

Jasper County Community  
Unit #1  
Student Handbook  
Grades K-8  
2009-2010



# Welcome!

## Please read the following . . .

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 from time to time. 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 in the school office.

Please contact the school if you have any questions.

### **Please Visit the District School Websites**

Jasper County Schools  
[www.jaspercountyschools.net](http://www.jaspercountyschools.net)

Newton Community High School  
[www.newtoneagles.net](http://www.newtoneagles.net)

Jasper County Junior High  
[www.jcjh.net](http://www.jcjh.net)

Newton Elementary  
[www.newtonelem.net](http://www.newtonelem.net)

Willow Hill Elementary  
[www.willowhillelem.net](http://www.willowhillelem.net)

Ste. Marie Elementary  
[www.stemarieelem.net](http://www.stemarieelem.net)

Grove Elementary  
[www.groveelem.net](http://www.groveelem.net)

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## Access to Electronic Networks, Authorization for

*Each student and his or her parents/guardians must sign the Authorization before being granted access to the District's electronic networks. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. Acceptable Use - Access to the District's Electronic Network must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate school business use.
2. Privileges - The use of the District's Electronic Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
  7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on the District Web sites or file servers, without explicit written permission.
    - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
    - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
    - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
    - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
    - e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, is owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
  - e. Use of the School District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
2. 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*.
3. 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.
4. The system administrator and Building Principals shall monitor student Internet access.

*Students and parents/guardians need only sign this Authorization for Electronic Network Access once while enrolled in Jasper County Community Unit #1*

#### **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 by building principal.
- 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. Written medical excuses may be required at any time during the process.
- 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**

Prearranged excused absences will be granted for reasons other than the above if the requesting student and the student's parents/guardians contact the Building Principal or Assistant Principal in advance of the absence, explain the situation, and the Building Principal or Assistant Principal feels that a prearranged absence should be granted. Each case is handled individually with the reason, the student's grades, attendance and disciplinary record being taken into consideration. Approval is not automatic. 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 the 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 10 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.

### Bicycles

All bicycles must be parked in the designated area and are not to be ridden on the playground during the school day. During the school day, students are not to be around the bicycles.

### 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

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. 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.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. 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.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No food or beverages are allowed on the bus.
12. Carry no animals on the bus.

13. No use of tobacco in any form is permitted.
14. Keep books, packages, coats, and all other objects out of the aisles.
15. Leave no books, lunches, or other articles on the bus.
16. Be courteous to fellow pupils and the bus driver.
17. Help look after the safety and comfort of smaller children.
18. 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.
19. 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.
20. 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.
21. 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.

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.

#### Electronic Recordings on School Buses (Board Policy 7.220)

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. 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.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

#### Discipline Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

The Building Principal will take appropriate corrective measures. In addition to standard disciplinary measures, these measures may consist of, but are not limited to:

1. verbal and written warnings, to student and/or parent;
2. assignment of a bus seat;

3. suspension of the student from riding the bus.

### **Bus Routes**

Students will be assigned to a bus. Approximate pick up and drop off times will be given to the parents. Students may not ride another bus except when approval is given by the school Building Principal. Students who wish to ride a bus home with another student must bring a written request to school, signed by the parent.

### **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**

The use or possession by students of cellular telephones, electronic signaling devices, two-way radios, and/ or other telecommunication devices is prohibited unless authorized by the Principal. The following procedure will be followed if a student has 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 receive no credit for work which involves cheating, and they 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, Student (Board Policy 7.190)**

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including 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.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process store, or conceal cannabis or controlled substances.

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.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing a cellular telephone, an electronic signaling device, a two-way radio, a video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of 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.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. 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.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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) poses 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, or any object or substance, including situations where 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, 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 early intervention and progressive discipline, 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 parents/guardians of a student who engages in aggressive behavior are 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. Unless the Building Principal determines otherwise, a student expelled anytime during a semester will be denied credit for the semester regardless of whether the student had completed sufficient course work to earn a passing grade before being expelled.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. Guided Learning for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school, provided the student's parents/guardians have 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.
12. Social probation.
13. Principal's probation

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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

### Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) knives, brass knuckles, or billy

clubs; (3) any other object if used or attempted or intended to be used to cause bodily harm, or (4) “look alike” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students involved in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

#### 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, State Police, 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 guided learning, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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, Assistant 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 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

#### Student Handbook

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents and guardians within 15 days of the beginning of the school year or a student’s enrollment.

#### **Suspension Procedures (Board Policy 7.200)**

The Superintendent and/or Principal(s) shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct, as those terms are defined Board Policy 7.190, *Student Discipline*.

The suspending official may impose an emergency suspension when he/she determines that an emergency exists. When an emergency suspension is imposed, the requirements set forth in paragraph 1 below shall be followed as soon as practicable.

Whenever the suspending official determines that a violation of numbers 2 or 3 from the above Prohibited Student Conduct of Board Policy 7.190, *Student Discipline* exists, the student shall be suspended pending a hearing held in accordance with Board Policy 7.210, *Expulsion*. Such a hearing shall be held within 10 school days of the date of the suspension imposed under this paragraph.

Before a student may be suspended or a bus suspension may be imposed, the following procedures shall apply:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. 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.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of the notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School 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. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

#### **Expulsion Procedures (Board Policy 7.210)**

The School Board shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days upon a finding that the student has been guilty of gross disobedience or misconduct, as those terms are defined in the Section Prohibited Student Conduct of Board Policy 7.190, *Student Discipline*. If the Superintendent or a designee determines that the student has been guilty of a violation of 2 or 3 of that Section, the Superintendent or a designee shall initiate expulsion proceedings. If the Superintendent or a designee determines that the student is guilty of any other violation of Paragraph 10 and that suspension is not an adequate remedy, the Superintendent or a designee shall be authorized to initiate expulsion proceedings. The Superintendent or a designee shall initiate expulsion or bus expulsion proceedings by applying the following procedures:

1. The Superintendent or a designee shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges, unless the same have already been done by a Building Principal before a suspension was imposed pursuant to the terms of Board Policy 7.200, *Suspension Procedures*.
2. If the student denies the charges, the Superintendent or a designee shall give the student an opportunity to explain the incident.

3. The Superintendent or a designee shall consider whether the student is disabled within the meaning of the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et.seq.* or under Article 14 of *The School Code* and the Special Education Regulations, 23 *Illinois Administrative Code*, 226.552. If it is determined that the student may be disabled but has not been so identified, a case study evaluation shall be initiated. If the student is not disabled, the Superintendent or a designee shall proceed to Paragraph 5 below.
4. If the student is disabled, a multidisciplinary conference shall be held to determine whether the student's gross disobedience or misconduct is related to the student's disabling condition. Following this determination, a conference to review the student's Individualized Educational Program (IEP) shall be held to determine if the current placement is appropriate. The student shall not be subject to expulsion for gross disobedience or misconduct which is related to his disabling condition. If the misconduct is determined to be related to the disabling condition, the IEP conference participants shall determine whether a change in placement should be made. If the misconduct is determined to be unrelated to the disabling condition, the student may be disciplined in accordance with this policy, but in no case shall the District cease providing special education and related services. The following procedures shall be followed:
  - (a) All rights of a student and his/her parent(s)/guardian(s) under Article 14 of *The School Code* and Special Education Regulations are applicable.
  - (b) The persons attending the multidisciplinary conference must include appropriate members of the faculty and staff familiar with the student's disability and knowledgeable about the placement options for the student.
  - (c) The persons attending the multidisciplinary conference shall consider all information and shall determine whether the student's gross disobedience or misconduct is related to the student's disability. The persons attending the IEP conference shall determine whether the student's current IEP is appropriate, and whether the placement is appropriate, and whether the placement should be changed.
  - (d) A written record of the conference must be kept.
  - (e) If the multidisciplinary conference participants determine after considering all the information, that the gross disobedience or misconduct is not related to the student's disability, the expelling official may proceed with the expulsion process, but in no event may the District cease providing special education and related services. An IEP conference will be convened to address the means to provide those services to the student.
  - (f) If the faculty and staff attending the multidisciplinary conference determine that the gross disobedience or misconduct is related to the disability, members of the IEP team must consider a different placement or revised program.
  - (g) Following the conference, a written notice shall be sent to the student's parent(s)/guardian(s) informing them of the date, time and place of the conference (if they did not attend); the names of the persons who attended the conference; the sources of information used in reaching the decision; the decision regarding the relationship between the student's disability and behavior; and notice of the rights to a due process hearing to contest the decision made at the conference.
  - (h) In the event the parent(s)/guardian(s) file a request for a due process hearing, during the pendency of those proceedings, the student's educational placement shall not change, unless the student's parent(s)/guardian(s) and the District agree. However, if the student's misconduct involved bringing a firearm to school as defined herein, then the District may change the student's placement on a temporary basis as may be permitted by the Individual

with Disabilities Education Act. If the student's misconduct does not involve a firearm, but the Superintendent determines that, in his/her current educational placement, the student is a danger to himself/herself or others, the Superintendent shall be empowered to remove the student as is otherwise provided in this policy, and, if necessary to seek review of the placement decision as is provided by law. In such event the Superintendent shall also immediately contact legal counsel and the Director of Special Education to prepare for legal proceedings necessary to effectuate the student's removal from school, pending final resolution of a special education placement decision hearing.

5. In the event the Superintendent determines that formal expulsion proceedings are required, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer to administer the expulsion proceeding or fix a time and place for said proceedings to be conducted by the School Board. The hearing officer shall be an attorney when, in the judgment of the Superintendent, the hearing will likely involve technical legal matters.
6. The Board or the Superintendent shall send written notice to the student's parent(s)/guardian(s) by registered or certified mail, return receipt requested, informing them of the proposed expulsion and of the impending hearing, stating the reason(s) for the proposed expulsion, and informing them of their right to appear and present evidence to refute the charges against their child.
7. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.
8. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President, or if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to be present.
9. The rules of evidence shall not be applicable during the hearing.
10. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the board a written summary of the evidence adduced during the expulsion hearing, except this shall not be necessary if a quorum of the Board of Education is present at the hearing, and will determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded. A tape recording of the meeting shall be made by the district, whether or not a Hearing Officer is appointed. Such tape recording shall be retained by the Board Secretary as a part of the proceedings, together with all documents, or evidence submitted at the hearing.
11. Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board, within ten (10) days thereafter, shall take whatever action it deems appropriate to include alternatives to expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s)/guardian(s). The decision shall specify the finding(s) upon which the decision is based.

The Board shall consider the following elements when formulating punishment:

1. The seriousness of the student's conduct;
2. The history or record of the student's past conduct;
3. The likelihood that such conduct will affect the delivery of educational services to other students;
4. The severity of the punishment; and

5. The interests of the student.

#### Expulsion Alternative

A student who is guilty of gross disobedience or misconduct which would otherwise warrant the student's expulsion because of some alcohol or drug-related offenses may instead participate, together with his/her parent(s)/guardian(s), in a 10 hour alcohol and drug program conducted by the Jasper County Health Department (or any other organization approved by the administration) in cooperation with the District. To be eligible for this program, the following conditions will apply:

1. The student must admit that he/she was guilty of buying, using, or possessing alcoholic beverages or illegal drugs as defined by Board Policy 7.190, *Student Discipline*. Students guilty of distributing or selling alcoholic beverages or illegal drugs are not eligible for the expulsion alternative.
2. The offense is the first such offense committed by the student.
3. A suspension in or out of school of up to 10 days will be imposed upon the student.
4. The student will be placed on social probation for no less than 60 school days.
5. The student's parent(s)/guardian(s) shall sign a consent form for the student to participate in the program and shall agree to be responsible for any fee assessed by the organization for its services.

#### Special Education Students - Behavioral Intervention Policy

As required by 105 ILCS 5/14-8.05, the Board of Education has adopted policies and procedures regarding the use of behavioral interventions with students with disabilities. Anyone with questions about that policy, please contact Virginia Robins, Special Education Coordinator at 618-783-3651.

The Board of Education has developed policies regarding student discipline that ensure order, safety, and discipline in its schools. Students identified as needing special education, and with a written Individualized Education Program (IEP), may have additional rights in law or in the IEP. A copy of the district's behavioral interventions policy which, together with the regular discipline policy, applies to the discipline of special education students, is available at the Unit Office, in each school in the district, and at the special education office.

#### **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**

1. 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.
2. 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.

3. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
4. 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**

1. Using violence, force, noise, coercion, threats, intimidation, harassment, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
2. 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 or out of school suspension and direct parent/guardian contact. Local law enforcement will be contacted and charges filed if warranted.

Second Offense: Five to ten days suspension pending a parent/guardian conference.

Third Offense: Recommendation for expulsion proceedings.

### **DISCIPLINE CATEGORY III**

Using, possessing, distributing, purchasing, or selling tobacco materials.

First Offense: At the discretion of the Building Principal or Assistant Building Principal, three days placement in Guided Learning or three days out of school suspension.

Second Offense: Five days of out of school suspension.

Third Offense: Ten days of out of school suspension. Recommendation for expulsion.

### **DISCIPLINE CATEGORY IV**

1. 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*.
2. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
3. 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.
4. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
5. 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 teacher, Building Principal or Assistant Building Principal, one to three days of lunch or after school detention may be assigned. Parents will be contacted.

Second Offense: At the discretion of the teacher, 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 will be placed in one to three days of Guided Learning and a parent conference will be held.

Fourth Offense: The student will be placed in one to three days of out-of-school suspension and a parent conference will be held.

Local law enforcement will be contacted as appropriate.

## **DISCIPLINE CATEGORY V**

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

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

Second Offense: Letter sent to parents and placement in one day of Guided Learning. Parent conference must be held.

Third Offense: Letter sent to parents and placement in one or more days of Guided Learning. Referral to the Truancy Alternative Program.

Fourth Offense: Letter sent to parents and placement in two or more days of Guided Learning. Second referral to the Truancy Alternative Program.

Fifth Offense: Letter sent to parents and placement in 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 half-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 race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless or 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 or sexual orientation, 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.

### Extracurricular Activities

For purposes of this handbook, "extracurricular activities" include all school-sponsored or school-related activities which take place outside the regular school day and which do not result in or affect a grade for student participation. Information regarding the district's extracurricular activities, the Extracurricular Compact, and the rules for participation are included in the *Athletic Handbook*.

### 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 of \$10 per sport (to a maximum of \$30 per student and \$60 per family at the junior high level) is charged all students in grades 7 and 8 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 fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of 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 fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, 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 complete the application are available.

A student shall be eligible for a fee waiver when:

1. the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.;
- or
2. the student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

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

The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or a designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

#### **Field Trips**

Students may go on approved educational field trips during the school year. 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, 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, performance based on the Illinois Standards.

Achievement Test (ISAT), the Stanford Achievement Test, or other testing. 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 (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, possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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. The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

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:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such 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.

Nondiscrimination Coordinator:

Name	Ron Alburtus
Address	609 South Lafayette Street Newton, Illinois
Telephone No.	618/783-8459

Complaint Managers:

Name	Virginia Robins	Craig Carr
Address	609 South Lafayette Street Newton, Illinois 62448	5251 E. 1800 Ave. Montrose, Illinois 62424
Telephone No.	618/783-3651	217/683-2622

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:

1. When a child is first discovered to have head lice and/or nits, the child, and all other children living in the same residence shall be sent home immediately. It is necessary for the child to be treated with a special shampoo. There are prescription and non-prescription shampoos that can be purchased at your local pharmacy or health department.
2. Everyone in the home must be treated. All nits must be removed! CLEAR RINSE, an over-the-counter product can be used to help remove nits. Fine-tooth combs will not remove all the nits. Most nits will need to be removed by hand.
3. Every child in the home may return to school after the treatments outlined in Items 1 and 2 have been completed and they have been checked by the Jasper County Health Department and given a form to return to class. **Only the Jasper County Health Department can clear a student to return to school.**
4. Until such time that all nits are removed from the child's hair, the child will not be allowed to attend school.
5. Washing with regular shampoo should continue, as well as checking and removing any remaining nits.

6. To make sure all lice are killed, directions must be followed exactly. Some shampoos require a second treatment in 7 to 10 days.
7. After the first treatment the child must return to school within three (3) days with no evidence of nits or he/she will be considered truant.
8. In order to prevent reinfestation, each child's head should be checked thoroughly each day for three weeks. Thorough cleaning and vacuuming should be continued also.
9. Shampoo should not be used any sooner than recommended. The manufacturer's guidelines should always be followed.
10. 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 and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).
4. Parents of students in ungraded programs shall present this proof at the ages consistent with enrollment in these grades (i.e., kindergarten, 5 years; first grade, 6 years; fifth grade, 10 years; and ninth grade, 14 years.)

As required by State law:

1. The required 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.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by the first day of the current school year 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 are first-time registrants 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 the first day of the current school year, the student must present, by the first day of the current school year, 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.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof by the first day of the current school year 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 the first day of the current school year, 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 the first day of the current school year. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. 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 and sixth 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 Illinois Department of Public Health.

If a child in the second or sixth 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 parents/guardians 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 Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;

3. Eye examination requirement if the student's parents/guardians 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; or
4. Dental examination requirement if the student's parents/guardians 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.

### 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.

### 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

The school secretary will keep lost and found articles in the office. Students should inquire at the office about articles that have been lost.

### **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 Procedure**

The District's policy, procedures, and forms for medications, are found in the *Medications Handbook*.

### **Mid-Term Reports**

Notices will be sent at mid-quarter 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 whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

## **Preventing 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 is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
  - b. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from (i) accessing and/or distributing at school any written 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 (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation - and the State law requirement - that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers and visitors to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

### **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.

### **Promotion Ceremony**

Participation in the 8<sup>th</sup> grade promotion ceremony is a privilege. Only students who meet requirements for promotion prior to the ceremony may participate. Students may also be denied the opportunity to participate for violations of school rules or policies.

### **Report Cards**

Report cards are issued to keep parents/guardians informed about how well their children are doing in school. Report cards are sent home four times each year.

### **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. Clothing may 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.

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.

### **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 *Alert Now 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)**

#### Attendance Areas

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas.

Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6.140, *Education of Homeless Children*.

#### Transfers within the District

A student's parents/guardians may request the student be transferred to a District school other than the one to which the student was assigned. Requests should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parents/guardians demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students who are granted a transfer within the District may be required to provide their own transportation. The provisions in this section have no applicability to transfers pursuant to: (1) Title I covered in Board policy 6.15, *School Accountability* or (2) The Unsafe School Choice Option covered in Board policy 4.170, *Safety*.

#### Class Assignments

The Building Principal shall assign students to classes.

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

#### **Notification to Parents and Students of Rights Concerning a Student's School Records**

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* shall include:

Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parents/guardians.

Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations

Attendance record

Accident and health reports

Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

Honors and awards received

School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

A record of release of temporary record information in accordance with 105 ILCS 10/6(c)

Scores received on the State assessment tests administered in the elementary grades (that is, kindergarten through grade 8)

Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit

Completed home language survey

Family background information

Intelligence test scores, group and individual

Aptitude test scores

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary and secondary achievement level test results

Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

Honors and awards received

Teacher anecdotal records

Other disciplinary information

Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals

Verified reports or information from non-educational persons, agencies, or organizations

Verified information of clear relevance to the student's education

The District shall maintain the student's temporary record for at least 5 years after the student has transferred, graduated, or permanently withdrawn from the District. Temporary records are destroyed at the end of this 5 year period.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents/guardians or student of the time and place where the records may be inspected. The District charges \$.25 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

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

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);

or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and address
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.*

A photograph of an unnamed student is **not** a school record because the student is not individually identified. Parents/guardians may prohibit the publication of a photograph in which a student is identified by contacting the Building Principal.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your child is enrolled for further instructions.

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

### **Student Support Services**

The District provides student support services including health services, educational and psychological testing services, social work services, and guidance and 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.

### **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. Personal calls which are long distance must be made collect. 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)**

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitutions, State or Federal statute, or Board policy or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
6. Equal Employment Opportunities Act (Title VII, Civil Rights Act), 42 U.S.C. § 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;

10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003; or
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/1 et.seq.

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

1. Filing a Complaint

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

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meeting in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school 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. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent shall keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School 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 School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

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

Appointing Complaint Managers

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

Name	Mr. Craig Carr	Mrs. Virginia Robins
Address	5251 E. 1800 Ave. Montrose, Illinois 62424	609 S. Lafayette Street Newton, Illinois 62448
Telephone No.	217/683-2622	618/783-3651

Vision Screenings

The District administers vision screenings as required by law. Section 27-8.1 of the 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

Adult visitors, especially parents, are invited. Parents are encouraged to be involved with their child's school experience—to visit a class, eat lunch at school, or arrange for a conference with a teacher or the Building Principal. Arrangements should be made in advance whenever possible. Due to concerns about privacy rights and possible disruptions of the educational process, the length and frequency of visits may be limited by the administration.

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 Publication Guidelines**

1. Each principal is to form a Web Publishing Committee. This committee will minimally include an administrator, a teacher, and a parent/community member. The committee's primary responsibility is to help teachers and students determine appropriate content and to ensure that the safety of students is preserved.
2. Pictures of students, faculty, and staff may be posted.
3. 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.
4. 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 Web Publishing Committee and those designing web pages will be provided a list of people who have denied permission for publication.
5. Grammar, spelling, graphics, and layouts should be carefully inspected so web pages provide a positive image of our district and schools.
6. Web page content is to be primarily educational.
7. External links are to be appropriate and have educational value. Pages from these links are to be followed at least 2 levels deep and must be routinely checked to ensure that links are not made to inappropriate sites.
8. 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.
9. The format and general content of all pages must be approved by the committee before posting to the web. Routine updates consistent with the approved design may be made at the discretion of the person responsible for the page.
10. 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.
11. 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.
12. 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.



**Jasper Unit #1  
2009 - 2010  
School Year**

<b>August 19,20</b>	<b>Teacher Institute - No Pupil Attendance</b>
<b>August 21</b>	<b>Students Attend, 4 HOUR EARLY DISMISSAL</b>
<b>August 24-25</b>	<b>School Improvement Days - 2 HOUR EARLY DISMISSAL</b>
<b>September 7</b>	<b>Labor Day - NO SCHOOL</b>
<b>September 18</b>	<b>First Quarter mid-term reports distributed</b>
<b>October 2</b>	<b>Homecoming</b>
<b>October 9</b>	<b>Parent/Teacher Conferences - NO SCHOOL</b>
<b>October 12</b>	<b>Columbus Day - NO SCHOOL</b>
<b>October 16</b>	<b>End of First Quarter</b>
<b>October 26</b>	<b>Grade Cards Sent Home</b>
<b>November 11</b>	<b>Veteran's Day - NO SCHOOL</b>
<b>November 13</b>	<b>Second Quarter mid-term reports distributed</b>
<b>November 25</b>	<b>EARLY DISMISSAL for Thanksgiving</b>
<b>November 26-27</b>	<b>Thanksgiving Vacation - NO SCHOOL</b>
<b>December 22</b>	<b>End of Second Quarter</b>
<b>December 22</b>	<b>EARLY DISMISSAL for Christmas Vacation</b>
<b>December 23-Jan. 1</b>	<b>Christmas Vacation - NO SCHOOL</b>
<b>January 4</b>	<b>School Resumes</b>
<b>January 11</b>	<b>Grade Cards Sent Home</b>
<b>January 18</b>	<b>Martin Luther King's Birthday - NO SCHOOL</b>
<b>February 5</b>	<b>Third Quarter mid-term reports distributed</b>
<b>February 15</b>	<b>President's Day - NO SCHOOL</b>
<b>March 12</b>	<b>End of Third Quarter</b>
<b>March 19</b>	<b>Teacher Institute - NO SCHOOL</b>
<b>March 22</b>	<b>Grade Cards Sent Home</b>
<b>April 1</b>	<b>EARLY DISMISSAL for Easter</b>
<b>April 2</b>	<b>Easter Break - NO SCHOOL</b>
<b>April 5</b>	<b>Easter Break - NO SCHOOL</b>
<b>April 16</b>	<b>Fourth Quarter mid-term reports distributed</b>
<b>May 26</b>	<b>Teacher Institute - NO SCHOOL</b>
<b>May 27</b>	<b>Last Day of School - 6 HOUR EARLY DISMISSAL</b>