

August 2019

Dear Eisenhower Elementary Parents/Guardians:

Welcome to a new school year at Eisenhower Elementary School! Members of our faculty, staff, and administration are looking forward to another year aligned with our school Mission Statement: **creating a collaborative learning environment in which each child has the opportunity to reach his or her full potential.**

One way for parents/guardians to ensure their children's success is to review and discuss with them the policies and procedures presented in this Handbook. Please read together this handbook with the offerings and expectations for students, and do not hesitate to contact the school with questions.

Another means of parent/guardian support in this mission is to become active partners with us in the education of your child(ren). There are multiple ways to become involved in the school: please consider joining us for our quarterly Parent Teacher Advisory Council (PTAC) meetings, volunteering in the school, or helping with field trips and special projects.

Any time you might have a question, please do not hesitate to call the school or stop by for a visit. We look forward to joining with you to provide a great education for your child!

Beth Brockschmidt
Principal

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INTRODUCTORY 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 Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

211 W. State St.
Jacksonville, IL 62650

Board of Education

The School Board governs the school district and is elected by the community. Current School Board members are:

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Mrs. Teresa Wilson, Secretary
Mr. Steve Cantrell, Member
Mrs. Heather Leonard, Member
Mr. Bob McBride, Member
Mrs. Jan Ryan, Member

Administration

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

Mr. Steve Ptacek, Superintendent
Mrs. Beth Brockschmidt, Principal
Mrs. Jennifer Stendback, Dean of Students

Location

The school is located and may be contacted at:

1901 W. Lafayette Ave.
Jacksonville, IL 62650
217-245-5107

Additional Information

For more information, visit us online at www.eisenhower.jsd117.org.

RESIDENCY

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

Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency.

Proof of residency can be established by providing school officials with the following:

Category I (one document required)

- most recent property tax bill and proof of payment
- mortgage papers
- signed and dated lease with proof of the last month's payment
- letter from manager and proof of last month's payment
- letter of residence from landlord

Category II (two documents required)

- vehicle registration
- voter registration
- driver's license
- recent cable, electric, gas, or water bill
- public aid card
- current homeowners/renters insurance policy
- current library card
- receipt for moving van rental
- mail received at new residence

Contact Information, Change of Residence, Change in Telephone Number, etc. If you change your address, home telephone number, parent's work numbers, or emergency number, please notify the office immediately.

STUDENT TRANSFER

If you move to an address outside the Eisenhower attendance area, you must either fill out a transfer request form to remain at Eisenhower for the rest of the year or enroll your child in the appropriate school for that area. Transfer request forms are available at each school or from the District Office. Class size, attendance record, behavior, parental involvement, and the reason for the request are some of the factors used in determining the approval or denial of the request.

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

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact The District Director of Operations at (217) 243-9411.

ANIMALS ON SCHOOL PROPERTY

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

SCHOOL VOLUNTEERS

All school volunteers must complete the application provided through the "Secure Volunteer" portal found at jsd117.org and be approved by the school principal prior to assisting at the school. 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, BIRTHDAY PARTIES, AND TREATS

Party invitations, flowers, gifts, or treats for classmates should not be brought to school to be distributed. Flowers and gifts sent to the school will be sent home with the parent. Birthday parties and treats are not permitted during school time.

Invitations may not be sent to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory if available.

Treats and Snacks

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

NO BIRTHDAY TREATS, PLEASE!

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any messages sent through the School Messenger (Skylert) System as well as local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. 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.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

LATE-IN SCHEDULE

The school board has adopted a "late-in" option for poor weather days. This schedule will be announced by the superintendent if the criteria for this type of schedule is met. If this option is used, Eisenhower Elementary will open the doors at 9:30 and school will begin at 10:10. Dismissal will continue to be at 2:35. Please be sure to have your phone numbers up to date in Skyward so you will receive these important announcements on changes in our school day due to weather.

VIDEO AND AUDIO MONITORING SYSTEMS:

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

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 245-5107.

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

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

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- 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.

ATTENDANCE

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

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 or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal.

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

All other absences, including family vacations, are considered unexcused. Prearranged 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 (217) 245-5107 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 the home 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.

Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

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.

Truancy

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

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

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

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

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

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

Additionally, being on-time for the start of any school day is very important to a child's academic success. Eisenhower periodically rewards students/classes for excellent attendance. In addition, sometimes losing privileges can help change poor attendance patterns. Students may lose non-academic privileges such as recess time when tardiness becomes excessive.

GRADING AND 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.

EXEMPTION FROM PE REQUIREMENT (K-8TH)

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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

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

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

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

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

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

For information on home or hospital instruction, contact Barbie Davidsmeyer, Director of Special Services at (217) 243-7402.

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 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).

The district office will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;

- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

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

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

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Breakfast may be purchased on a daily basis for \$1.50 or may be deducted from a student’s cafeteria account. Milk and/or juice is included with breakfast, or may be purchased separately. Milk is \$.40 and juice is \$.30.

Lunch is served daily as well. A student may bring a sack lunch from home or may purchase a school lunch for \$2.25 and/or milk for \$.40. Soda and energy drinks are not permitted. School lunches are ordered by 8:30 a.m. Free or reduced price meals are available for qualifying students. For an application, contact the school.

If a child will be arriving late to school, parents need to notify the office to order school lunch or provide the child with lunch on that day.

Online cafeteria payment is available through Skyward Family Access. In addition, parents may send check or cash for breakfast or lunch. Payment should be sent to school on the first day of the week when possible. Money sent to school should be sealed in an envelope and labeled with the following:

- Child’s name
- Teacher’s name
- Amount & Purpose

Parents and guardians may sign up to receive “low balance” alerts via email and phone. Directions for receiving alerts can be found online under the “For Parents” tab. Unused cafeteria funds will be credited with any remaining balance rolled into the next school year.

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.

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

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

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.
4. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
7. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
8. 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.
9. Always listen to the driver's instructions. Be courteous to the driver and other students.
10. 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.
11. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
12. 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.
13. 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.
14. 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 Brent Dunn, Director of Transportation at (217) 245-6624.

Bus Conduct

Students are expected to follow all school rules 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. Repeated use of profanity.
5. Repeated 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.

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

Drop-Off/Pick-up, Traffic Pattern, and Parking

The traffic pattern, parking areas, and crosswalks have been established for our children's safety and will be enforced. Please help us keep all children safe by

1. Pulling all the way up when dropping off in the morning. This reduces waiting time.
2. Using the main lot if you intend to help your child exit the vehicle in the morning. This reduces waiting as well.
3. Refraining from passing other vehicles while in line to drop off. This is dangerous to all involved.
4. Parking only within the main parking lot. Vehicles will not be parked outside the islands on the west end of the lot...this is part of the driveway and double parking creates a dangerous situation.
5. Observing and respecting the ONE WAY traffic pattern.
6. Respecting crossing guards...they keep our children safe!
7. Respecting SCHOOL ZONE SPEED LIMITS. Offenders are reported to local law enforcement.
8. Obeying State law regarding NO CELL PHONE USE. Offenders are reported to local law enforcement.
9. Reserving the handicap parking space for parents/guardians who need this accessibility when leaving the vehicle to pick up their child. Children first grade or older will use the crosswalk to meet caregivers in the main parking lot.
10. Watching out for children at all times.

*Remember: all traffic flow around Eisenhower is ONE WAY during school hours and while children are present and will be strictly enforced. For safety reasons, during arrival and dismissal times, all traffic south of the building must exit to the west.

Students Who Walk to School

Please encourage your children to use the sidewalks and crossings provided and to refrain at all times from walking in the road and through people's yards.

At dismissal walkers should not cross the school parking lot or head west. All walkers should use only the marked crosswalks.

Students Who Ride Bicycles or Scooters

- should walk their vehicles on school grounds and across the supervised crossing area east of the school
- should NOT ride on the school sidewalks
- should ride in the same direction as traffic staying to side of the road
- should not ride in the middle of the road or "criss-cross"
- should obey traffic signs
- bicycles should be parked in an orderly manner in the racks provided just east of the building. Bike locks should be used and will not be provided
- skateboards and rollerblades should NOT be brought to school

Parking

Visitors may park in the main parking lot on the south side of the school except where marked. ONLY STAFF may use the staff parking lot during school hours.

Vehicles MAY NOT be parked or located in the bus, daycare, or fire lanes at ANY TIME. Bus Lanes, fire lanes, and day care pickup lanes are clearly marked. Vehicles located in these locations will be asked to move. Failure to comply may result in being ticketed and/or towed by the police.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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.

All students must provide proof of immunization against measles before they may attend JHS#117 school, per school board policy.

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

Exemptions

A student will be exempted from the above requirements for:

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

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

SELF-ADMINISTRATION OF MEDICINE

A student may possess an epinephrine 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 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS

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

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

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

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 the following procedures regarding head lice.

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

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 to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:05 a.m.; students are dismissed at 2:35 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways, nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing gum is not permitted in the school building.
- Skateboards are not permitted at school.
- No toys are allowed to be brought to school without teacher or administrator permission. This includes collectible cards and sports equipment as well.
- 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.

SCHOOL DRESS CODE & STUDENT APPEARANCE

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Because a closed toe shoe is best for all activities, NO FLIP-FLOPS, SLIDES or SANDALS are allowed.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

STUDENT BEHAVIOR

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. 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.
 - a. Using, possessing, distributing, purchasing, selling or offering for sale: Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- 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.

- 3. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 4. Using or possessing an electronic paging device.
- 5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. 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.
- 8. 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.
- 9. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 11. Engaging in teen dating violence.
 12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. 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.
 15. Being absent without a recognized excuse.
 16. Being involved with any public school fraternity, sorority, or secret society.
 17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 19. 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.
 20. 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.
 21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to

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. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
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), "lookalikes," 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.

Corporal Punishment

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

Weapons Prohibition

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

A 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 alikes" of any firearm as defined above.

3. 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 and Gang Activity Prohibited

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

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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 building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217)243-9411

Mr. Tim Chipman, Principal
1700 S. West Street
Jacksonville, IL 62650
(217)245-5514

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

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

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

Sexual Harassment Prohibited

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

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:

Ms. Tami Stice, Director of Human Resources
211 W. State Street
Jacksonville, IL 62650
(217) 243-9411
tstice@jsd117.org

Complaint Manager:

Mr. Tim Chipman
1700 S. West Street
Jacksonville, IL 62650
(217)243-9411
tchipman@jsd117.org

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

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

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

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.

INTERNET, TECHNOLOGY & PUBLICATIONS**Access to Student Social Networking Passwords and Websites**

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

Student Use of Electronic Devices

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

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.¹

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 – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Internet Acceptable Use

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

Acceptable Use - All users of the District Technology System ("System") must comply with the District's Acceptable Use Policy (AUP). "User" is defined as any individual who uses the System. These guidelines may change and notice will be given to stakeholders through www.jsd117.org. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office located at: 211 W. State St., Jacksonville, IL 62650.

A signed AUP must be on file for each User no later than 10 school days after the start of the school year. It is also understood that this document goes into effect beginning with the first day of school. The AUP is to be electronically acknowledged online during registration or upon entering as a new student to the district. Users with no AUP on file after the 10th day will be denied access to the System.

The System shall include:

- Personal devices when connected to the System
- All device hardware and software owned or operated by the District
- District electronic mail, website, and browser-based services (e.g. Skyward, District Google accounts)
- District affiliated social media services
- District wired and wireless network access

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

“Use” of the System shall include use of or obtaining access to the System from any device whether or not owned or operated by the District.

The Board of Education of Jacksonville School District 117 supports the use of the Internet and other computer networks in the District’s instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Use of the System shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of users.

Authority

The electronic information available to users does not imply endorsement of the content by the school district, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the System or for any information that is retrieved via the Internet. While the District takes precautions to restrict controversial material, it is impossible to restrict all materials that might be deemed controversial.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any user files accessed through the System. The District has the right to and does monitor use of the System by users, including access of the Internet, as part of System maintenance and to determine whether use is consistent with federal and state laws and District policies and guidelines.

The Board establishes that use of the System is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The District shall provide reasonable effort and supervision to ensure that this educational resource is used responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students are responsible for appropriate behavior on the District’s System just as they are in a classroom or on a playground.

No warranty, expressed or implied, is made as to the quality or extent of Internet service or access by users on the District’s system. The District shall not be responsible for any damages the user suffers. This includes, but is not limited to, damage to personal devices, loss of data from delays, non-deliveries, missed- deliveries, or service interruptions caused by negligence, errors, or omissions. Use of information obtained via the Internet is at the user’s own risk. The District is not responsible for any user’s intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

Network Guidelines

Network accounts will be used only by the authorized owner of the account for its authorized purpose. System users shall respect the privacy of other users on the system. Each user is responsible for his/her individual account and must take all reasonable precautions to prevent others from being able to use their account(s).

Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Prohibitions include but are not limited to the following:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System’s use.

2. Access, retrieve, or view obscene, profane, or indecent materials, which, taken as a whole, do not have any literary, artistic, political, or scientific value that is connected to the District curriculum.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Use of the System for commercial or for-profit purposes.
6. Use of social networking of any form (e.g. Facebook, Twitter, Yahoo mail, Google for Education) unless approved by a District Administrator for educational purposes.
7. Use of the System for product advertisement for political lobbying.
8. Use of the System to harass, threaten, intimidate, or demean an individual or group of individuals for any reason including but not limited to: sex, color, race, religion, disability, national origin, or sexual orientation.
9. Use of the System to disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
10. Gain unauthorized access to or vandalize the data or files of another user.
11. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
12. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
13. Use of the System to invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Use of the System to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
15. Use of the System to search for inappropriate sites/content. Internet searches are to be curricular related.
16. Use of the System to intentionally obtain or modify files, passwords, and data belonging to other users.
17. Conceal or misrepresent the user's identity, or the use of any means to remain anonymous while using the System.
18. Installation, loading, or use of unauthorized games, program files, or other electronic media.
19. Destruction, modification, or abuse of network hardware and software Using the System while access privileges are suspended or revoked
20. Using another person's account or password
21. Possessing personal storage devices that contain executable files including but not limited to portable browsers, hacking tools, network sniffers, etc. Personal storage devices may only be used to store non-executable files unless prior approval is granted by the system administrator

Consequences for Inappropriate Use

1. The District may discipline a user whose personal web site or other off-site activity involving electronic technology causes, or can be reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved the use of the System.
2. The System user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts that violate this policy.
3. General standards of good behavior and communication apply when using the System.
4. Any user of the System who engages in any of the prohibited acts listed above, shall be subject to discipline which may include:
 - a. discipline as provided in the District's policies,
 - b. suspension or revocation of System privileges, and
 - c. referral to law enforcement authorities or other legal action in appropriate cases.
5. The building administrator shall have the authority to determine what constitutes inappropriate use, and his/her decision is final.
6. Illegal use of the System, intentional deletion or damage to files of data belonging to others, copyrighting violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
7. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any part of the System. This includes, but is not limited to, uploading or creation of computer viruses.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another user's name.
3. Users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. If a user identifies a security problem, he/she must notify the appropriate building personnel. Building personnel will notify the District's system administrator. Do not demonstrate the problem to others.
5. Attempts to log on to the System as a system administrator by anyone other than the system administrator will result in cancellation of user privileges.

Safety

Reasonable and good faith efforts shall be employed to protect users from harassment or unwanted or unsolicited electronic communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of the appropriate building personnel. Building personnel will notify the appropriate building administrator. The building administrator will notify the district system administrator.

User shall not reveal personal addresses to other users on the network, unless required to do so by law or court order.

Copyright

The illegal use of copyrighted software by users is prohibited. Any software uploaded to or downloaded from the System shall be subject to "fair use" guidelines.

Republishing of text or graphics found on the Web or on the District's Web Site or file servers shall provide 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.

Guidelines for Student Distribution of Non-School 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. No prior approval of the material is required.
2. The material may be distributed at times and locations determined 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 activity
 - 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. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. 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.

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.

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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:
Ms. Barbie Davidsmeyer, Director of Student Services
211 W. State Street
Jacksonville, IL 62650
(217)243-7402

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

STUDENT RECORDS AND PRIVACY

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Selling or Marketing Students' Personal Information is Prohibited

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

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

Student Records

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

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

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

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

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

7. **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.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **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.

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Biometric Information

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

PARENTAL RIGHT NOTIFICATIONS

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- NWEA Measures of Academic Progress (K-5)
- Illinois Assessment of Readiness (3-5)

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

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

Homeless Child's Right to Education

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

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

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion.

Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

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

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place on the September PTAC meeting. At the meeting, the school will discuss parental involvement, and opportunities for parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions,

and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers.

Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation 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;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government, and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians.

We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

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

For questions related to this program or to express input in the school's English Learners program, contact the school principal at 245-5107.

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

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Student Privacy

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

Sex Offender Notification Law

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

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 for any reason – 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

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

Teacher Qualifications

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

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.jsd117.org.

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

INCENTIVES AND REWARDS

Incentives or rewards may be used to encourage students to do their very best. Students who demonstrate good citizenship, work habits, and appropriate behavior will be permitted to participate in specially planned activities throughout the year. These activities are privileges planned as rewards for students and therefore **MUST BE EARNED**. Quarterly rewards may include room parties, movies, assemblies, discovery days, and other special days (Fall Celebration, Fun & Fitness, and Talent Show), etc. Students earn participation in these activities by meeting the aforementioned criteria. In addition, more frequent rewards may be planned throughout the year as school-wide or classroom incentives for reaching a class or building goal.

Excellent Eagles are Respectful, Responsible, and Safe! Students are expected to make Eisenhower a GREAT place to learn by following the 3 B's of Eisenhower's Behavior Expectations Matrix which can be found online at eisenhower.jsd117.org or throughout the building.

RESPONSE TO INTERVENTION (RtI)

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

How does RtI work?

When a child begins to have an area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will refer the child to the RtI team.

What is the role of the Parent in RtI?

Jacksonville School District 117# upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville School District greatly values the important role of the parent in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite them to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student. Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

HOMEWORK CLUB

Homework Club is for students in grades 3-5 who are identified by their teacher as needing additional support. Students must be recommended by their teachers in order to attend HW Club. Teachers will recommend students who need additional support in completing assignments, studying for upcoming tests, or developing a particular academic skill. If your child is recommended to attend HW Club, you will be contacted in advance and will be asked to sign a permission form. Children who attend must have parent/guardian permission to walk home or be picked up by 3:15 pm. HW Club should not be considered punishment, but rather an opportunity for a child to experience success.

PARENT TEACHER ADVISORY COUNCIL (PTAC)

Our school has enjoyed strong support and involvement of our PTAC for many years. The PTAC consists of teachers and parents/guardians with students enrolled in Eisenhower. A volunteer sheet is available at registration and is also sent home during the first weeks of school.

The PTAC carries out numerous "parent involved" activities and programs during the year. The PTAC has provided Eisenhower with computers, iPads, smart boards, cameras, paper, trees, new books, playground equipment, games, etc.

All parents are welcome to attend PTAC meetings. Please contact the school for more information.

NWEA TESTING

In addition to the Illinois Assessment of Readiness (IAR) test in grade 3-5, all grade 1-5 students will be assessed three times per year with the Northwest Education Association's Measures of Academic Progress (MAP) tests in both reading and math. The MAP tests are computer based and provide immediate feedback. The test adjusts to a student's correct or incorrect responses; therefore, providing independent performance data as well as identifying what a student should be working on in order to improve. Kindergarten students will be assessed using MAP once in the spring. Results are shared with parents at conferences, or sent home in the form of a progress report. In addition, data from NWEA testing provides valuable information used during focused instructional planning and monitoring.

AWARDS

President's Academic Excellence Award

The President's Education Awards Program (PEAP), formerly called the Presidential Academic Fitness Awards, was established in 1983 as a concrete way of recognizing academic excellence among students. In District #117, in order to qualify for these awards, fifth grade students must have achieved at the 78th percentile on the standardized achievement tests, and have earned all As/Bs in grades 3-5. Students receiving the award have their names inscribed on a plaque.

Chad Wallbaum Award

This award honors the memory of Chad Wallbaum, a sixth grader at Eisenhower who died in 1985. The recipient is chosen by the Eisenhower staff upon completion of 5th grade for exemplary character, citizenship, scholarship, and leadership.

Eric Olson Memorial Science Award

This award shall be awarded to a 5th grade Eisenhower student who shows love and enthusiasm for science, not based on merit or grades or performance. The student to receive this award will be recommended by the 5th grade Eisenhower teachers with possible input from the 4th grade Eisenhower teachers.

Wyatt Crews "Best Buddy" Award

This award will be given at the end of each school year to a student who demonstrates the following: treating all others with respect, willingly assisting fellow students during weekly activities, interacting positively with other students, enjoying learning with and from others, and being genuinely kind and caring.

Suzan Fellhauer Memorial Award

This award honors the memory of Suzan Fellhauer, speech teacher, and friend to so many students during her time at Eisenhower. Suzan passed away unexpectedly during the summer of 2008 and she will be forever missed by those touched by her love of children and passion for life. Each year, staff will choose a student to receive this award who shares these same qualities.

Fine Arts

In addition to academic awards, students in intermediate grades are chosen for excelling in art and music. Recipients are chosen by the fine arts teachers.

Physical Education

Students from the intermediate grades are chosen annually for Outstanding Physical Education Student of the Year. Participation, effort, and attitude are considered. Recipients are chosen by the physical education teacher.

SCHOOL COMMUNICATIONS

School Messenger/Skylert is a messaging system that allows the district to quickly send mass notifications to employees, parents and students. Skylert is a web portal that works through Skyward's Family Access to provide you with the means to manage your contact sources and choose how you will be contacted for a variety of purposes. You can decide the contact method(s) by which you receive messages.

School Messenger can provide you with information in three ways:

- Telephone/Cell Phone
- Email
- Text message*

*Provided the text message option is currently available, messaging fees assessed by your cellular provider are your responsibility.

Remind/Class Dojo

Parents will be asked to subscribe to their child's teacher's Remind or Class Dojo account. Remind is an app that allows the teacher to send a brief message to all parents at one time without the personalization of text messaging. Class Dojo is a similar app. Signing up for Remind or Dojo is easy and doesn't require personal information. For additional information, contact your child's teacher.

School Website

Eisenhower maintains a comprehensive website at www.eisenhower.jsd117.org. All parents, guardians, and friends are encouraged to check back frequently for up-to-date information on school events. Parents with smartphones can save the homepage directly to their phone's home screen just like any app. The information provided may currently be viewed in English, French, or Spanish versions.

Twitter

Twitter users can follow the Eisenhower Eagles via @eaglesoar71. Use the hashtag #eaglesoar71 to search posts. Additionally, many individual teachers are "tweeting" the good things happening in our classrooms. To follow teachers, go to Ike (@eaglesoar71) and search followers.