

Student Handbook

JUDITH GIACOMA ELEMENTARY SCHOOL

2023 - 2024



Mr. Nathan Ford - Principal

Mrs. Britany Edwards - Assistant Principal

**200 South Walnut Street
Westville, Illinois 61883
Phone: 217-267-2154
FAX: 217-267-3484**

JUDITH GIACOMA ELEMENTARY
PARENT/STUDENT HANDBOOK

Welcome

Dear Students and Parents,

Welcome to a new school year at Judith Giacoma Elementary School! The staff of Judith Giacoma Elementary and the Board of Education are happy to have you as a part of our school. We have many exciting things to share with you. The rules and regulations are in place for the safety and well being of each person at Giacoma. We offer to you the challenge to accept your responsibilities, to take pride in your work, your school, and your community.

The staff at Judith Giacoma Elementary School hope you have a great year! Parents please read this handbook carefully and discuss it with your child. Please feel free to visit or call the school and become a partner in your child's education.

Judith Giacoma Elementary School Mascot

Panther

Judith Giacoma Elementary School Colors

Red and Black

Judith Giacoma Elementary School Motto

Judith Giacoma Elementary - Doing What's Best for Students!

Judith Giacoma Elementary School Pledge

"I pledge at Judith Giacoma School to be a respectful, responsible, and positive student.
I have the power to learn!"



Judith Giacoma Elementary School

Staff and Room Assignments

Principal	Nathan Ford	13
Assistant Principal	Britany Edwards	126
Secretary	Denise Cole	15
	Megan Hart	124
	Chelsea Linton	124
Social Worker/Guidance Counselor	Jessie Wasserman	19
	Mollie Pletch	18
	Brandy Kizer	128
Early Childhood Special Education	Sheila Owen	47
CARE Pre-Kindergarten	Starla Cummings	49
Kindergarten	Madison Greenlee	44
	Kaytlyn Hettmansberger	48
	Rachel McFadden	46
	Jennifer O'Herron	42
	Stephanie Pearman	50
First Grade	Hannah Andrews	33
	Hunter Howard	34
	Mary Key	30
	Rachel Lee	35
	Megan Mitchell	32
Second Grade	Christi Denton	37
	Amy Johnson	39
	Amy Lynch	38
	Kayla Smith	36
Third Grade	Joanna Alvord	129
	Terry Inboden	127
	Kate Walter	130
Fourth Grade	Jenny Barnes	131
	Terry Downing	133
	Kristi George	134
	Rebekah Holt	135

Fifth Grade	Lacey Steinbaugh	145
	Krista Toth	148
	Erin Wells	146
Sixth Grade	Santasia Elliott	151
	Jon Heath	152
	Megan Myers	149
Special Education	Amy Pacot	52
	Ryne McFadden	41
	Alyssa Bell	31
	Max Speer	29
	Kristen Cox	137
	Cathy Collins	140
	Shayna Lee	45
Music	Chris Bontjes	28
Physical Education	Connor McCabe	121
	Dustin Simpson	121
Speech/Language Pathologist	Kayla Hiatt	17
Media Center	Angela Smith	21
Library	Cindy Atwood	136
Classroom/Personal Aides	Candy Barton	
	Brynn Chase	
	Wannetah Cundiff	
	Alicia Miller	
	Olivia Pruitt	
	Susie Saltsman	
Custodians	Rhonda Sollars	
	Kyle Ghrist	24
	Randall Nance	24
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Food Service	Darren Young	24
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PART 1: INTRODUCTION, INFORMATION, AND GENERAL NOTICES

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The School Board and the Administration reserves the right to amend, expand, or abolish the school rules. The Board's comprehensive policy manual is available for public inspection through the District's website www.gowestville.org or at the Board office, located at:

Westville School District
125 Ellsworth
Westville, IL 61883

The School Board has hired the following administrative staff to operate the school:

Dr. Seth Miller, Superintendent
Mrs. Pam Dalenberg, Assistant Superintendent
Mr. Nathan Ford, Principal
Mrs. Britany Edwards, Assistant Principal

The school is located and may be contacted at:
Judith Giacoma Elementary
200 S. Walnut Street
Westville, Illinois 61883
217-267-2154

The Panther Pact

The staff at Giacoma Elementary is committed to providing a quality education for all students. All staff will be highly qualified to help ensure students are prepared to meet both local and state requirements.

- Parent/Teacher conferences will be held a minimum of two times each year. One will be held at the end of the 1st quarter to review the initial progress made by the student. A second Parent/Teacher conference will be offered in the spring, as well. This will be scheduled to coincide with the end of the 3rd quarter. Teachers will be responsible for arranging appropriate meeting times with parents.
- Progress reports will be sent home with students a minimum of eight times each year. These include, but are not limited to, mid-term reports and report cards at the end of each quarter.
- Parents are welcome to contact staff as questions and needs arise throughout the school year. You may contact the school by phone or in writing. Each teacher has a phone within their room that has voice mail capabilities. Parents are encouraged to make appointments to meet with the teacher before or after school as they feel a need.

- The staff at Giacoma welcomes parents' help in our school. You may be contacted to assist with special activities (field trips, Incentive Days, etc.) throughout the year by either the teacher or our PTO. We also welcome community volunteers. We have a wide variety of needs that can be met by the assistance of a parent or grandparent.

We ask that our parents support the efforts of our school and their child/children's learning by:

- Checking book bags each evening and assisting with homework, if needed. We have found that children are able to complete homework with relative ease when they are given a quiet, well-organized area in which to work.
- Making sure that the child is at school every day by 8:20 A.M.
- Keeping the lines of communication with the school open. It helps greatly to read newsletters, calendars, and special notices as soon as they are brought home.
- Being active in your child's classroom. Volunteer as your time allows.
- Providing fun, age appropriate activities for your child at home. Research shows that children are more engaged in learning when family activities are a priority.

We expect our students to share the responsibility to improve their academic achievement. We know that all children can learn and meet our high expectations.

Students are expected to:

- Complete homework each day and ask questions, if needed.
- Give parents/guardians notices and information from the school (Home/School folder).
- Read independently each evening.
- Conduct themselves in a respectful and polite manner.
- Follow PBIS expectations at all times.

Information for Parents and Students **School-Parent Compact**

The Judith Giacoma Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

The Judith Giacoma staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards in an environment conducive to learning. The school will also provide a description of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

- Hold parent-teacher conferences two times, during which time discussions will target the individual child's achievement.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide quarterly grade reports and offer online parental access throughout the year.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents before or after school. Please contact the office to make an appointment.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities whenever possible.
- Provide school performance profiles required by Federal law.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being on the School Support Team or other school advisory or policy groups.

Student's Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Complete assignment homework every day and ask for help when needed.
- Read at least 30 minutes every day outside of school time.
- Give our parents or adults who are responsible for our welfare all notices and information received from school every day.

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6), *Parent's Right-to-Know*, The Westville School district is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualification of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your District Superintendent at the following phone number: 267-3141.

General Information

- Classes begin at 8:25 and students are dismissed at 2:55 p.m. Children who are not riding a bus should not arrive before 8:00 a.m. **The doors will not be opened until 8:00 a.m.**
- Students are required to get permission before going to homerooms or leaving the gym area at morning arrival time.
- Bicycles are to be parked in the racks provided. It is suggested that bicycles be locked for security.
- A dated note must be sent with your child when a change in transportation is made (walkers and bus riders). **Without a note, your child will use his/her normal mode of transportation.**
- Unexpected events do arise and may result in a need of change in transportation. The end of the day is very busy. Please make every effort to make calls for transportation changes before 2:00 p.m. on that day.
- A report of your child's progress is sent home a minimum of eight times during the year. In addition to the progress reports, conferences will be held to exchange ideas concerning your child.
- No gum is permitted at school.
- All valuables and/or money are brought to school at your own risk. Each student is responsible for his/her items. The school is not responsible for lost or stolen items.
- Electronic devices are not allowed at school. Cell phones are allowed but must be powered off and kept in the student's book bag while on school property.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building 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 to classrooms are asked to contact the teacher prior to the visit to make appropriate arrangements. Visitors are asked to avoid recess visitation unless special accommodations are made with an administrator.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him 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: Pam Dalenberg, Assistant Superintendent.

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 principals 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 school 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. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value. We also encourage you to send store-bought snacks that are pre-wrapped. Because we have students with allergies, we ask that you not send candy or treats that contain peanuts or peanut butter.

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. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Alert System

The Westville School District uses an alert system to notify staff and parents about emergency situations, school cancellations, etc. Parents will be asked to fill out a form with pertinent contact information. In the event of a change in scheduling or other important information, an automated system will be activated to notify you of the upcoming event or change. It is the parent's responsibility to notify the school's office if contact information changes.

Safe Haven

There may be certain emergencies that arise that would require evacuation of the building. Should such an emergency occur, we would strive to notify parents of the problem through the media and our Alert Now System. Following is our Safe Haven procedure:

- Classes will use the same evacuation route used during a fire drill
- Classes will remain at their designated spot until contact is made by administration or his designees.
- If it is determined that a Safe Haven is needed for students and staff, students in pre-kindergarten through 2nd grade will be walked to the Westville Library. Students in grades 3rd – 6th will be walked, or transported by bus, to the Westville American Legion. Children will walk by class accompanied by their teacher. A specific route will be announced at the time of the emergency.
- Once children have reached the Westville American Legion, Legion personnel will designate an area for students.
- Children will be grouped together by class.
- Parents/guardians may pick up their children at the Westville library or Westville American Legion. You will be required to sign your child out with the teacher. We will not allow a child to go home with an adult other than their parent without written permission or phone call from parent.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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 (217) 267-2154.

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:

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Residency

Students may be enrolled upon verification that their legal guardian is a resident of the Westville Community Unit District, or their legal guardian, who is not a resident, pays tuition as set by the Superintendent. A student may transfer from another accredited school provided the following criteria are met:

- Residence in this school district with the legal guardian is verified
- The student has fulfilled all disciplinary commitments owed the previous school, such as expulsions, suspension, or indebtedness.
- Must provide 2 documents as proof of residency. Acceptable documents are rent receipts and utility payments. A driver's license is not acceptable.

Instrumental Music

Music is the universal language, loved, understood, and enjoyed in one form or another, by all people. Instrumental music is one of the mechanical methods used to produce melody, harmony, and rhythm. It takes physical and mental skills to produce tones that can be blended together to make a band or orchestra. We try to teach beginners these skills and as the child develops, to perfect and polish these skills until they are of a quality to give pleasure both to the performer and listener. Band is offered in 5th and 6th grade.

Vocal Music

The elementary school has a key role to play in exposing all children to the joys and benefits of general acquaintance with the art of music. It is the level at which all children learn about music in all its aspects. The elementary music program also does much to help in the discovery and the development of the talents of especially musical individuals. However, the main purpose of music is to give all children a humanizing resource by which they can enrich their lives.

Physical Education

Physical education plays an important part in the development of students. Therefore, all students must participate in physical education classes unless excused by a medical doctor or by doctrines of religious faith. The program of physical education will stress physical well-being as well as personal hygiene. For safety reasons, we ask that each student have a pair of gym shoes with their name on them.

Media Center

The Giacoma Media Center provides a unique opportunity for students to experience an independent study atmosphere for students in fifth and sixth grades. It continues to act as a learning environment to enhance computer skills for students in kindergarten – sixth grades.

The library is a learning center and students in kindergarten – sixth grades also are given the opportunity to check out library books on a weekly basis. Both the Media Center and Library provide opportunities for participation in the Accelerated Reader program.

Speech/Language Screening

At the beginning of each school year, kindergarten students at Judith Giacoma Elementary will be screened for Speech/Language needs. Parents will be notified concerning the results of all screenings.

High School Tutors

Select students from the high school volunteer their time to work within particular classrooms at Giacoma. The students are involved in the program under the guidance of the high school guidance counselor and principal. The high school students work with the Giacoma students under the supervision of classroom teachers.

Response to Intervention (RtI)

It can be very frustrating for parents to see their child struggling in school, especially in areas of reading, math, or behavior. Response to Intervention is a process that provides interventions and educational supports to all students at increasing levels of intensity based on individual

needs. The goal is to prevent as many problems as possible and intervene early so that students can be successful.

RtI is high quality, research-based instructional and behavioral supports in general education. School-wide screening is conducted to determine which students need closer monitoring or additional interventions. Multiple tiers of increasing intensity are delivered with specific interventions to help students succeed. Students are monitored frequently to determine if the instruction/interventions are effective in meeting individual needs.

As a parent, you can expect to be informed and involved in the planning and implementation of interventions for your child. You will see levels of support for academic and/or behavioral needs that increase or decrease in intensity according to your child's needs. You will receive monitoring information about how your child responds to the interventions provided.

Positive Behavioral Interventions and Support (PBIS)

PBIS is a school-wide approach to discipline and a process for creating a safer and more effective school. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning. Students are taught and reminded of the expectations throughout the school year as a preventative educational tool. At Judith Giacoma Elementary School our expectations fall under three categories of behavior:

(1) Be Respectful (2) Be Responsible (3) Be Positive

When students follow these expectations, the instructional plan can be implemented at its best. Teachers are able to teach in an environment conducive to learning and students are able to learn in an environment that is comfortable and safe. Students can also earn rewards and participate in classroom and school-wide celebrations for positive behavior! Please be sure to look at the information in the handbook, information that comes home, and on the school website for information and tools to educate yourself on the expectations and benefits of PBIS at Judith Giacoma Elementary School. Please feel free to contact the school to see how you can get involved.

P.A.W.S. (Positive Attitude (among) Westville Students)

The PAWS traits of the month are listed below. Students who display the qualities of the trait of the month may be selected by their teacher for being a representative of that particular trait. The building principal then recognizes all the winners for each month with their name over the intercom during announcements, a certificate, and pin.

September	Responsibility
October	Fairness
November	Citizenship
December	Giving
January	Respect
February	Honesty
March	Friendship

April
May

Caring
Positive Attitude

Safety Program

This is to notify you that students at Judith Giacoma School in grades kindergarten – 6th will participate in various children’s safety programs throughout the school year. These programs are designed to teach children how to avoid situations of potential danger, including child sexual abuse, and to help them understand what to do should such a situation occur.

Attendance of School Events

Students are welcome to attend extra-curricular activities and evening events at the school. Students must be accompanied by an adult. Students must stay inside in the supervised areas only. Once a student leaves the school, they will not be permitted to re-enter the building. Problems that occur can result in exclusion from attendance at extra-curricular activities.

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 in a designated student locker unless: (a) permission is granted by an administrator, teacher, or school staff member; or (b) use of the device is provided in a student’s individualized education program (IEP).

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:

1. First offense – administration will confiscate device, issue written warning, and return device to the student at the end of the school day.
2. Second offense – administration will confiscate device, issue written warning, and return device to a parent/guardian.
3. Third offense an after – administration will confiscate device, issue a discipline consequence, and return device to a parent/guardian.

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.

No Smoking on School Property

Please understand that Judith Giacoma Elementary and all schools in Westville CUD #2 are smoke-free campuses. Smoking is not permitted on the school grounds at any time. This includes any school events such as athletic contests, music programs, or any other time that the school is visited.

Delivery of Flowers, Presents, Cookie Bouquets, Etc.

The office will not accept delivery of flowers, balloons, etc. for children. Please accept delivery of such gifts at home.

PART 2: ATTENDANCE AND PROMOTION

Attendance

The Administration and Staff of Judith Giacoma Elementary School are committed to ensuring that each student reaches his/her potential for a successful academic career that will lead to a healthy transition into becoming a lifelong learner and productive member of his/her community. In order to reach this goal, students must be at school every day, on time, and ready to learn! Studies have shown that the absentee pattern established in pre-kindergarten, kindergarten, and the first and second grades have a direct correlation on the success a child will have in his/her later academic years. The better the early attendance pattern, the more positive the academic success of the students.

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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

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 safety or health, or other reason as approved by the principal.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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

In the event of any absence, the student's parent or guardian is required to call the school at 267-2154 before 8:00 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 to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

School officials reserve the right to require written doctor's notices when a child has missed multiple days due to illness. If a child is absent 5% of any given quarter, the school may require a doctor's note for each additional day of absence. Each day missed without a doctor's note after 5% will be recorded as unexcused. All notes from the doctor should include the day and time the student may return to school, as well as the reason for the absence.

Tardy Policy

It is important to the educational process that students are at school on time. When a student is late he/she has a negative start to the school day, the learning environment of the classroom is disrupted, the other students in the classroom are affected by the disruption and distractions of the late students, and the tardy student misses out on classroom activities and instruction that begins at 8:25.

School begins at 8:25. There are two morning bells that ring. The first bell is at 8:25 and signals the start of the school day. The second bell rings at 8:30 and declares a student tardy if she/he is not in the classroom at the time the bell stops ringing. If a student is tardy to school, he/she must report to the office to get a pass to be allowed into their classroom. Tardies will be counted as unexcused unless a student comes in with a doctor's note to show that as the reason for being late that day. Students are allowed three (3) tardies per quarter before they receive a consequence.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

Re-Engagement Plan

Students with excused absences will have the same amount of school days to make-up schoolwork as the number of consecutive absences accumulated. Students with absences due to suspension will be provided an opportunity to earn equivalent academic credit for work missed due to student discipline. Suspended students will be provided equivalent academic credit work by the end of the next school day following a suspension. It is the responsibility of the parent/guardian to pick up the suspended student's work in the school office. All

equivalent academic credit opportunities to students will be due upon their return to school, unless otherwise stipulated.

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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

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.

Testing

All students, kindergarten - sixth grade will take the Measure of Academic Progress (MAP) test three times a year - fall, winter, spring - in order to monitor student progress and identify any areas of academic concern.

Students in grades 3rd - 6th will take the IAR (Illinois Assessment of Readiness) test in the spring.

Grading Scale

Primary	Intermediate
A = Excellent (E)	A = 90 - 100
B = Good (S+)	B = 80 - 89
C = Satisfactory (S)	C = 70 - 79

D = Needs Improvement (NI)
F = Unsatisfactory (U)

D = 60 - 69
F = 0 - 59

Honor Roll

The Honor Roll at Giacoma School is based on the grades earned in: Language Arts, Math, Reading (including science and social studies), and Spelling.

The Honor Roll is calculated at the end of each nine weeks grading period. Two categories of honors are recognized: High Honors and Honors.

High Honors is given to those receiving all As in all core subject areas. Honors are given to those receiving As with no more than two Bs in all core subject areas.

PART 3: 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.

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

1. The student currently lives in a household that meets the free or reduced lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. 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).

School Breakfast & Lunch Program

Breakfast is served every school day from 8 a.m. to 8:25 a.m. Lunch is served every school day except when notified on an early dismissal day.

A student may purchase breakfast for \$1.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.35 and/or milk for \$.35

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

PART 4: TRANSPORTATION AND 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.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. 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.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. 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.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. 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.
7. 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.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. 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.

10. 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.
11. 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 school transportation issues, contact: Lori Osborne, First Student Bus Director 267-3736.

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:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Use of profanity.
5. Willful disobedience of a directive from a bus driver or other supervisor.
6. 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.

Bus Questions

First, you should know the bus driver's name. Call them or visit with them at the bus stop. If dissatisfied: Call Lori Osborne, First Student's supervisor of buses, which the school system has a contract with. Her office is in the concrete block building behind the high school by the football field. Her phone number is 267-3736. If still dissatisfied, then call the school office. It is the parent's responsibility to notify the Bus Garage if the student's address changes.

Parking

The school has locations available for school visitor parking. Those dropping off and picking up children may do so before and after school. 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.

Arrival and Dismissal

All walkers and car riders will be dropped off on the north side of the building. Students will use the main entrance (Door 1) to enter the building. Families will be able to stay in their vehicles and use the former "bus lane" to drop off students. During dismissal the same procedures will apply. School personnel will help load students into their vehicles. Students will not be allowed in the parking lot without being supervised by the person picking them up.

Bus riders will load and unload school buses off of Walnut Street. Please help us keep all children safe and secure by following these procedures. At dismissal, parents are asked to remain outside of the building, except in extreme weather conditions.

PART 5: HEALTH AND SAFETY

Immunization, Health, Eye and Dental Examinations

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:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. 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.

Failure to comply with the above requirements by October 15 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. 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 October 15, the student must present, by October 15, 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 October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, 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 October 15.

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.

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.

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.

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. 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.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. 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

The school will observe recommendations of the Illinois Department of Public Health 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.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits).

Infested children are prohibited from riding the bus to school to be checked for head lice.

Health

Only a healthy child can complete work and have a successful day at school. If your child is not well, he or she should stay at home, both for his/her own sake, but also in consideration for his/her classmates. A child with the following symptoms should not be in school:

- An acute cold or above normal temperature (over 99.6)
- Sore throat, earache, vomiting, or nausea
- Skin eruptions and rashes
- Swollen glands
- Listlessness, drowsiness, severe headache, or flushed skin

Please be sure your child has a nutritious meal before starting school for the day.

It is important that the school have your family physician's name in order that he/she may be contacted in case of an accident or emergency.

Vision and hearing screenings will be completed yearly on all students in grades kindergarten, first, second, third, and eighth. All new students and special education students will have annual vision and hearing screenings, as well.

Guidance & Counseling

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

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 may not be preceded by a warning to the students.

In the event of a storm warning or civil defense warning, no student will be dismissed early unless the parent or guardian comes in person to the school for their child. If a severe storm, such as a tornado, is imminent at the regular dismissal time, we will hold the children at school until we have evidence that the storm has passed.

Intruder Alert Drills

An Intruder Alert drill will take place each year at Judith Giaconda Elementary. When practiced, it will be clearly acknowledged that it is only a drill. An administrator will talk to students and discuss procedures and the need for such drills to ensure a proper understanding prior to the drill occurring. After the drill, classroom teachers will discuss the drill with the students and answer any questions they may have.

Federal Asbestos Hazard Emergency Response Act

This is to inform you that Asbestos Containing Building Materials (ACBM) are present in our schools. In accordance with Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials. They have prepared an assessment and response plan to reduce exposure to asbestos fibers.

Copies of the asbestos management plans for our schools, which include the inspection reports, are located in the Superintendent's office. The plans are available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Should a request be made for a copy of the report, the school is allowed to charge a reasonable fee to make copies of the plan.

PART 6: DISCIPLINE AND CONDUCT

General Building Conduct

Students shall not arrive at school before 8:00 a.m. and classes begin at 8:25 a.m. Students are dismissed at 2:55 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and hooded sweatshirts shall not be worn in the building during school hours.
- 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 are permitted without permission from the principal.
- Electronic devices are not allowed at school.

Hallways

- No running in halls
- Keep to the right of the hallway
- Voices off (Level 0)
- No foul language or gestures
- No tripping
- No loitering
- Keep hands off walls and other people
- No hats worn in the building

- Follow Procedure at all times - Procedure means that the students will walk, voices off, and stay in a single file line on the right hand side of the hallway. If the student is carrying something in their hands, both hands are to be on the object while it is held in front of their body.

Lunchroom

- Obey all lunchroom monitors and personnel
- Throwing of food will not be tolerated
- Do not take from another's lunch without permission
- Talking must be in a quiet voice (Level 2)
- Wait until you are dismissed before you leave your seat
- If a parent requests a child remain indoors during the lunch period, a written request from a doctor is necessary
- If a parent is visiting to eat lunch with a student, parent and student must go to one of the overflow tables to eat

Playground

- Obey playground monitors
- No throwing rocks
- No fighting
- Students are not to go between the parked cars
- Do not leave the playground without permission from a playground monitor
- Students must line up at the end of recess when directed to do so (when the whistle blows)
- Students will not be allowed recess outside if the temperature (including wind chill) is 32 degree F or lower. If the temperature is 64 F, or above, students will not need to wear a jacket (sweatshirt, sweater) to go outside. If the temperature is 56 – 63 F the student will need to wear long sleeves in order to play outside. 55 F and lower will require appropriate outerwear (jacket/coat, gloves/mittens, hat, etc.) to go outside.
- All students will participate in outside recess unless a doctor's note is provided
- Any problems should be reported to the recess monitors and supervisors

Restroom

- No swinging on the stall sides, doors, or sinks
- Place paper in trashcans and not on the floor
- No running or playing
- Use whisper voices (Level 1)
- Proper use of the urinal is required of the boys
- Flush urinal/toilet when finished
- Wash hands when finished using the restroom
- Leave the restroom areas when finished using the restroom

Telephone

- Students may not use the telephone without permission of the principal, secretary, or homeroom teachers – and then only if the call is of an emergency nature.

- Phone calls made during the school day for a teacher or student within a classroom will be directed to the teacher's voicemail. Classrooms cannot have constant distractions of a ringing telephone. Teachers check their voicemail and will return a call to you at their earliest convenience. If an important message needs to be relayed, please inform the secretary and they will make sure that the student receives the message (i.e. transportation changes for the end of the day).

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.

1. The torso will be covered from the neck to mid-thigh so as not to reveal any body parts or underwear beneath. This includes low riding jeans, shorts and pants.
2. No profane, sexual harassing or suggestive remarks, pictures or patches, and no alcohol, drug or tobacco logos and or symbols are to be worn on clothing.
3. No unbuttoned shirts, blouses, or other clothing worn on the torso, which reveals any body parts or underwear beneath.
4. No bare feet, midriffs, completely bare shoulders or see-through clothing will be tolerated.
5. No hats or hoods worn inside the building, during school hours.
6. No shorts which reveal torso or underwear while sitting, standing, or walking.
7. No symbolic jewelry, patches, or clothing depicting gangs.
8. No holes or deep cutout sleeves or neck on clothing covering torso or upper thigh.
9. No spaghetti straps
10. No clothing of any type that displays negative imagery that could possibly disrupt the educational environment.
11. Students are not to wear clothing for events or artists that are known for their use of satanic/demonic images, violence, profanity, sexual images or discrimination, or criminal acts in their promotion and for the glorification of said events or artists.
12. All shirts must have full sleeves.
13. No wallet chains or other clothing accessories that could be used as a weapon.
14. No pajama bottoms.

Consequences of Unacceptable Dress

- 1st Offense: Verbal warning
- 2nd Offense: Verbal warning and required to change clothes
- 3rd Offense: Discipline write-up and parent contact to bring a change of clothing
- 4th Offense: One day in-school suspension, parent contact for change of clothing

Repeated offense may result in out-of-school suspension for noncompliance.

Prohibited Student Conduct

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

1. Bus misconduct
2. Defacing school property and/or property misuse
3. Defiance
4. Disrespect - insulting, calling derogatory names, dishonoring, or in other manner abusing verbally, or in writing, any member of the student body and/or school staff
5. Threatening or intimidating acts
6. Verbal or physical aggression
7. Fighting
8. Insubordination
9. Loitering
10. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
11. 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.
12. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. "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.

- g. 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.
- h. 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.

- 13. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 14. Using or possessing an electronic paging device.
- 15. 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, Smartphone 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.
- 16. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 17. 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.
- 18. Failure to serve assigned classroom detentions, two-hour detentions, and/or Saturday School Studies as assigned.
- 19. 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.
- 20. 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.

21. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
22. Engaging in teen dating violence.
23. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
24. Entering school property or a school facility without proper authorization.
25. 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.
26. Being absent without a recognized excuse.
27. Being involved with any public school fraternity, sorority, or secret society.
28. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
29. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
30. 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.
31. 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.
32. 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 psycho stimulant 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:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. 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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Classroom detentions
8. Before or After School Detentions
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile 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.

Behavioral/Discipline Procedures

The classroom teacher is the first to intervene in the correction of student behavior. Teachers are expected to make significant attempts to improve the behavior of students who deviate from expected behavior standards. Teachers will verbally inform and post their policies in their individual classrooms.

Behavioral Detention Rules and Regulations

1. Detentions are given by the faculty and administration for unacceptable/prohibited behavior and failure to do homework. Before your child starts to get into a repetitive practice of constant detentions, it is recommended that the parents come in and discuss the problems the student may be having in school.
2. All detentions will be reported to the parent/guardian
3. Detentions will be served within 24 hours of the infraction to allow the student to make any necessary transportation arrangements. The day will be mutually agreed upon between the teacher and the student.
4. All detention slips and Bus Conduct Slips must be signed by a parent and returned to the office. Failure to do so may result in additional disciplinary action.
5. Detentions will be served in the room of the teacher who assigned their detention or in either the East or West Administrative Offices. The student and parent/guardian must realize that inconvenience in transportation would not be an issue if behavior were in line with expectations.
6. Detentions will be served on the date agreed upon regardless of any extracurricular activity, including sports.
7. Should a student fail to appear for a detention on the date agreed upon, the discipline report will be sent to administration.
8. If a student is absent from school on the date he/she is to serve a detention, the detention will be served upon his/her return to school.
9. Students are to bring schoolwork to detention and are to work on it during that time. Sleeping or talking will not be allowed during detention times.
10. Should a student misbehave during a detention, he/she will be dismissed from the room and the behavior will be reported to the principal. The student will be suspended for one school day.
11. In case of detentions being assigned the same day to a student, by more than one teacher, an agreement will be mutually reached to schedule and serve all detentions assigned.
12. Students with more than three classroom detentions by the same teacher in the same semester may be referred to administration for discipline consequences beyond classroom detention.

Out of School Suspension

Suspension means any disciplinary action whereby a student is separated from school for a period of 10 days or less. The student will be allowed to make up all missed work, including homework and tests, for equivalent academic credit according to the Make-up Work and Re-

Engagement policy. While suspended a student is not allowed to attend any extra- curricular activities in which the school is participating; home or away games or dances. The student is not allowed on school grounds during the suspension unless pre-arrangements have been made with administration. Note: Suspensions, of Special Education students, will be in accordance with the Imp's and state and school codes.

Disciplinary Guidelines

The following examples are given for illustrative purposes.

Detentions may be assigned for:

- Horseplay -unnecessary noise, pushing, shoving, boisterousness
- Tardy - A pupil will be considered to be tardy when he is not in his seat and ready for work when the tardy bell rings.
- Littering - Willfully or carelessly discarding debris or waste
- Public display of affection by embracing or kissing.
- Wearing hat or head gear in school building.
- Card playing - cards will be confiscated.
- Classroom disruption.
- Eating candy or gum chewing in class.

Before and/or After School Detentions and/or Out of School Suspensions may be assigned for:

- Recurring violations of the offenses listed under detention.
- Truancy - As defines. First offense.
- Giving or using a false report, note, or pass whether written or oral, and phone calls excusing absences.
- Obscenity and Swearing - The use of language, gesture, or activity that can reasonably be considered vulgar, indecent or obscene. This includes possession of similar materials.
- Unauthorized distribution of printed or written material.
- Missing detention
- Misbehavior during detention.
- Possession of nuisance materials, noise makers, water guns, etc.
- Loitering - the act of being in or about any school building, in a specifically restricted area of the school, or on the grounds at unauthorized times, or without the specific authorization of the school's personnel.
- Gambling - The act of playing a game of chance for money, property, or other stakes.
- Insubordination - Passive.
- Classroom disruption (resulting in removal from classroom)
- Throwing objects in class or halls.
- Attend activity or on school grounds while suspended.
- Failure to put lunch tray away or lunch trash.
- Disrespect to a substitute teacher
- For recurring violations of the offenses listed above.
- Truancy - second offense
- Insubordination - Aggressive – The willful failure to respond or carry out a reasonable request by school personnel.
- Unauthorized Student Protest - Any act of protestation which disrupts the educational process.

- Fighting - First Offense - Any act involving hostile bodily contact on school property or en route to or from school, including any activity under school sponsorship. Fighting may result in arrest of individuals involved.
- Possession or use of tobacco or smoking materials, including electronic cigarettes
- Possession or distribution of drug use paraphernalia
- Disrespect - Insulting, calling derogatory names, dishonoring, or in other manner abusing verbally, or in writing any member of the school staff.
- Threatening or Intimidating Acts - Any act (verbally or by gesture) threatening the well-being, health, or safety of any person on school property or en route to or from school (including sexual harassment) or any action interpreted as such by the administration.
- Harassment and/or Bullying - Systematic persecution of another person by annoyance, threats, or demands.

Out of School Suspensions, and/or Referral for Expulsion may be assigned for:

- Assault or physical attack on a school staff member or student.
- Arson
- False reports of fire or bombs.
- Possession, use or sale of fireworks or explosives.
- Shakedown and/or strong arm. Extortion.
- Theft of a significant amount of school or personal funds, property or belongings.
- Sale or distribution of alcohol, drugs, behavior-altering substances, drug look alike, pornographic literature or similar contraband; including use, possession or being under the influence of unlawful behavior altering substances.
- Vandalism
- Possession of Weapons
- Repeated violation of rules in student handbook
- Initiation, Harassment or Hazing of Freshmen
- Ten or more referrals - for chronic misconduct
- Smoking including electronic cigarettes - 3rd offense
- Striking another student- 2nd offense
- Threatening and/or Intimidating Act
- Harassment and/or Bullying
- Possession or Distribution of Drug Use Paraphernalia
- Gangs or Unsanctioned Organization insignias and/or activities
- Gross Insubordination

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:

(1) 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.

(2) 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 alike" 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.

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 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:

1. During any school-sponsored education program or activity.
2. 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.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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:

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

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 district complaint manager or any staff member with whom the student is comfortable speaking. 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.

Complaint Managers:

Pam Dalenberg

125 Ellsworth Street

Westville, IL 61883

(217) 267-3141

dalenbergp@gowestville.org

Nathan Ford

200 South Walnut Street

Westville, IL 61883

(217) 267-2154

fordn@gowestville.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.

Sexual Harassment & Teen Dating Violence 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:

1. 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
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. 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:

Pam Dalenberg, Assistant Superintendent

125 Ellsworth Street; (217) 267-3141

dalenbergp@gowestville.org

Complaint Managers:

Pam Dalenberg

125 Ellsworth Street

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200 South Walnut Street

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

PART 7: INTERNET, TECHNOLOGY, AND PUBLICATIONS

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. Students will not be required to submit social media passwords.

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.**

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.

- a. 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.
- b. 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.
- c. 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.

- a. 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.
- b. 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.
- c. 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.
- d. 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’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

Westville School District Computer and Internet Acceptable Use Policy

Technology Vision Statement

By employing various forms of technology into the curriculum it is the vision of the Westville School District to transform students into active participants in their learning environments. Through the integration of telecommunication, instructional technology, and informational technology, we provide the skills that are necessary for survival in our technologically advanced world. We use forward thinking and provide our students with new technologies as they emerge. Our goal is to produce independent problem-solvers, academically and technologically prepared for the future. The infusion of technology into our schools will benefit the community at large.

Introduction

This policy is based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. This policy is appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Westville CUSD 2 provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. The district's electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the Westville District (students and staff) will be held accountable.

Usage Policy

Westville CUSD 2 provides students and staff access to various electronic resources including educational materials through Internet and computer online services. We use content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. We realize this and take every effort to monitor online activity.

Student Safety

Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/ school/ classroom websites without

identifying captions unless the site is password protected. Appropriate online behavior including but not limited to

- (1) interacting with other individuals on social networking sites and in chat rooms,
- (2) cyberbullying awareness and response, will be taught within the Internet Safety Curriculum.

Password Protection.

Internet passwords are provided for each user's personal use only and are confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files.

Online Etiquette

Follow the guidelines of accepted behaviors within the School handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Messaging

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Blogging/Podcasting

Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activities

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to

- (a) tampering with computer hardware or software,
- (b) software piracy
- (c) unauthorized entry into computers and files (hacking),
- (d) knowledgeable vandalism or destruction of equipment,
- (e) deletion of computer files belonging to someone other than oneself,
- (f) uploading or creating of computer viruses,
- (g) distribution of obscene or pornographic materials, and sexting.
- (h) Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

TERMS OF AGREEMENT

Westville CUSD #2 reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The District will advise appropriate law enforcement agencies of illegal activities conducted through the District's Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

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:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material.
2. 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.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. 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.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. 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;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. 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.

PART 8: SEARCH AND SEIZURE

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.

PART 9: ATHLETICS AND EXTRA-CURRICULARS

Judith Giacoma Elementary School offers scholastic bowl, IESA band and chorus, and track. Students must follow IESA rules and the rules of the coaches/sponsors for these activities. Students who are ineligible for two weeks in a row will be dropped from the activity.

All athletes, managers, coaches, parents and fans will conduct themselves in a sportsmanlike manner at all times before, during, and after all contests. Sportsmanship violations include, but are not limited to: swearing, stealing, disrespect for any school personnel, vandalism, taunting (trash talking), slandering coaches on social media, or other serious acts of misbehavior.

Conflict Resolution - Chain of Command

If a situation should arise that a student-athlete and/or parent feels should be addressed by a coach, the following protocol will be followed:

Step One – The student-athlete should speak directly to the coach first. In the event circumstances arise that a parent/guardian should be involved they may also arrange to discuss a concern with the coach at a mutually agreed upon time. Concerns will not be addressed during or following a game. Requests for a conversation should be placed via email to the coach and/or a phone call the following day to set up a time to talk. Concerns should not be discussed via social media. After discussion with the coach, if satisfactory resolution is not achieved the player/parent may take the concern to the athletic director.

Step Two – The student-athlete and/or parent should speak directly to the athletic director. If necessary a face-to-face meeting may be scheduled with the coach, athletic-director, and/or building administrator. Step two will only occur after step one has not established a satisfactory resolution and/or substantive explanation.

Step Three – If resolution has not been established at the building level through step one and step two, a student-athlete and/or parent may request to meet with the superintendent. This meeting may include any and/or all of the following participants: student-athlete, parent/guardian, coaching staff, athletic director, and building administrator. Step two will only occur after step one has not established a satisfactory resolution and/or substantive explanation.

***Playing time** – Extra-curricular participation is a competitive environment and game time participation is at the discretion of the coaching staff based on their decision making for the team. For this reason, coaches, athletic directors, and/or administrators will not respond nor discuss concerns and/or complaints about playing time.

Eligibility

All contestants shall be in grades five and six.

A student shall be doing passing work in all credit classes each week to participate in extra-curricular activities during the succeeding week.

Any student receiving an accumulative grade of ‘F’ through the week’s activities in any class will be ineligible to participate in any extra-curricular activity for a period of one week starting on Monday of the following week.

For all IESA activities, as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school’s grading period.

The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.

Attendance

Absence: Students who are not present at school for the FULL day are ineligible to practice, participate, or attend school functions. The following guidelines are noted:

1. Tardy, the student may compete
2. Excused absence for illness; no practice or competition on day absent. May compete Saturday.
3. Unexcused absence; no practice/games on day absent. If absence is on Friday, no practice/games on Friday or Saturday.
4. Prearranged absence; may practice and compete.

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.

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.

PART 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.

PART 11: STUDENT RECORDS AND PRIVACY

Student Records

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:

- The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.
- The right to request removal from the student’s academic transcript one or more scores received on college entrance examinations.
- 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.
- 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.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information.
- The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.
- 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.
- 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 permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. Temporary records are maintained for at least 5 years after the student transfers, graduates, or permanently withdraws.

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.

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

PART 12: PARENTAL RIGHTS NOTIFICATION

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals. If you would like to receive any of this information, please contact the school office.

Standardized Testing

Students and parents/guardians should be aware that students will take standardized. Parents 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 on standardized tests.

McKinney-Vento Act

The Westville CUSD #2 acknowledges and supports all rights of homeless youth as outlined in the McKinney Vento Homeless Assistance Act as amended by the No Child Left Behind Act. If you feel your child qualifies for assistance as a homeless youth, please contact your building administrator.

English Language Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parent/guardians of English Learners will be 1) given an opportunity to provide input to the program, 2) provide notification regarding their child's placement in and information about the district's English Learners program. For questions related to this program or to express input in the school's English Learners program contact the building administrator in writing.

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 an annual 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:

Pam Dalenberg
Assistant Superintendent
Westville School District

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.

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):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. 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/>

Westville School District Usage of Facilities

Use of the Westville School District facilities requires pre-approval and is subject to the Westville School District #2 facility usage policy. All groups who wish to use a facility are required to contact the building's administrator to acquire the agreement for use of district facilities form. The completed agreement, along with proof of insurance, must be given to administration for approval to use school facilities. Once this is done administration will contact groups about availability. Priority for scheduling school facilities will be given first to school and school-affiliated groups.