewer tardies per each mid-term.
- Receive no behavioral consequences per each mid-term.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds.

Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

Second offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.

Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for

insubordination.

Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Chapter 7 – Internet, Technology, and Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

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 the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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 violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user 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 without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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 creation 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.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message authenticity and the nature of the file so transmitted.
- Use of the School District's email system constitutes consent to these regulations.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
- The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- Students must not distribute material that:
 - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - Is reasonably viewed as promoting illegal drug use; or
 - Is primarily prepared by non-students and distributed in elementary and/or middle schools.[1]
- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- Whenever these guidelines require written notification, the appropriate administrator may assist

the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

- Is libelous, slanderous, or obscene;
- Constitutes and unwarranted invasion of privacy;
- Violates Federal or State law, including the constitutional rights of third parties; or
- Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

Chapter 8 - Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the

student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Chapter 9 - Extracurricular and Athletic Activities

Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
- Proof the student is covered by medical insurance.
- A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IESA's Performance-Enhancing Substance Testing Program.
- A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and/or IESA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must be passing five academic classes (IHSA 9-12) and all academic classes in the 8th grade. Any student failing to meet academic requirements will be suspended from the sport or activity for seven days.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

- Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
- Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- Act in an unsportsmanlike manner;
- Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
- Haze or bully other students;
- Violate the written rules for the extracurricular or athletic activity;
- Behave in a manner that is detrimental to the good of the group or school;
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or

- Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

- The student should be advised of the disciplinary infraction with which he or she is being charged.
- The student shall be entitled to a hearing before an appropriate administrator.
- The student will be able to respond to any charges leveled against him or her.
- The student may provide any additional information he or she wishes for the administrator to consider.
- The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Use or Possession of Any Tobacco Product including e-Cigarettes

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

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

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

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

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

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

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

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

Conduct Detrimental to the Team/Organization

Conduct deemed by the coach/sponsor or the Jersey Community 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):

- stealing
- cheating
- vandalism
- inflicting or attempting to inflict harm upon the person or property of any student or district employee
- the unlawful carrying of weapons or look-alikes
- malicious mischief

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

All students remain subject to all the School District's policies and the school's student/parent handbook.

Transfer Students

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

Completion Of Carry-over Suspension

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

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

- If the violation occurred during a time of the year that the student/athlete was not participating in an activity, the student will serve the suspension in his next activity

Completing A Suspension

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

Driving To And From Practice

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

Coaches/Sponsors Rules

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

Administration Of Code

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

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Chapter 10 - Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
- He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Chapter 11 – Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Student Records

Record Act of 1975 (student)

The Jersey Community High School System is governed by rules and regulations of the Illinois School Student Record Act of 1975. The complete set of regulations are on file in the Jersey Community High School offices. The following major points of the act are listed for your information: 1. The school maintains two types of records about each student.

PERMANENT RECORDS - The law requires permanent records to contain: basic identifying information (students' and parents' names and addresses, birth date and place, and gender), the academic transcript (grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations), attendance record, accident report and health record, and record of release of permanent record information. **TEMPORARY RECORDS** - These consist of all information not required to be in the permanent record, and may include: family background information, individual or group intelligence test scores, aptitude test scores, reports on psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews, elementary and extracurricular activities including any offices held in school sponsored clubs or organizations, honors and awards received, teacher anecdotal records, disciplinary information, special education files (including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals), any verified reports or information from non-educational persons, agencies or organizations, other verified or clear relevance to the education of the student, and a record of release of temporary record information. 2. Parents and students have the right to inspect and obtain copies of temporary records. At age 18 students accede to the rights of parents for access to temporary records. 3. Parents and students exercise control over access to the release of student records. Professional employees of the school have access to school records for legitimate educational interests. 4. Parents have the right to challenge contents of student's records on the basis of accuracy, relevance, or propriety, except for grades. A request for a hearing, citing the specific entry or entries to be challenged and the basis for the challenge should be submitted in writing to the chief administrator of the attendance center (forms for doing so are available from the school). An informational conference will be held within 15 days after the challenge notification has been submitted. If the challenge can not be resolved in this conference, a hearing officer will be appointed and a hearing held within 15 days of the informal conference. Both parties may be present with counsel, may present evidence and call witnesses, cross-witnesses, cross-examine witnesses, and both parties have the right to a written copy of any decisions and the reasons for it within 10 school days of the hearing. Either party may appeal this decision to the Superintendent of the Educational Service Region within 20 days. 5. Without the consent of the parents or student, no school records or information shall be available to other persons, except as the law permits. The law permits the following exceptions without parental or student consent: to an employee or official of the school or school district or State Board with current demonstrable educational or administrative interest in the student; to the official records custodian of another school in which the student has enrolled or intends to enroll, upon the request of such official or student; pursuant to a court order and prompt written notice to the parent; and to any person specifically required by State or Federal law. 6. The school will review temporary school records periodically for the purpose of deleting and destroying information that is no longer relevant to the students' progress. The school will publish a schedule of such review. Parents have the right to inspect and obtain copies of information that is to be destroyed. 7. The school may disclose Directory information without prior notice or consent unless the parent/guardian notifies the school in writing before October of the current school year that he does not want any or all of the directory information disclosed. This includes information released to the military. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution

attended. 8. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit or insurance the securing by any information from a student's temporary records which such individual may obtain through the exercise of any right secured under the Act or these regulations. 9. Parents have the right to inspect and challenge the information contained in a school record prior to the transfer of the school student record to another school district, should the student transfer. 10. Parents have the right to contact the US Department of Education to report alleged failures by a district to comply with student records laws.

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

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding: 1. Title II of the Americans with Disabilities Act; 2. Title IX of the Education Amendments of 1972; 3. Section 504 of the Rehabilitation Act of 1973; 4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. 5. The minuses of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or 6. Curriculum instructional materials, programs. The Complaint Manager will resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

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

2. Investigation

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

3. Decision and Appeal

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

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

Alan Churchman and Lisa Schuenke
100 Lincoln, Jerseyville, IL 62052
Phone 618 498-5561

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors

- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: 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 individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington DC 20202-4605

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Chapter 12 – Parental Right Notifications

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR 8th Grade only (or other mandated test by the state), the SAT (Scholastic Assessment Test) (11th Grade Only), PSAT (Preliminary SAT) (9th and 10th grades only), ISA (Illinois Science Assessment) (8th grade and high school Biology students), the DLM test for students with disabilities and the NWEA MAP Assessment.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing; Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

- 1) Educational organizations and school.
- 2) Food bank and meal programs.
- 3) Local service organizations: that include the Salvation Army and Angel Tree.
- 4) Medical services: Jersey County Health Department.
- 5) Family Shelters: the school will have a list available of emergency shelters if requested.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact [Keri Lakin, Special Education Coordinator](#) at [618-498-5561](tel:618-498-5561).

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Alan Churchman

District Administrator
618-498-5561

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School Choice Option

Districts with each grade in only one attendance center may substitute the following for this paragraph: The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see the handbook procedure "Standardized Testing" on page .

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.jersey100.org.

IV. Parent & Family Engagement Compact

The school has included a Parent and Family Engagement Compact on page .

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see the handbook procedure "Unsafe School Choice Option" on page .

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see the handbook procedure "Student Privacy" on page .

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60. ^[7]

VIII. Homeless Students

For information on supports and services available to homeless students, see the handbook procedure "Homeless Students" on page .

For further information on any of the above matters, please contact the building principal.

Parent & Family Engagement Compact

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.

S E D L – 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.

STUDENT REQUIRED USE & INTERNET SAFETY POLICY (RUP)

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

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

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

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

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

images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

- Will not connect any personal technologies such as laptops, workstations, iPods, smartphones, PDAs wireless access points and routers, printers, etc to district owned and maintained local, wide or metro 28 area network. Home Internet use and cost is the responsibility of the student both in cost and configuration.
- Will not remove or alter the cache or site history in any browser on their laptop or on any other district owned device.
- Will back up data and other important files regularly. Jersey CUSD No. 100 will at times perform maintenance on the laptops by re-imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students and staff are ultimately responsible for backing up all personal files on their own storage media.
- Will keep laptop secure and damage free. Each laptop is issued with a protective book bag, and the use of provided laptop bags is required at all times. This includes transporting the laptop from one location to another in the book bag with both straps over the shoulders.

Follow these general guidelines:

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

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

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

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

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

Student (please print): _____

Student Signature: _____ Date: _____

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

STUDENT REQUIRED USE & INTERNET SAFETY POLICY (RUP)

APPENDIX A

TECHNOLOGY USE GUIDELINES

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

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

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

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

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

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, 30 documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system (e.g., NCWISE, CECAS, timekeeping software, etc.), for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the board, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Jersey CUSD No. 100

technical staff. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use. The Jersey CUSD No. 100 technical staff does not support home or public Internet connections.

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

C. Restricted Material On The Internet

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

D. Parental Consent

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

E. Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with

board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

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

F. Security/Care Of Property

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the school district network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

G. Personal Websites

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

- 1. Students**

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

- 2. Employees**

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

- 3. Volunteers**

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

H. Disclaimer

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