

# *Welcome!*

**District Web Address (includes access links to individual schools)**

[www.jaspercountyschools.net](http://www.jaspercountyschools.net)

<b>Newton Elementary</b>	<b>&amp;</b>	<b>Ste. Marie Elementary</b>
101 E. Maxwell St. Newton, IL 62448		311 Franklin Street, Sainte Marie, IL 62459
Ph: 618-783-8464		Ph: 618-455-3219
Fax: 618-783-4106		Fax: 618-455-3223

Facebook: Newton, IL Elementary

Dear Parent/Guardian:

This handbook is designed to help acquaint parents and students with the schools in Jasper County. Please read it carefully and review the contents with your child.

This student handbook is not intended to create a contract between the student and the School District. The Board of Education reserves the right to modify or amend the handbook. Additionally, the rules set forth in this handbook are not intended to cover every situation which may arise in school. The Board of Education and the Administration reserve the right to apply the rules to specific instances, which may occur.

Many of the items included in this handbook are covered in greater depth in the school board policy manual. A policy manual is available on the district website. Please contact the school if you have any questions.

## **Newton Elementary School Building Hours**

(For safety/security reasons, students, parents, etc. are not permitted access to the building unless previously arranged or during a school sponsored event.)

**7:45AM – 4:00 PM**

Students / parents will not be permitted access to the building outside these hours.

May, 2020

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## Access to Electronic Networks, Authorization for

### **Introduction**

Jasper County School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills.

To that end, we provide the **privilege** of access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students and staff are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The district network is intended for educational purposes.
- All activity over the network may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- The district makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- **Failure to adhere to the terms of this Acceptable Use Policy will result in disciplinary action**, as detailed at the end of this document.

### **Technologies Covered**

The district may provide internet access, desktop computers, mobile computers or devices, video-conferencing capabilities, online collaboration capabilities, email, and more.

As new technologies emerge, the district will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided are intended to further the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. All users are expected to use good judgment and to follow the specifics of this document as well as the intent of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

### **Web Access**

The district provides its users with access to the internet, including web sites, resources, content, and online tools.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Staff members shall supervise students while students are using district internet access to ensure that the students abide by the terms and conditions for internet access contained in this authorization.

Each district computer with internet access has a filtering device that blocks entry to visual depictions that are:

- (1) obscene,
- (2) pornographic, or
- (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The IT staff and Building Principals may monitor student internet access.

### **Email**

The district provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; and should use appropriate language. Students should only use district accounts to communicate with approved sources.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Users should recognize that email is not private; email messages may be monitored and archived. Messages relating to or in support of illegal activities may be reported to the authorities.

### **Social Media / Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, the district may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

The district may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

## **Bring Your Own Device Policy**

For further information, please reference the JCCU1 BYOD document.

### **Security**

Network security is a high priority. If you identify a security issue on the network, you must notify the IT department or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to gain unauthorized access to systems will result in disciplinary action.

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run unauthorized programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

### **Netiquette**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without express permission. Users should recognize that communicating over the internet brings anonymity and associated risks,

and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or administrator if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources by alerting IT staff to potential issues.

This is **not** intended to be an **exhaustive list**. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Use another user's account.

- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Use the network for private financial or commercial gain
- Attempt to ‘hack’ or access sites, servers, or content that isn’t intended for my use.

This is **not** intended to be an **exhaustive list**. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

- The district will not be responsible for damage or harm to persons, files, data, or hardware.
- While the district employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- The district will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.
- The district specifically denies any responsibility for the accuracy or quality of information obtained through it services; use of any information obtained via the internet is at the user’s own risk.

### **Indemnification**

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this Policy.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions. Please refer to the Student Handbook, Board Policy and Collective Bargaining Agreement (certified employees only) for explanations of due process and disciplinary action. The superintendent or designee will make all decisions regarding whether or not a user has violated the terms of this policy.

IT Contact:

Aaron Kurtz – Technology Coordinator/akurtz@jccu1.org

### **Aggressive Behavior, Reporting of**

State law and district policy on student discipline require school personnel to notify the parent/guardian of a child who uses aggressive behavior, including bullying, at school. School board policy prohibits student’s using aggressive behavior while at school that does physical or psychological harm to another or urging other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear,

harassment, bullying, hazing, or other comparable conduct. Parents will be notified of aggressive behavior by their children in accordance with the law and district policy.

### **Asbestos, Notice of Asbestos Containing Building Materials**

Asbestos management plans are available upon request for public inspection by contacting the Board of Education office and/or the specific Building Principal. The findings of the inspection indicate that safe conditions exist in all buildings, with only minor repairs.

### **Attendance**

Parents/guardians are responsible for calling the school to report their child's absence.

The Board of Education, administration, and staff recognize that excessive absences – including excused, unexcused (truant) and/or prearranged – may affect a student's academic progress. The following procedures will be followed in regard to excessive absences:

- Step 1 - Telephone or other informal contact with parents/guardians.
- Step 2 - Letter regarding accumulated absences sent home to parent. This letter serves as official notice verifying the need for improved attendance. The total number of absences throughout the entire school year will be a consideration in the implementation of Steps 3 through 5. After 12 absences, an excuse written by a medical doctor is required.
- Step 3 - Record of attendance will be forwarded from the school office to the truant officer. The truant officer will begin the process regarding possible penalty for excessive absence.
- Step 4 - If attendance does not improve, the truant officer will forward the case to the State's Attorney to pursue.
- Step 5 - If attendance still does not improve, the court system may take over the attendance matter entirely. At this point, a judge could consider the entire case and act upon the matter accordingly.

During the period where the "excessive absence policy" is being implemented, the following may be addressed regarding the particular student involved:

- Special services
- Counseling
- Tutoring
- Satisfactory completion of required class assignments
- Satisfactory completion of additional class assignments
- Truancy officer's direct involvement
- Retention and placement policy
- District discipline policy and procedures

### **Excused Absences**

- Illness of the student (with confirmation of parent within 24 hours)
- Death in family
- Critical illness of a near relative
- Dental or medical appointments when prior arrangements are made with the school
- Family emergency
- Religious holiday

### **Prearranged Absences**

Pre-arranged absences will be granted for reasons other than the above if the requesting student and the student's parents/guardians contact the building principal in writing (by at least 8AM the

day prior to the proposed day(s) of absence), explain the situation, and the Building Principal or Assistant Principal feels that the prearranged absence should be granted. Each case is handled individually with the reason, the student's grades, attendance and disciplinary record taken into consideration. **Approval is not automatic.** The administrator will be inclined to deny requests for students who have missed 5% or more of the previous school days, or who have any failing grades. Except in emergencies, if a prearranged absence is granted, it is the student's responsibility to contact teachers in advance of the absence and make arrangements to complete work and/or take any tests. The prearranged absences will still count toward accumulated absences from school.

### **Unexcused Absences/Truancy**

Absences not excused or prearranged are unexcused and may be considered truancy. A "truant" is a child subject to compulsory attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A "chronic truant" is a child who is subject to compulsory attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days. If this occurs, the Excessive Absence Policy shall be implemented.

A student with an unexcused absence will receive half-credit for academic work completed and turned in within two days of his/her return to school.

### **Behavior, Student (Board Policy 7:190)**

The goals and objectives of this policy are to provide effective discipline practices that:

- a. ensure the safety and dignity of students and staff;
- b. maintain a positive, weapons-free, and drug-free learning environment;
- c. keep school property and the property of others secure;
- d. address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- e. teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **When and Where Conduct Rules Apply:**

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to:
  - a. be a threat or an attempted intimidation of a staff member; or
  - b. endanger the health or safety of students, staff, or school property.

## **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or 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. 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 tablet or powdered form.
  - g. *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.
  - h. Drug paraphernalia, including devices that are or can be used to:

1. ingest, inhale, or inject cannabis or controlled substances into the body; and
2. grow, process, store, or conceal cannabis or controlled substances.

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 had the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
  - a. the supervising teacher grants permission;
  - b. use of the device is provided in a student’s individualized education program (IEP);
  - c. it is used during the student’s lunch period, or
  - d. it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:
  - a. expression of gender or sexual orientation or preference, or
  - b. the display of affection during non-instructional time.

- Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- Being involved with any public school fraternity, sorority, or secret society, by:
  - a. being a member;
  - b. promising to join;
  - c. pledging to become a member; or
  - d. soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- 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.

For purposes of this policy, 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; or
- d. at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

### **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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
- After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
- Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.

- Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and 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 is prohibited. *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**

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 at least one calendar year but not more than two calendar years:

- A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
- A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

- (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
- (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
- (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

## **Student Handbook**

The Superintendent, with input from stakeholders, shall prepare disciplinary rules implementing the district's disciplinary policies. These disciplinary rules shall be presented annually to the School Board for its review and approval.

A student handbook, including the district disciplinary policies and rules, shall be distributed to the students at the beginning of the school year or a student's enrollment.

## **Suspension Procedures (Board Policy 7:200)**

### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

- Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
- Students are supervised by licensed school personnel.

- Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
- A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- An attempted phone call to the student's parent(s)/guardian(s).
- A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

- A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures (Board Policy 7:210)**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

- Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
- Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
- During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the

evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

- If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
- Upon expulsion, the District may refer the student to appropriate and available support services.

### **Bicycles and Walkers**

All bicycles must be parked in the designated area at the beginning of the school day. During the school day, bicycles will not be accessed. Students walking to and from school must cross within the designate crosswalk location. A crossing guard must be present for students to cross.

### **Bus Conduct**

School rules of conduct are in effect on the school buses at all times. Because of safety concerns, student misconduct on buses is viewed as a serious offense.

### **Instructions to School Bus Riders**

- Be at the designated bus stop 5 minutes prior to the scheduled time for pick up - help keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Be absolutely quiet when approaching a railroad crossing stop.
- Never tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and sanitary at all times. No food or beverages are allowed
- Carry no animals on the bus.
- No use of tobacco in any form is permitted.
- Keep books, packages, coats, and all other objects out of the aisles.
- Leave no books, lunches, or other articles on the bus.
- Be courteous to fellow pupils and the bus driver.
- Help look after the safety and comfort of smaller children.

- Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
- Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school, unless deviations for trips have been approved. Respect the wishes of the chaperone appointed by the school.
- If a student is to be picked up or discharged at a place other than his/her regular designated place, the parent is required to send a note or telephone either the school the student attends or the Transportation Office (783-3023) before noon, and the proper school authority will issue a bus pass to the school bus driver if space is available on the bus.
- Students that leave campus may not return to ride the bus.

The bus driver is in charge of the students during the time they are on the bus. The driver may verbally warn a student who misbehaves and may direct the student to change seats. The student is required to obey the bus driver. Students who repeatedly violate rules of conduct on the bus will be reported in writing to the Director of Transportation and the school Building Principal by the bus driver.

**All students must follow the District’s School Bus Safety Rules (Board Policy 7:220)**

**School Bus Suspension**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

- Prohibited student conduct as defined in the Board policy 7.190, *Student Behavior*.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee 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. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

**Academic Credit for Missed Classes During School Bus Suspension**

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.

**Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is

provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

### **Bus Routes**

Students will be assigned to a bus. Approximate pick up and drop off times will be given to the parents.

### **Bus Transportation**

Students living a mile and one-half from the school are furnished bus transportation to and from school. Students and parents must fully understand that riding the school bus is a privilege and not a right. It is a definite extension of the school day and those who wish to ride the bus must understand and abide by the rules and regulations determined by the school for the safety of students.

### **Care of Books, Equipment, and Building**

Textbooks are issued to students at the beginning of the year or the start of second semester. Once the book is issued to a student, that student is responsible for the upkeep and overall appearance of the book. Students are expected to treat all books and equipment with care. A student who loses a book will be charged the replacement cost of the book. Any deliberate damage must be paid for by the parent/guardian.

### **Cellular Telephones and Electronic Devices**

A student may possess an electronic device (which includes cellular devices) as long as it is turned off at all times on school grounds. The exception to this will be if the electronic device is being used for a specific educational purpose as authorized by the Principal and under direct staff supervision. The following procedure will be followed if a student is in violation with one of these devices at school (See Discipline Category IV):

1st offense - Warning - Cell phone will be kept in office. The student may pick it up at the end of the day.

2nd offense - Parents called - Cell phone will be kept in office until parents pick it up.

3rd offense - Parents called - Cell phone will be kept in office until parents pick it up - up to 5 days detention may be assigned.

### **Cheating (including plagiarism)**

Cheating is not acceptable. Students will be subject to additional discipline under the discipline procedures.

### **Closed Campus**

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of arrival to the time of departure for the day, unless permission to leave is granted by the Building Principal or designee, or the student is otherwise excused.

Students are released to parents or guardians only, unless permission has been given to do otherwise. The school should be notified in advance by note or telephone whenever possible.

Parents are to go to the office first; the Building Principal or secretary will get the student. Please do not park in drives or loading zones.

### **Concerns, Complaints, and Questions**

Parents/guardians should first direct concerns, complaints, or questions to the staff member involved. The Building Principal should only be contacted if the issue is not resolved at that level.

### **Discipline, Procedures for Implementing**

The rules and regulations given below are a partial listing intended to provide guidelines for students with an understanding of the conduct expected of them. These guidelines are in effect anytime the student is in the building or on the school grounds. They are also in effect during school sponsored activities or any activity or event which bears a reasonable relationship to school. The list of guidelines for student behavior is not all inclusive, but rather exemplifies the type of misconduct which is prohibited and which will result in appropriate disciplinary action.

#### **DISCIPLINE CATEGORY I**

- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs, or drug paraphernalia. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
- Other actions which meet the standard of gross disobedience or misconduct included in Board Policy 7.190 - Student Discipline (pages 7-10).

**NOTE: THESE OFFENSES WILL RESULT IN EXPULSION PROCEEDINGS.**

#### **DISCIPLINE CATEGORY II**

- Using violence, force, noise, coercion, threats, intimidation, harassment, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

**First Offense:** At the discretion of the Building Principal or Assistant Building Principal, up to three days placement in guided learning/in school suspension or out of school suspension and direct parent/guardian contact. Local law enforcement may be contacted and charges filed if warranted.

**Second Offense:** At the discretion of the Building Principal or Assistant Building Principal, up to ten days suspension pending a parent/guardian conference.

**Third Offense:** The school may make a recommendation for expulsion proceedings.

### **DISCIPLINE CATEGORY III**

- Using, possessing, distributing, purchasing, or selling of tobacco or vaping materials.

First Offense: At the discretion of the Building Principal or Assistant Building Principal, up to three days placement in guided learning/in school suspension or three days out of school suspension.

Second Offense: At the discretion of the Building Principal or Assistant Building Principal, up to five days of out of school suspension.

Third Offense: At the discretion of the Building Principal or Assistant Building Principal, up to ten days of out of school suspension. Recommendation for expulsion.

### **DISCIPLINE CATEGORY IV**

- Using or possessing electronic signaling and cellular radio-telecommunication devices, including a cellular telephone, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices. See *Cellular Telephones/Electronic Devices*.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Being involved with any public school fraternity, sorority, or secret society, by being a member; promising to join; pledging to become a member; or soliciting any other person to join, promise to join, or be pledged to become a member.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

First Offense: At the discretion of the Building Principal or Assistant Building Principal, up to three days of lunch or after school detention may be assigned. Parents will be contacted.

Second Offense: At the discretion of the Building Principal or Assistant Building Principal, up to five days of lunch or after school detention may be assigned. Parents will be contacted.

Third Offense: The student may be placed in one to three days of guided learning/in school suspension and a parent conference may be held.

Fourth Offense: At the discretion of the Building Principal or Assistant Building Principal, the student may be placed in one to three days of out-of-school suspension and a parent conference may be held.

\*Local law enforcement may be contacted as appropriate.

### **DISCIPLINE CATEGORY V**

- Unexcused absenteeism. State law and Board policy on truancy control may be used with chronic and habitual truants.

First Offense: Conference may be held with student and letter sent to parent/guardian.

Second Offense: Letter sent to parents. At the discretion of the Building Principal or Assistant Building Principal, up to one day of guided learning/in school suspension. Parent conference must be held.

Third Offense: Letter sent to parents. At the discretion of the Building Principal or Assistant Building Principal, up to one or more days of guided learning/in school suspension. Referral to the Truancy Alternative Program.

Fourth Offense: Letter sent to parents. At the discretion of the Building Principal or Assistant Building Principal, up to two or more days of guided learning/in school suspension. Second referral to the Truancy Alternative Program.

Fifth Offense: Letter sent to parents. At the discretion of the Building Principal or Assistant Building Principal, up to five days of guided learning or out-of-school suspension. Referral to Regional Superintendent and/or States Attorney for possible court action.

### **Out of School Suspension, Academic Credit**

A student suspended out of school will receive full-credit for academic work completed and turned in within two days of his or her return from the suspension. It is the responsibility of the student or his/her parent to obtain homework or any other work missed during the suspension.

### **Principal's Probation**

The Board of Education may recommend Principal's Probation in place of expulsion. The student will be required to successfully follow all school rules and policies. The student will be required to participate in weekly sessions with the school counselor. Any multiple violations of school rules or any gross misconduct violations shall constitute violation of principal's probation. If the terms of probation are violated, the student will be expelled. The principal will notify the Board of Education as to whether or not probation is successfully completed.

### **Emergency Information**

It is important that the school have the names and addresses of responsible adults who can be contacted in emergency situations when parents cannot be reached. Parents of bus students also need to designate where to leave their children if school is dismissed early. This information should be updated by the parent/guardian whenever circumstances change.

### **Equal Educational Opportunities (Board Policy 7.10)**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8.20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2.260, *Uniform Grievance Procedure*.

### **Sex Equity**

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

Any student may file a sex equity complaint by using Board policy 2.260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

### **Fees and Fee Waiver**

Student fees for textbooks and workbooks are payable at the time of registration. If payment is by check, the student's name should be written in the lower left corner of the front of the check. The cost of all fees for each grade is posted at the school.

A participation fee is charged for all students who participate in school sponsored athletic activities. This fee is payable in the school office and shall be paid before the student will be allowed to participate in the first practice. The fee will be refunded if a student is cut from a team by the school. If the student voluntarily quits, however, no refund is due.

### **Waiver of Student Fees (Board Policy 4.140)**

The Superintendent will recommend to the Board for adoption what a schedule of fees, if any, will be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, lab fees, registration fees and driver education fees. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when the student currently lives in a household that same income guidelines with the same limits based on household size that are used for the federal free meals program.

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

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

### **Verification**

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

### **Determination and Appeal**

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

### **Field Trips**

Approved educational field trips may be scheduled during the school year. All students are expected to attend school sponsored field trips unless other arrangements have been made between administration and parents/guardians. Transportation is provided by the school district, with the teacher supervising the trip. A parent/guardian may accompany a field trip only if asked by school personnel to serve as a chaperone. Fees are the responsibility of the students. The school office must be notified at least one day prior to the scheduled trip if a parent/guardian wishes to have his/her child excluded from the trip.

### **Fire and Other Safety Drills**

Safety (building evacuation, shelter in place, law enforcement, and bus evacuation) drills will be held periodically during the school year. These drills must be taken seriously because, in case of an emergency, all students must know what to do to protect themselves. Instructions as to what to do in the case of building evacuation and shelter in place drills are posted on the wall in each classroom. Each teacher will inform the class where to go and how to get there. In order that directions may be heard, there must be no talking during the drills.

### **Grading and Promotion (Board Policy 6.280)**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on various standardized assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. The remedial assistance may include, but shall not be limited to, a summer bridge program of no less than ninety (90) hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

### **Harassment of Students Prohibited (Board Policy 7.20)**

No person, including a district employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive environment. Examples of prohibited conduct

include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing, or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the district will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- has the purpose or effect of:
  - 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 unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which 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 sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students 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. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

#### *Non-Discrimination Coordinator:*

Name	Andrew Johnson
Address	609 South Lafayette Street Newton, Illinois 62448
Telephone No.	618-783-8459
Email:	ajohnson@jccu1.org

*Complaint Managers:*

Name:	Beth Probst	Jessica Guzman
Address:	201 West End Ave. Newton, Illinois 62448	101 East Maxwell Street Newton, Illinois 62448
Telephone No.	618-783-2303	618-783-8464
Email:	<a href="mailto:bprobst@jccu1.org">bprobst@jccu1.org</a>	<a href="mailto:jguzman@jccu1.org">jguzman@jccu1.org</a>

The Superintendent shall also use reasonable measures to inform staff members and students that the district will not tolerate sexual harassment, such as including this policy in the appropriate handbooks. Any district employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any district student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### Head Lice

#### Control and Prevention:

- When a student is first discovered to have live lice and/or multiple nits, this student shall be sent home as soon as possible for treatment. All other students living in the same residence that are attending schools in the district will be checked by a district nurse or a designated individual. If no live lice and/or multiple nits are discovered, the student(s) may remain at school.
- Students with live lice must be treated. There are prescription and non-prescription shampoos that can be purchased at your local pharmacy or health department. Nits in students' hair must be removed. Fine-tooth combs will not remove all the nits. Most nits will need to be removed by hand.
- Students with live lice and/or nits may return to school after the treatments outlined in item #2 have been completed. A district nurse or a designated individual must clear the student(s) to return to school.
- Students are not permitted to attend schools until cleared by a district nurse or a designated individual.
- To make sure all lice are killed, product directions must be followed exactly. Some shampoos require a second treatment in 7 to 10 days. Shampoo should not be used any sooner than recommended. **The manufacturer's guidelines should always be followed.** Continue checking and removing any remaining nits.
- After the first treatment and/or removing nits the student must return to school within two (2) days or he/she will be considered truant.
- In order to prevent re-infestation, each student's head should be checked thoroughly each day for three weeks by parent/guardian. Thorough cleaning and vacuuming should be continued also.
- Pregnant persons and infants should seek physician's advice before using the head lice shampoo.

**Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**  
**Required Health Examinations and Immunizations (District Policy 7.100)**

**Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).
- Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

**As required by state law:**

- Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
- A diabetes screening is a required part of each health examination; diabetes testing is not required.
- Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
- Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
- The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
- The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the 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 district. New students who register after October 15<sup>th</sup> of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15<sup>th</sup>, the student must present, by October 15<sup>th</sup>, an

immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15th may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### **Eye Examination**

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof:

- (1) of a completed dental examination, or
- (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

- Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.

- Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.
- Eye examination requirement, if the student’s parent(s)/guardian(s) show 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.
- Dental examination requirement, if the student’s parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

**Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

**Homeless Child: Definitions and Rights**

Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6.140, *Education of Homeless Children*, governs the enrollment of homeless children.

The McKinney Vento Homeless Assistance Act is part of the federal No Child Left Behind Act, which provides legislation and guidance for school districts. McKinney-Vento mandates certain procedures be followed by districts when a student who may be defined as “homeless” enrolls in the district. There are also certain rights afforded to those students. The following was taken from the Illinois State Board of Education guidance regarding the enrollment of homeless students:

*The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs and activities provided or made available.*

A student is considered “homeless” if he or she is presently living:

- in a shelter or sharing housing with relatives or others due to lack of housing.
- in a hotel/motel, camping ground, or similar location due to lack of alternative, adequate housing.
- at a train or bus station, park, in a car, or in an abandoned building.
- temporarily housed while awaiting DCFS foster care placement.

**All homeless students have rights to:**

- immediate school enrollment. *A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.*
- enroll in:
  - the school he/she attended when permanently housed (school of origin).
  - the school in which he/she was last enrolled (school of origin).
  - any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.

- remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- priority in certain preschool programs.
- participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- transportation services: A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

**Dispute Resolution:** If there is a disagreement between family and school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer the family to free and low cost legal services if requested to do so. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist families in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms.

**JCCU #1 Homeless Education Program Liaison is Jennifer Bales. She may be contacted at 618-783-3651 or at [jbales@jccu1.org](mailto:jbales@jccu1.org).**

### **Homework**

Homework is assigned to build student knowledge and to provide practice in skills. Homework is assigned at the discretion of the teacher. A student has two days per each day of excused absence to make up work. Exceptions may be made for a pre-arranged absence. A student may be asked to obtain assignments ahead of time and turn in particular work before a pre-arranged absence. It is the student's responsibility to obtain homework or any other work missed when returning from any absence.

### **Illness, Student**

Students who are ill should not attend school. Parents/guardians should notify the school as early as possible of their child's absence. A message may be left on the school's answering machine before school hours. Students who become ill while at school must report to the office and be excused before leaving. Before a student is permitted to leave, contact must first be made with the home to learn if a parent or responsible member of the family is at home. For safety reasons, students must be fever-free 24 hours before returning to school.

### **Insurance, Student Accident**

Under state law, the district is typically not liable for any injury a student may suffer at school. Therefore, under ordinary circumstances, neither the district nor the district's insurance carrier is responsible for bills for medical treatment. To cover some of the costs of injuries due to accidents at school, a student accident insurance policy is available from an independent insurance company. For those students who wish to subscribe, information is available at registration and through the school office. This is a limited accident policy and will pay for limited expenses. These benefits are payable in addition to other insurance coverage parents may have.

According to District policy, students who participate in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

### **Lockers**

In some buildings, lockers are provided for students. Students should not store valuables such as jewelry, money and personal possessions that have monetary value in their lockers. Lockers are the property of the school, and students have no expectation of privacy in these places. (See Search and Seizure – Board Policy 7.140)

### **Lost and Found**

Lost and found articles will be collected by the school. Students should inquire at the office about articles that have been lost. All personal items that a student brings to school should be labeled with that student's initials / name.

### **Lunch and Breakfast Program**

The district provides a hot lunch and breakfast program in all schools. Students eating at school are to follow the rules and obey the lunchroom supervisor. Students may bring their lunch, but there is no space for refrigeration at school.

Although students may pay for meals daily or weekly, parents are asked to pay for a 20 day card if possible. This is more convenient for everyone. Payment is to be made in advance. Notification will be sent home when lunch, breakfast, and milk fees are due. Prompt payment is expected. The cost for lunch, breakfast, and milk is posted at each school. Students who qualify are provided a hot lunch and breakfast at no cost or at a reduced price. Details and applications are available at each school.

### **Medical and Dental Appointments**

In order to limit student absences, parents are encouraged to make appointments during non-school time. If this is not possible, please notify the school in advance by note or telephone concerning such appointments.

### **Medication Procedures**

The district's policy, procedures, and forms for medications, including those for Epi-pens, are found in the *Medications Handbook*. The school nurse may be contacted with questions.

### **Mid-Term Reports**

Notices will be sent at mid-trimester to parents of students who are not doing passing work. At the discretion of the teacher, they may also be sent to parents of students who are doing well. Parents may be asked to come to the school for a conference.

### **Parent Conferences**

Conferences may be initiated by either the parent or the teacher at any time during the school year.

### **Physical Education**

Students may be outdoors during P.E. unless it is raining or extremely cold. This means that during cold weather boys and girls must come to school dressed prepared to be outdoors. Junior high students are required to dress for PE. All students are required to wear gym shoes during class in the gym and appropriate shoes when outside. For reasons of safety, instructors may require that jewelry be removed during physical education activities.

Students may be excused/exempted from some or all P.E. activities for no more than two days with a written request from their parents/guardians and approval by the Principal. For a longer excused time, the school must have a written excuse from a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for pupils who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

### **Prevention of and Response to Bullying, Intimidation and Harassment**

#### **(Board Policy 7.180)**

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 goals.

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

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

#### **Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

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

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

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:

- a. are adapted to the particular needs of the school and community,
- b. contribute to maintaining school safety,
- c. protect the integrity of a positive and productive learning climate,
- d. teach students the personal and interpersonal skills they will need to be successful in school and society,
- e. serve to build and restore relationships among students, families, schools, and communities, and
- f. reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

- Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
- Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
- Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who

has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Managers:**

**Mrs. Beth Probst, NCHS/JCJH**

[bprobst@jccu1.org](mailto:bprobst@jccu1.org); 783-2303

**Mrs. Jessica Guzman, NE/SME**

[jguzman@jccu1.org](mailto:jguzman@jccu1.org); 783-8464

**Anonymous Reporting call: 618-783-0190.**

- Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
- The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

- The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 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 district'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.

- The district’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
- The Superintendent or designee shall post this policy on the district’s website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
- The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District’s website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

- The Superintendent or designee shall fully implement the board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or

electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

### **Privacy Rights**

The School Board has a policy concerning privacy and parental access to information. A complete copy of the Board policy 7.15, *Student and Family Privacy Rights*, is available upon request from the School Office or the Unit Office. Please read the policy for a more thorough explanation of these rights.

A student's parents/guardians may inspect certain documents and/or refuse to allow their child or ward to participate in surveys administered at school. The school will not penalize any student whose parents/ guardians exercise this option.

### **Report Cards**

Report cards are issued to keep parents/guardians informed about students' academic progress. Report cards are sent home at the end of each trimester.

### **School Dress**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Listed below are items of clothing that are not permitted. However, this is not an all inclusive listing. The administration reserves the right to make judgments on an individual basis regarding appropriate student dress.

- Clothing must not be worn that advertises or promotes the use of alcohol, tobacco, or any substance in the Controlled Substance Act.
- Clothing judged to be offensive will not be permitted.
- Head coverings, unless required for medical or safety reasons, may not be worn in school. Head coverings must be removed when students enter the building and may be put back on upon students exiting the building.
- Wallet chains are not permitted. Sleeveless shirts with less than a 1" strap may not be worn.
- Halter tops are not permitted.
- Shorts, skirts and pants must be appropriate in length and fit. A general guideline used to determine appropriate length will be the end of the student's fingers with his or her arms extended.
- All jeans, slacks, pants, shorts, etc. must be worn at or near the waist and may not have any holes present above the knee.
- Undergarments (i.e. boxers, bras, bra straps, etc.) should not be visible from underneath other clothing.
- Violations will result in appropriate action under Discipline, Category IV.

### **Search and Seizure (Board Policy 7.140)**

To maintain discipline and order in 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. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent 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 (e.g., 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. outside the view of others, including students;
2. in the presence of a school administrator or adult witness;
3. by a certificated employee or administrator of the same sex

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

### **Seizure of Property**

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. 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.

### **Severe Weather - School Closings**

In case of severe weather, the announcement of school closings and/or the cancellation of extracurricular activities will be broadcast on local radio and/or television stations and will be

posted on the *Severe Weather – School Closings Rapid Notification Service* as soon as possible after the decision is made. Parents are to inform the school of any special arrangements for their child in case of early dismissal.

### **Skateboards and Roller Blades**

District policy 8.30 prohibits roller-blading, roller-skating, and skateboarding on school property at any time.

### **Student Assignment (Board Policy 7.30)**

#### **Class Assignments**

The Building Principal shall assign students to classes, no requests for specific staff will be accepted.

### **Student Identification Badges**

Student identification badges are to be worn by all students at/around chest level so as to be readily visible. The badges are for the purposes of school safety and developing the school community. Students whose badges are lost/damaged may be required to pay for the replacement of the badge.

### **Student Records (Board Policy 7.340)**

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

- 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 without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
- Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student 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.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

### **Student Biometric Information Collection**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the district shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the district shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The district will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after:

- the student graduates or withdraws from the School District, or
- the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

### **Student Support Services**

The district provides student support services including health services, educational and psychological testing services, social work services, and school counseling services. Protocols have been developed for responding to students with social, emotional, or mental health problems that affect learning ability; however, the district assumes no liability for preventing, identifying, or treating such problems.

### **Student Transportation**

Parents who are dropping off students before school at Newton Elementary are asked to do so only on Maxwell St. and to advance forward when possible to allow other cars to approach the front of the school.

After school at Newton Elementary, parents must remain in their cars and approach the school either by traveling south from Reynolds St. onto Absher and then west on Maxwell St.; or, by traveling north on Charles (1<sup>st</sup>-3<sup>rd</sup> grade) or Barton (4<sup>th</sup>-6<sup>th</sup> grade) and then west on Maxwell St. Parents are asked to be at the school no later than **3:30 PM** to pick up their children.

## **Transportation Procedures**

- Address where student resides will be considered the primary pickup and drop off location.
- Each student may have one additional pick up or drop off location on an established route. (The additional pick up/drop off location must be established at the beginning of the school year.)
- Locations may not be changed throughout the year. (Except for emergency situations such as address change due to moving, change in daycare, etc.)
- The first day of the week by 1:00 pm is the only day in which the drop off /pickup alternate location can be changed for the week. Schedule for the week can be emailed to [transportation@jccu1.org](mailto:transportation@jccu1.org) or called in at (618) 783-3023.

## **Telephone, Use of**

A student who wishes to use the school telephone must have permission from a staff member. Calls must be limited to a short duration. Except in the case of an emergency, students are not permitted to leave class to receive telephone calls.

## **Uniform Grievance Procedure (Board Policy 2.260)**

### ***Uniform Grievance Procedure***

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180/
- Illinois Equal Pay Act of 2003, 820 ILCS 112/
- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/
- Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.

- Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy

### **Deadlines**

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the district's main office is open.

### **Filing a Complaint**

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except:

- (1) as required by law or this policy,
- (2) as necessary to fully investigate the complaint, or
- (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except:

- (1) as required by law or any collective bargaining agreement,
- (2) as necessary to fully investigate the complaint, or
- (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### **Decision and Appeal**

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### **Appointing a Non-Discrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Non-Discrimination Coordinator:**

Andrew D. Johnson  
Name  
609 S. Lafayette Street Newton, IL 62448  
Address  
[ajohnson@jccu1.org](mailto:ajohnson@jccu1.org)  
Email  
618-783-8459  
Telephone

**Complaint Managers:**

Jessica Guzman  
Name  
101 E. Maxwell St.  
Address  
Newton, IL 62448  
[jguzman@jccu1.org](mailto:jguzman@jccu1.org)  
618-783-8464  
Telephone

Beth Probst  
Name  
201 West End Ave.  
Address  
Newton, IL 62448  
[bprobst@jccu1.org](mailto:bprobst@jccu1.org)  
618-783-2303  
Telephone

**Vision Screenings**

The district administers vision screenings as required by law. The Illinois School Code requires the following notice: “Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.”

**Visitors, Adult and Student**

For safety and security reasons, any adults wishing to visit the building must have their visit pre-arranged and check in to the office upon arrival.

Student visitors are not allowed either on school buses or in classrooms. "Student visitors" are defined as students not enrolled in the district and not invited by a teacher or administrator for educational purposes of the school. Examples of persons not allowed are relatives or friends of our students who are not enrolled in the district.

***For the protection of everyone, all visitors must report to the office upon entering a school.***

**Web Page Content and Social Media Content and Publication Guidelines**

Administration will collaborate with the district technology coordinator and/or designees to determine appropriate content and ensure that the safety of students is preserved as they provide publish primarily educational content to the school and district web pages and social media pages.

- Pictures of students, faculty, and staff may be posted.

- Only the first names of students may be used. (Teachers/sponsors must make sure any work included on a web page does not include more than the student's first name.) No student addresses, phone numbers, or other identifying information may be posted. Teachers and staff may post their personal identifying information as they feel appropriate.
- Parents/guardians have the right to deny publication of items listed in 2 and 3. Forms for this purpose are to be available at registration and in school offices. Faculty and staff may also request that their pictures or identifying information not be published. The faculty and staff in charge of posting and publishing and those designing web pages will be provided a list of people who have denied permission for publication.
- Grammar, spelling, graphics, and layouts should be carefully inspected so web pages provide a positive image of our district and schools.
- Web page content is to be primarily educational.
- External links are to be appropriate and have educational value. Pages from these links are to be routinely checked to ensure that links are not made to inappropriate sites.
- The primary responsibility for monitoring content and links rests with the teacher, club sponsor, or other adult in charge of the page. In most cases, this is the person given the password to upload the site to the server. The e-mail address of the responsible person is to appear at the bottom of each page.
- The District Technology Coordinators are responsible for the district page and the opening school pages. These pages are to include contact information for the district or school and e-mail addresses for the district and building coordinators.
- Large files make pages slow to load. Graphics should be at the lowest acceptable resolution and size. Thumbnail images can be linked to larger images if more detail is needed.
- Copyright and Plagiarism
  - a. Copyright laws are to be explained to students.
  - b. Graphics and other content are not to be used without permission.
  - c. Teachers/sponsors are responsible for assuring that copyright laws are obeyed.

**Wellness (Board Policy 6:50)**

Jasper County CUSD#1 has a policy regarding student wellness. The policy is posted for review on the district website.