

**PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT**

**Please complete this form and have your student return it to his or her  
advisory teacher by Tuesday, 9.3.19.**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

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

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Guardian Acknowledgement**

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

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

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# **JACKSONVILLE HIGH SCHOOL**

1211 North Diamond  
Jacksonville, Illinois  
Phone: (217)243-4384  
Fax: (217)291-0904  
**JHS.JSD117.ORG**



## **WELCOME**

The mission of Jacksonville School District 117 is to provide an educational environment that promotes excellence and values every student. To do that, the faculty, staff and administration of Jacksonville High School will work in partnership with parents, the community and Central Office to provide a rigorous curriculum, a positive, supportive and safe atmosphere, an open and collaborative setting and an inviting facility as well as to promote the use of technology.

This agenda is provided to students to acquaint them and their families with the procedures, expectations other relevant information necessary to maximize student learning and academic success. Students are expected to BE RED; respectful, engaged and dedicated. Students must meet these expectations at all school functions, activities and extra-curricular activities as well as on the way to and from school. The Crimson Pride Program Matrix is detailed on the next page.

# CRIMSON PRIDE MATRIX

<u>Be RED</u>	<u>Respectful</u>	<u>Engaged</u>	<u>Dedicated</u>
<u>Classroom</u>	<p>Communicate positively</p> <p>Share classroom time with every one</p> <p>Show tolerance toward others and respect ideas</p>	<p>Be an active learner</p> <p>Maintain focus on the lesson</p> <p>Participate and ask questions</p> <p><u>Recognize the importance of education for yourself and others</u></p>	<p>Be prepared for class</p> <p>Complete assignments with your best effort</p> <p>Work cooperatively with others</p> <p><u>Understand others learning needs</u></p> <p>Use academic supports to your advantage</p>
<u>Cafeteria</u>	<p>Keep your area clean</p> <p>Wait patiently in line</p> <p>Push in your chairs</p> <p>Use good manners</p>	<p>Make healthy food choices</p> <p>Recognize social differences</p> <p>Have your money ready when you get in line</p>	<p>Consider any mess your own</p>
<u>Commons/Hallway</u>	<p>Use appropriate language</p> <p>Stay on task - go straight to class</p> <p>Keep hallways clean</p> <p>Refrain from public displays of affection</p> <p>Remove hats and hoods upon entering the building</p>	<p>Report to class on time</p> <p>Walk to class</p>	<p>Move at an appropriate pace</p> <p>Keep the noise level down</p>
<u>Media Center</u>	<p>Keep food and drink outside the Media Center</p> <p>Use computers properly and use earbuds if you are listening to something</p> <p>Place backpacks along the bookshelves away from the entrance to the computer labs</p>	<p>Enter quietly</p> <p>Stay focused on work</p>	<p>Use the Media Center effectively and quietly</p> <p>Remain in work area while waiting for dismissal</p> <p>Remain quiet so students can concentrate on work</p>
<u>Restroom</u>	<p>Keep area clean</p> <p>Flush</p> <p>Wash hands</p>	<p>Return to class in a timely fashion</p>	<p>Use the restroom during non-instructional time</p>
<u>School-Wide</u>	<p>Use appropriate language</p> <p>Follow the dress code</p> <p>Respect the opinions of others</p> <p>Handle conflict appropriately</p> <p>Treat all people fairly</p>	<p>Keep your I.D. and agenda with you at all times</p> <p>Use school resources to succeed</p> <p>Contribute to the well-being of others at JHS</p> <p>Plan for your future college and/or career</p>	<p>Be involved</p> <p>Work cooperatively with others</p>
<u>Community</u>	<p>Follow the law</p> <p>Respect property</p>	<p>Be a positive community member</p>	<p>Contribute to the well-being of the community</p> <p>reviewed 4.7.15</p>

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## GENERAL SCHOOL DISTRICT INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.jsd117.org](http://www.jsd117.org) or at the Board office, located at 211 West State, Jacksonville, IL.

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

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

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

Steve Ptacek, Superintendent  
Mike McGiles, Director of Operations  
Jamie Hadjan, Chief Financial Officer  
Kelly Zoellner, Director of Curriculum, Instruction and Assessments  
Sarah English, Director of Early Years  
Joyce Hiler, Director of Food Service  
Craig Castleberry, Director of Buildings and Grounds  
Barbie Davidsmeyer, Director of Student Services and Special Education  
Holly O'Neil, Asst. Director of Student Services and Special Education  
Bill Poole, Director of Technology  
Brent Dunn, Director of Transportation

The School Board has hired the following team members to lead Jacksonville High School:

Andrea Lee, Principal  
Associate Principal, Joey Dion  
Dan Scott and Ryan Van Aken, Assistant Principals  
Mark Grounds, Dean of Students  
Sherri McLaughlin, Megan Waterstraat, Saumil Thakkar, School Counselors  
Craig Wright, School Resource Officer

**Chain of Command: If you have questions or concerns, please contact the following in order:**

**Athletics**

Coach  
Asst. Principal- Athletic Director  
Principal

**Attendance/Discipline**

Dean of Students  
Asst. Principal-Attendance & Discipline

**College/Career Guidance**

Student's Counselor  
Asst. Principal-Student Services

**Concerns with Class or Grades**

Teacher  
Department Chair  
Student's Counselor  
Asst. Principal-Student Services

**Curriculum/Content**

Teacher  
Department Chair  
Asst. Principal-Student Services

**Facilities**

Asst. Principal-Attendance & Discipline  
Principal

**Personal Counseling**

Student's Counselor  
Asst. Principal-Student Services

**Safety Issues**

School Resource Officer  
Asst. Principal- Attendance & Discipline  
Dean of Students  
Principal

**Schedules**

Student's Counselor  
Asst. Principal-Student Services

## JHS CONTACT LIST

<b>SCHOOL COUNSELORS:</b> Sherri McLaughlin (grade 11 and freshmen H-P) Megan Waterstraat (grade 12 and freshmen Q-Z) Saumil Thakkar (grade 10 and freshmen A-G)	Ext 2242 Ext 2240 Ext 2241
<b>SCHOOL NURSE:</b> Cindy Weger	Ext 2244
<b>DEAN OF STUDENTS:</b> Mark Grounds	Ext 2262
<b>ASSISTANT PRINCIPAL FOR STUDENT SERVICES:</b> Dan Scott	Ext 2139
<b>ASSOCIATE PRINCIPAL FOR ATTENDANCE &amp; DISCIPLINE:</b> Joey Dion	Ext 2268
<b>ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR:</b> Ryan Van Aken	Ext 2246
<b>SCHOOL RESOURCE OFFICER:</b> Craig Wright	Ext 2280
<b>PRINCIPAL:</b> Andrea Lee	Ext 2232

### FACULTY VOICE MAIL EXTENSIONS

Please use the JHS Voice Mail System to reach a faculty member. If you do not hear from a teacher within 24 hours, please contact the Student Services Office at extension 2243.

### DEPARTMENT PHONE EXTENSIONS

Art      2221  
 Athletic Office    2223  
 Attendance Office    2237  
 Band      2122  
 Business    2206  
 Choir      2118

Discipline Office 2261  
Drivers Education 2718  
English 2204  
Family & Consumer Science 2409  
Foreign Language 2802  
Student Services Office 2243  
Main Office 2238  
Math 2817  
P.E. 2230  
Science 2625  
Social Studies 2602  
Special Ed. 2901  
Vocational 2706

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**FOR INFORMATION CALL THE FOLLOWING EXTENSIONS:**

MAIN OFFICE	2238
STUDENT SERVICES OFFICE	2243
ATTENDANCE OFFICE	2237
DISCIPLINE OFFICE	2261
ATHLETIC OFFICE	2223

**OTHER PHONE NUMBERS & WEBPAGES**

BUS GARAGE	245-6624
DISTRICT OFFICE	243-9411
DISTRICT WEBPAGE	<a href="http://www.jsd117.org">www.jsd117.org</a>
JHS WEBPAGE	<a href="http://jhs.jsd117.org">jhs.jsd117.org</a>

SAT Prep: <https://collegereadiness.collegeboard.org/sat/practice>

Career Cruising:  
[www.careercruising.com](http://www.careercruising.com)



School username: Jacksonville

School password: district

## RIGHTS, RESPONSIBILITIES AND EXPECTATIONS OF DISTRICT STAKEHOLDERS

(WHILE THIS SUMMARY MAY NOT FULLY ENCOMPASS EVERY STAKEHOLDER NEED IT ESTABLISHES A FRAMEWORK FOR REFERENCE)

<b>Student may expect:</b> <ul style="list-style-type: none"><li>• A free and appropriate education.</li><li>• Due process involving any disciplinary action.</li><li>• A safe educational environment conducive to learning.</li><li>• An environment of civility.</li></ul>	<b>Each student is responsible to:</b> <ul style="list-style-type: none"><li>• Learn and follow the rules and regulations established by the Board of Education and implemented by school personnel.</li><li>• Respect the rights and individuality of others.</li><li>• Refrain from taunting, bullying or harassing others.</li><li>• Dress appropriately. (Appearance shall be safe, clean, and not disrupt the educational process.)</li><li>• Come to school on time every day.</li><li>• Go to all classes and do your best on all school assignments.</li><li>• Refrain from behavior that disrupts the educational process.</li><li>• Facilitate the communication and delivery of information between school and home.</li><li>• Respect the authority of school personnel in maintaining discipline in school and at school-sponsored activities.</li><li>• Respect and maintain school and private property in accordance with school rules.</li></ul>
<b>Each parent/guardian may expect:</b> <ul style="list-style-type: none"><li>• Information concerning the lawful policies, procedures, rules and regulations established by school authorities.</li><li>• A safe environment conducive to learning.</li><li>• To have access to his/her child's school record according to District guidelines.</li><li>• Regular student progress reports.</li><li>• An environment of civility when addressing academic and behavioral decisions relating to their son or daughter.</li><li>• To be guided through the Chain of Command as established in Board Policy.</li></ul>	<b>Each parent/guardian is responsible to:</b> <ul style="list-style-type: none"><li>• Make sure that your child has necessary supplies and has completed all physicals and immunizations at the beginning of the year.</li><li>• Have current contact and emergency information on file with the school office.</li><li>• See that his/her child attends school in accordance with Illinois State Laws and arrives on time.</li><li>• Be aware of and follow District policies and building rules, traffic laws, guidelines and regulations concerning his/her child.</li><li>• Ask for academic and behavioral requirements in the classroom.</li><li>• Know that nutrition, proper rest, hygiene, and overall attitude directly impact student learning.</li><li>• Know your child's teachers. When a question/concern arises regarding any class, the first contact should be with that teacher. The second contact would be the Principal.</li><li>• Take an interest in your child's academic progress and discuss it frequently with your child.</li><li>• Know when progress reports and report cards are due and discuss them with your child.</li><li>• Encourage the involvement of your child in extra-curricular activities.</li><li>• Call the school within one hour of start time if your child is ill or cannot come to school.</li><li>• Create a healthy routine for the completion of homework.</li><li>• Support your child through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school supported organizations.</li><li>• Model appropriate and successful behaviors that support your child's life skills.</li></ul>
<b>School personnel may expect:</b> <ul style="list-style-type: none"><li>• To be involved in communication to and from parents.</li><li>• An environment of civility when addressing academic and behavioral decisions relating to the student performance.</li></ul>	<b>School personnel are responsible to:</b> <ul style="list-style-type: none"><li>• Know and accurately follow discipline guidelines as established by District policy.</li><li>• Make school rules and regulations contained in a handbook and/or District calendar available to all students and parents.</li><li>• Notify the appropriate authority of criminal violations by students.</li></ul>

<ul style="list-style-type: none"> <li>To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Implement intervention procedures within his/her jurisdiction through available means.</li> <li>Notify parents in a timely manner of any significant violation of discipline policy.</li> <li>Communicate regularly with parents/guardians through a variety of means including report cards, progress reports, newsletters, phone calls, e-mails and parent conferences.</li> <li>Notify parents whenever possible if child is absent and the parent has not called.</li> </ul>
<b>The Board of Education may expect:</b>	<b>The Board of Education is responsible to:</b>
<ul style="list-style-type: none"> <li>An environment of civility when addressing decisions relating to the policies and practices of JSD #117.</li> <li>To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Secure that personnel are high-qualified and adhere to District curriculum.</li> <li>Secure that each student has equal access to established curriculum.</li> <li>Hold students (and adults) accountable for disorderly conduct on school property and to discipline for disorderly conduct on the way directly to and from school and at any school function.</li> <li>Hold parents or guardians liable for all damages caused by their child or ward.</li> <li>Review any disciplinary action taken by school personnel.</li> <li>Expel students from school for a serious violation or chronic series of violations of school policy guidelines.</li> </ul>

## **EQUAL OPPORTUNITY AND SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mike McGiles; Director of Operation at 243-9411, ext. 1124.

### **Homeless Child's Right to Education**

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

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in an attendance area in which the child or youth is actually residing.

Other resources are available to homeless children. These resources are provided through Title I funding. To learn more about these resources, parents should contact the following:

Dan Scott, JHS Homeless Liaison	243-4384 ext. 2232
Kelly Zoellner, District Homeless Liaison	243-9411 ext. 1119

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

### **EDUCATION OF STUDENTS WITH DISABILITIES**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. This identification process includes the RTI growth model.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from Jacksonville School District’s Director of Special Services.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

The District’s regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period generally not to exceed 10 days in any school year. Exceptions to this procedure would include acts involving weapons, drugs, or aggressive/violent behavior.

In the event of a suspension beyond 10 days or expulsion, the District shall promptly notify the student’s parent(s)/guardian(s) of disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

- i. That the multi-disciplinary conference (MDC) team shall meet as soon as possible but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student’s disabling condition and the student’s alleged disobedience or misconduct; and
- ii. That the student’s parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and the date, time and location of the meeting.

The MDC team may determine that the cause of the student’s disobedience or misconduct is not related to the student’s disabling condition. In that case, the student may be disciplined under the District’s discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student’s special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

The Board may not suspend or expel a disabled student if the MDC team determines that the student’s gross disobedience or misconduct is causally related to the student’s disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

### **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

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

In order to hold instructional time sacred, this access can be granted only after an appointment has been scheduled and cleared with a building administrator. Once access has been granted, professionals and adults will be reminded of student confidentiality rights and consult with instructors only during conference and planning times.

For further information, please contact the Principal.

### **ATTENDANCE EXPECTATIONS**

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

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

Attendance is taken at the beginning of the day as well as each period/class of the day.

### **ATTENDANCE DEFINITIONS**

There are two types of absences: excused and unexcused.

**Excused absences include:** JHS athletics (for team members) or field trips, illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reasons as approved by the building principal.

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

Unexcused absences include: All other absences that do not fall under the definition of excused. The school may require documentation explaining the reason for the student's absence.

**Excused absences include:** JHS athletics (for team members) or field trips, illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Principal. All other absences are considered unexcused.

**Unexcused absences include:** all other absences that do not fall under the definition of excused.

## **OTHER ATTENDANCE PRACTICES**

### **Pre-arranged Absences**

Families should use the pre-arranged absence process in the event an absence from school can be predicted. This process helps with communication regarding assignments and make-up work. Forms are available in the school office. Upon completion of the form, the Assistant Principal will review the purpose of the pre-arranged absence. The purpose will be evaluated in accordance with the definitions for excused and unexcused absences.

### **Absences Due to Illness**

Many studies show that successful performance in school is dependent upon regular student attendance and participation. Successful performance in school can directly impact the choices available to students later in life. Because of the magnitude of this impact, school officials are required to monitor student attendance. One piece of this monitoring includes the oversight of student health needs in relationship to their attendance and scholastic advancement.

It is the practice of District 117 to require that if a student is continually sick and repeatedly absent from school due to illness that said student must be under the supervision of a physician in order to receive an excuse from attendance. The diagnosis of the licensed medical professional is used to support the parent in parenting and to support the school with the delivery of services. Without the support of the medical professional, valuable time and resources could be misdirected.

It is the practice of District 117 to require a doctor's excuse after 10 days of excused absence (within an academic year) based on communications from the parent or guardian that their child is ill. All absences after the 10-day mark are recorded as unexcused unless a remedy is established between the school and the family. In the event a student has a chronic or documented health condition, parents should readily communicate this to school officials for documentation in the student file. This communication will secure that all resources can be reviewed to support the child and family in the school setting.

Students and families who abuse the approved and excused absences policy will be considered to have committed academic dishonesty. Examples of abuse include falsifying an illness or family emergency, falsely claiming that attendance at the event is required, falsely claiming to have attended an event, or falsely claiming that an absence is approved. If a school official determines that a student/family is guilty of falsifying attendance information, consequences are outlined in the Behavior Consequence chart at the end of this handbook.

The State Board of Education has directed all schools, on days interrupted for inclement weather causing dismissal before 1:45 p.m., to record students that attend school for any time "less" than the full time school is in session, on the interrupted day, absent for the entire day.

### **Notification of the School**

In the event of any absence, the student's parent or guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note within 48 hours of the recorded absence. The note should include: student name, parent name, date of absence, reason for absence, and parent signature. Failure to do so shall result in an unexcused absence.

1. Students must be in their classrooms by the last tone of the bell.
2. Students who are more than 5 minutes late to class must sign in at the Attendance Office and get a pass before going to class.
3. Jacksonville High School is a closed campus. Students are not excused to leave campus except in extreme cases, and only with prior approval of an administrator and notification of a parent. Students who gain permission from an administrator may leave campus AFTER signing out in the Attendance Office or with the school nurse. Excuses such as going home to change clothes, getting homework, books, lunch money or any other excuses deemed unnecessary by the administration will be denied with or without consent of the parent.

## TRUANCY

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

**Truant-** Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant.

**Chronic Truant-** Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action.

**Truancy Calendar -** Any period of the past 180 days of school attendance in which a student is enrolled in school. This calculation could result in the overlapping of 2 academic school years.

Parents will receive notice of truancy after 3, 6, and 9 days of unexcused absence. Upon the 6<sup>th</sup> unexcused absence or tardy, a truancy packet is completed and sent to the Truant Officer at the Regional Office of Education.

It is the policy of this District that no punitive action, including out-of-school suspensions, expulsions, or court action is taken against a student who is a chronic or habitual truant solely for such truancy unless available supportive services and school resources have been offered to the student and he/she has failed, within a reasonable time, to correct the behavior. Law supports that a student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Parents who are negligent of their child's right to a free public education will be referred to the Truant Officer at the Regional Office of Education for possible prosecution by the Morgan County State's Attorney. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.

## DAILY INSTRUCTIONAL PRACTICE

**Objective:** To establish and support the Board of Education's belief that daily instructional practice is an essential part of the learning process.

**Definition:** Daily instructional practice (at times referred to as "*homework*") can be an in-class learning experience or an out-of-class learning experience assigned by a teacher to further a student's educational development. These assignments are adaptations or applications of the classroom instruction used by the teacher to monitor student learning and how to better direct student understanding of designated learning goals. In alignment with the Common Core Standards adopted by the State of Illinois, classroom teachers will be assessing primarily in the classroom as they look for evidence of skill and concept mastery by students.

There are typically 4 types of daily instructional practice, each with a specific purpose and outcome.

Types of Daily Practice (Beyond the classroom)	What is it?	Purpose	Application	Examples
Practice	Assigned work that reinforces skills and concepts taught in the classroom.	Develops fluency and moves learning from short-term memory to long-term memory.	Effective practice will require students to be able to independently perform required skills.	3-10 math problems that reinforce the day's learning or reading with an adult.
Completion	Any assigned work not	Keeps students within the pacing of the designed curriculum.	Completing assignments will secure that students are current with classroom learning targets.	Complete math assignment. Revise an essay.

	completed during class time.			Complete a group project survey.
Preparation	Work that prepares student for upcoming learning.	Encourages students to acquire background knowledge and prior experiences to upcoming units of study.	Providing resources to secure students have a cognitive framework to support the grade level learning.	Interview a family member about family traditions prior to a writing assignment. Read a book about a historical time period.
Extension	Any work that refines, explores, or expands on classroom learning.	Encourages students to problem solve, think creatively, or think critically.	Student learning is not independent of classroom instruction. Instead, deepens understanding and relates learning to the real world.	Science project that requires students to take home seeds in soil, tend the plant, and report the growth in a chart format. Chart is returned to school for discussion purposes.

**Effective Daily Instructional Practice:**

While the District Policy does not require practice to be assigned daily, the characteristics of effective daily practice are that it be:

- curriculum-based and meet the developmental needs of students through differentiation, modifications, and accommodations
- purposely planned to support student learning and avoid student overload
- reviewed and discussed with students in a timely manner
- mindful of resources available to students outside of the classroom
- non-punitive in nature

**Daily Instructional Practice and Time Management**

Daily practice can be assigned at any time. Teachers are asked to collaborate with other relevant subject teachers to ensure that students have ample time to prepare for workloads relating to the grade level curriculum. Whenever possible, teachers are encouraged to provide students and their family with advance notice of major projects/assigned work to allow for flexible time management. Teachers are encouraged to have a heightened awareness of holidays and extended breaks from the classroom.

\* Parents with students who continually need extended time to complete the assigned daily practice should request a parent-teacher conference at the earliest convenience of the parent.

**Responsibilities Relating to Assigned Instructional Daily Practice**

Student	<ul style="list-style-type: none"> <li>• Makes effective use of class time.</li> <li>• Seeks clarity with directions.</li> <li>• Records assignment in planner.</li> <li>• Plans to complete assignments on time and returns assignments to the teacher.</li> <li>• Transports materials to and from school.</li> <li>• Contacts teacher regarding assignments when absent from school.</li> </ul>
Teacher	<ul style="list-style-type: none"> <li>• Understands and complies with District's Daily Practice Policy.</li> <li>• Reflects on purpose, assessment, and feedback necessary to support student learning.</li> <li>• Posts assignments in a variety of locations for student and parent reference.</li> <li>• Communicates type, purpose, and objective of assigned daily practice.</li> <li>• Secures that daily practice is meaningful and supports currently taught curriculum and learning targets.</li> <li>• Considers the developmental stages, learning styles, and skills of individual students.</li> <li>• Corrects daily practice quickly and provides feedback to students.</li> <li>• Uses daily practice as a formative tool and record progress in Skyward.</li> </ul>

<p>Family</p> <ul style="list-style-type: none"> <li>• Establishes household routines to support a time, place, and resources for completing daily practice.</li> <li>• Assists students in organizing tasks, information, and record-keeping.</li> <li>• Communicates with teacher regarding misunderstandings, progress, or other questions.</li> <li>• Communicate with teacher if family responsibilities cannot be met.</li> <li>• Communicates with teacher if student consistently unable to complete work within the suggested time frame or struggles to work independently.</li> </ul>
<p>Principal</p> <ul style="list-style-type: none"> <li>• Ensures that all staff and parents are familiar with the District's Daily Practice Policy.</li> <li>• Monitors the District's Daily Practice Policy effectiveness, compliance, and strategies.</li> <li>• Coordinates school-wide resources for teachers, students, and families to use for the completion of daily practice.</li> <li>• Monitors how teachers assess daily practice for the purpose of grades.</li> <li>• Mediates situations that relate to student learning, assignments, and work-outside of the classroom.</li> </ul>

### **Communication between Home and School**

Students and parents will have a variety of ways to access information regarding assigned daily practice. The following resources are available for families to use regarding assigned work:

- Planners
- Skyward
- Teacher web pages
- School web pages
- Teacher and Administrative Emails

Teacher classroom management plans should include specifics with regards to the posting of assignments for student recording.

### **Grading of Daily Practice**

Daily practice can be an out-of-class learning experience assigned by a teacher to further a student's educational development. These assignments are adaptations or applications of the classroom instruction used by the teacher to monitor student learning and determine how to better direct student understanding of designated learning goals.

Teachers will monitor the completion of daily practice through individualized classroom charts, student data binders, or Skyward. At the end of each quarter the teacher will calculate the number of out-of class learning assignments completed to formulate a class/course grade. The out-of-class daily practice grade cannot reflect more than 10% of the student's overall grade in a subject area. The remaining 90% of the grade for subject area will be based on mastery the student exhibits in the classroom.

### **Daily Instructional Practice during Extended Absences**

Teachers shall not be expected to provide detailed classroom work and daily practice assignments for students who are away for extended periods of time as a result of family-or parent-initiated absences. Parents may use the communication sources listed above to acquire the needed information. Depending on the nature of the time period and the timing of the school year, assignments will be made available before or after the absence.

For absences due to extended illness, parents may contact the Attendance Office at ext. 2237 to discuss available options.

### **MAKE-UP WORK**

It is the belief at Jacksonville High School that the best learning takes place when students are present. When make up work is provided, it is expected that students understand the urgency to complete it so that they stay current in their learning. There isn't a substitute for instruction that takes place during class. While some form of work may be given, it is not the same as the quality of education that takes place in the classroom. Students will have one (1) school day for every day absent to make up their work when excused.

The Educational Departments at JHS have written policies, that vary, regarding make-up work. Students are expected to follow the policies. Teachers have the option to reduce the grade or not accept the work after the outlined time period. Students on external suspension must make arrangements to have someone pick up make-up work in the Attendance Office. The Attendance Office can



collect make-up work for any student who is absent three or more days with a valid excuse. The only work that will be provided for students that reach a truant status is assessments. Therefore, it is important to be in attendance at school.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of an extensive medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. In order for school officials and staff to better serve homebound or hospitalized students, the physician's written statement should include a diagnosis, a list of symptoms that would/could manifest in the instructional setting, and a transition plan for a return to school.

Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Parents seeking home or hospital instruction should contact the Principal with the detailed physician's statement. A complete physician's statement will allow the school to begin the 5-day timeline for response to the student need.

A student who is unable to attend school because of a medical condition will be provided home instruction, correspondence courses, or other courses of instruction for the length of the necessary leave as determined by a physician. Extended leaves, longer than a quarter, will be reevaluated and additional medical documentation will be required. Certain classes, such as lab classes, may not be able to be completed via home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

### **SCHOOLDAY REQUIREMENT**

The regular school day at Jacksonville High School consists of eight periods. Students may choose to enroll in an early bird course. The school day for those students may end at the conclusion of seventh period. These students are responsible for their transportation to and from school. No student should arrive to school more than 15 minutes prior to their first class and they must leave campus at the conclusion of their academic day.

### **TARDY POLICY**

Jacksonville High School believes that success in school is dependent upon punctual, regular attendance. We also believe tardiness has a direct correlation to poor student performance and is detrimental to the total learning environment. Recognizing that classroom attendance cannot be substituted, students who habitually continue to accumulate tardies will receive progressive discipline. The tardy policy is cumulative from all classes and will start new each quarter.

### **DRESS CODE/PERSONAL APPEARANCE**

Part of the mission at JHS is to prepare students to be career ready. Therefore, students should dress for success. Students at Jacksonville High School are expected to be dressed appropriately. It should not interfere with, disrupt, or distract from the educational environment. Violation of the guidelines will result in the student surrendering the item, being sent home to change and/or assignment of a disciplinary consequence. The time missed to go home to change or to wait for someone to bring clothes is unexcused. Administration reserves the right to decide what is considered inappropriate.

1. Hats, hoods, bandanas, head coverings, du-rags, and sunglasses are not to be worn in the building. Safety glasses are not to be worn outside of the classes that require them.
2. Appropriate shoes must be worn at all times.

3. Students may not wear pants that sag to reveal undergarments, have holes above finger-tip level or are excessively tight.
4. Shirts that cover the torso of the body are required. See-through material needs to have proper clothing underneath. Tank (regardless of shoulder width), halter, off the shoulder, open-shoulder, backless tops, or tops with spaghetti straps are not acceptable school attire.
5. Clothes must be free of inscriptions which may be interpreted as being vulgar, inflammatory or suggestive.
6. Garments, jewelry, belt buckles, etc. that tend to promote the idea of substance use or abuse, sexual behavior, or other vulgar or suggestive symbols are not acceptable. Pocket chains, necklaces, piercings or spiked jewelry may be considered a physical danger to the student or to other students and may be confiscated.
7. Shorts/Skirts/Dresses – must be fingertip length or longer all the way around the garment. No pajama bottoms or boxer shorts.
8. Apparel that identifies a student as a member of a gang or a secret society or interferes with the ability of others to identify the student will not be permitted.
9. Face painting, unless authorized by the administration, is prohibited.

### **VEHICLES AND PARKING**

Students desiring to park on campus will have to purchase a \$50.00 parking permit in the JHS Main Office. Replacement permits cost \$10.00. Parking permits are non-transferable. If your parking privileges are revoked, you will not be issued a refund. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including but not limited to, expulsion from school.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

- Students park in the north lot and should enter and exit the lot by the north drive. Driving behind the school is prohibited. The south parking lot is reserved for faculty, staff, and visitors. Vehicles must fit in one space only and must be parked front first.
- Applications for parking are available in the attendance office and notification of vehicle changes should be reported there.
- All students must agree to the prescribed rules and sign a parking regulations form. Students who park in unauthorized areas will be asked to move their vehicles. Vehicles should be driven safely and must yield to pedestrians. Chronic offenses may result in forfeiture of parking privileges, towing at the owner's expense, and/or discipline consequences.
- The parking lot is off-limits during the school day. No student will be allowed to go to the parking lot during a class period.
- Jacksonville High School is not responsible for damage to vehicles or loss of personal possessions.
- Jacksonville High School is not responsible for providing parking. We encourage you to use bus transportation.

### **POSTING NOTICES**

Before posting notices, students must get permission from the administration. All notices should be approved and initialed by an administrator.

## **STUDENT SERVICES**

True to the Mission of Jacksonville High School, the Student Services Office is committed to supporting students in their progress toward college and career readiness. The Student Services Office, located between the 200 and 400 hallways just inside the front

doors, is comprised of the offices of the Professional School Counselors, the School Nurse, the Special Education Director, the Office Manager, and the Assistant Principal of Curriculum and Instruction.

The counselors strive to maintain a relaxed atmosphere in which a student feels free to discuss academic concerns and personal matters whether they involve family, friends, or school. The counselors also have information on post-secondary education, financial aid, careers, and the military. To see his/her counselor, a student must sign up on the computer in the Student Services Office before or after school, during lunchtime, or between classes. When the counselor is available, a pass will be sent to the student. In case of a crisis, a student will receive assistance immediately. Every effort will be made to see the student during non-instructional times such as study hall. It is imperative that students listen to the announcements and check the display case, bulletin boards, and website for important information on college representatives, testing dates, financial aid, and other details.

### **COMMON TOPICS ASCHOOL COUNSELOR MIGHT HELP WITH INCLUDE:**

1. Information
  - A. Career information, including self-awareness, decision-making, colleges, trade and technical schools, financial aid, military programs and job search skills.
  - B. Academic performance and study skills
  - C. Course selection and scheduling
2. Interpersonal relationships
  - A. Friends and family
  - B. Peer Mediation
  - C. Referrals to community agencies
3. Crisis
  - A. Academic failures and personal doubts about yourself and your abilities
  - B. Death of a friend or family member or any loss/grief
  - C. Divorce in your family
  - D. Suicidal or homicidal thoughts or tendencies to cause harm to yourself or others
4. Testing
  - A. Interest and aptitude tests which are of great help in increasing self-awareness and improving career decision-making skills
  - B. College admissions tests and pre-admission tests such as ACT, SAT, PSAT/NMSQT, and AP exams, in addition to state testing such as PARCC.

### **PREVENTING BULLYING, INTIMIDATION, AND (SEXUAL) HARASSMENT**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

The harassment, intimidation, or bullying of an individual or group based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic will not be allowed by an adult or student. The school and 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 educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in

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

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator 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. Bully report forms are available in all school offices.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**Nondiscrimination Coordinator: please contact the Attendance/Discipline Assistant Principal**

**Complaint Managers: please contact a School Counselor or the Dean of Students.**

Roles and responsibilities in dealing with bullies:

Students: stay away from bullies, walk away when possible, stay safe in numbers, keep valuables in a safe place, ask the bully to stop, report incidents to a staff member

Parents: ask about the bully reporting system in the school, listen to your student intently, recognize bullying behaviors may be demonstrated by your student, work with school staff to resolve the issue in a positive manner; don't accept bullying behavior as a "rite of passage" that everyone must endure

School: establish a bullying reporting system, take all reports seriously, investigate all reports, teach District curriculum addressing bullying and social emotional learning standards, and educate students and parents about the realities of bullying behavior

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **SEXUAL HARASSMENT**

Sexual harassment is prohibited. Sexual harassment is defined as follows:

1. An employee's or District's agent's sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on a basis of sex, that denies or limits the provision of educational aide, benefits, services, or treatment; or that makes such a conduct a condition of a student's academic status.
2. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aide, benefits, services, or treatment; or (d) making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with an administrator or guidance counselor.

An allegation that one student was sexually harassed by another student shall be referred to an administrator for appropriate action.

### **MANDATED REPORTER**

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

### **SCHEDULE CHANGES**

Students are encouraged to register for subjects they want and need before the master schedule is finalized at the end of the school year. The course description guide should help you determine what to expect in advance as well as information pertaining to course offerings that align with post-secondary goals.

Schedule changes will be made for the following reasons:

1. Successful completion of a summer school course
2. Not meeting a prerequisite course requirement
3. Master schedule conflicts
4. Courses needed to meet graduation requirements
5. A missing requirement for university admissions or post-secondary plan
6. Incomplete schedule

Once second semester has begun, students may request one schedule change for second semester under the following parameters:

1. Students may replace a yearlong course with a semester long class with administrative approval if the first semester was not completed successfully because the course material was beyond the scope of the student's ability level.
2. Students currently enrolled in a study hall second semester may enroll in a second semester class.

Students enrolled in a course where multiple levels of the course exist may request a level change within the first six days of the semester. Level changes will be a team decision with the teacher, counselor, student, and parent. This decision will be based upon past class performance and post-secondary goals.

### **STUDENT RECORDS**

#### **Permanent Records include:**

Basic identifying information: name, address, birth date and place, gender, names and addresses of parents

Academic information: transcript, grades, class rank, graduation date, grade level achieved, scores on college entrance exams, scores on State assessments at the high school level

Health and Attendance: attendance records, accident reports, and health records

Permanent records may also include: honors and awards, participation in school-sponsored activities or athletics, offices held in school organizations.

No other information may be placed in the student permanent record.

#### **Temporary Records include:**

Student Temporary Record means all information not required to be in the student permanent record and shall consist of the following:

- Scores received on State assessment administered in the elementary level.
- Information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or sanction.
- Information under the Abused and Neglected Child Reporting Act
- Student Assistance Program documentation

- IEP

Temporary records may also include: family background information, intelligence test scores, aptitude test scores, reports of psychological testing including information on intelligence, observation, or interviews, elementary and secondary achievement test results, participation in extracurricular activities, including any offices held in school sponsored clubs or organizations.

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the Principal.**

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

## PHONE AND ADDRESS INFORMATION

Parents are asked to report any changes in home address, telephone number, work number, or emergency numbers to the Student Services Office. This information is essential for quick communication between home and school in case of an emergency. It is recommended that students have at least 2 working contact phone numbers for emergency purposes.

## RESIDENCY

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

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

Residency can be established by providing school officials with the following:

Category I (one document required)

- Most recent property tax bill and proof of payment
- Mortgage papers
- Signed and dated lease with proof of the last month’s payment

- Letter from manager and proof of last month's payment
- Letter of residence from landlord

Category II (two documents required)

- Driver's license
- Vehicle registration
- Voter registration
- Recent cable, electric, gas, or water bill
- Public aid card
- Current homeowners/renters insurance policy
- Current library card
- Receipt for moving van rental
- Mail received at new residences

## **PHYSICAL EDUCATION**

All students are expected to dress for PE unless they have a doctor's excuse. Each student's grade will be based on attendance, dress, participation, skill, written and fitness tests, behavior and observation of health and safety rules. A student must pass four of the six activity units each semester by complying with the above requirements and passing the written test for each unit. Each student is responsible for any work missed and must make arrangements with the teacher for completing the work. Make-up work for all missed classes must be arranged with the PE teacher. The key to successful completion of PE is participation.

## **EXEMPTION FROM PHYSICAL EDUCATION**

In order for a student to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. The medical excuse should be presented within 24 hours of the parent request for exemption from physical education class. The medical excuse should include the length of the exemption and date for release from medical oversight. Exemptions from physical education would also apply to recess, co-curricular, and extra-curricular activities. Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

## **SUBSTITUTIONS FOR PHYSICAL EDUCATION AND OTHER REQUIRED COURSES**

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure.

## **HUMAN GROWTH AND DEVELOPMENT**

Students will not be required to take or participate in any class or course in comprehensive human growth and development (sex) education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Instruction relating to sanitation, hygiene or traditional courses in health or science does not fall under this provision.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course. This instruction occurs at the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grades. The Morgan County Health Department works with the District to provide the instruction for 6<sup>th</sup> graders.

## **HONORROLL AND HIGH HONORS**

A 3.000 GPA is required for honor roll and a 4.000 GPA is required for high honors.

## **NATIONAL HONORS SOCIETY**

Juniors and seniors who have a cumulative GPA of 3.800 are academically eligible for membership in NHS. Those students will then be asked to complete a student activity form. They must show evidence of service, leadership, and character. The faculty will then issue invitations for membership to students who meet all criteria.

## **CLASS RANK**

### **STUDENTS GRADUATING IN OR BEFORE 2021:**

Class Rank is based on a student's weighted grade point average (GPA).

Weighted GPA is calculated based on the following criteria:

1. All classes count in the weighted GPA until a student reaches a cumulative GPA above 4.0.
2. After a student's cumulative GPA reaches above 4.0:
  - a. Weighted GPA is based on a minimum of 5 classes each semester
  - b. All courses required for graduation must count
  - c. All weighted courses must count
  - d. Any non-weighted courses will count until five courses are counted
  - e. Transcripts will be reviewed by administration to determine which classes will count
  - f. More than 5 classes will count if the number of b & c total more than 5 in any semester

The grades in the following courses are not figured in the GPA: CVE/Work Study, Physical Education, Alternative Education Courses, Driver's Education, Correspondence Courses, and Summer School Courses.

### **STUDENTS GRADUATING IN OR AFTER 2022:**

Class Rank is based on a student's weighted grade point average (GPA).

Weighted GPA is calculated based on the following criteria:

1. All classes count in the weighted GPA until a student reaches a cumulative GPA above 4.0.
2. After a student's cumulative GPA reaches above 4.0:
  - a. Weighted GPA is based on a minimum of 6 classes each semester
  - b. All courses required for graduation must count



- c. All weighted courses must count
- d. Any non-weighted courses will count until six courses are counted
- e. Transcripts will be reviewed by administration to determine which classes will count
- f. More than 6 classes will count if the number of b & c total more than 6 in any semester

The grades in the following courses are not figured in the GPA: CVE/Work Study, Credit Recovery Courses, Alternative Education Courses, Independent Study Courses, and Correspondence Courses.

### **GRADE POINT AVERAGE (GPA)**

Except for accelerated courses, the GPA at Jacksonville High School is based on the following scale:

A=4 points                      B=3points                      C=2points

D=1 point                      F=0 points

Honors courses are figured on the following scale:

A=5 points                      B=4 points                      C=3 points

D=1 point                      F=0 points

Advanced Placement courses are figured on the following scale:

A=5.5 points                      B= 4.5 points                      C=3.5 points

D=1.5 point                      F=0 points

### **DRIVER EDUCATION**

As per Illinois State Code, students must have passed a total of 8 classes the two previous semesters and must be at least 15 years of age by the following cutoff days to take Driver education; 1<sup>st</sup> semester – November 30<sup>th</sup>, 2<sup>nd</sup> semester – March 31<sup>st</sup>, summer – July 31<sup>st</sup>. In accordance with action taken by the District 117 Board of Education, a \$250 fee (\$100 for classroom and \$150 for behind-the-wheel) is to be assessed each student enrolled in Driver Education. This fee will be collected at registration. Any student who is eligible for a waiver of fees for textbooks during the regular school year will be eligible for a waiver of this fee. There is also a \$20.00 fee paid to the Secretary of State for the instruction permit. Jacksonville High School does not accept out-of-district tuition students in the Driver Education program other than Routt and Westfair students.

Students cannot receive credit in the driver education classroom phase if they have missed more than two classes. However, it is possible that students may miss more times due to an illness, death in the family, etc., and the absence would not be their fault. In a case such as this, students can make up as many as three classes in the after-school classroom. Therefore, students who miss no more than five days can makeup the time; if students miss more than five days they will be dropped from Driver Education.

### **REPORT CARDS**

A report card is available at the end of each mid-term and quarter on Pac Family Access showing the quality of the student's work in each course. Parents are encouraged to make an appointment with teachers, counselors, or administrators whenever there is a concern.

### **[PaC SKYWARD FAMILY ACCESS™](#)**

Parents of students in grades 3 through 12 are able to access student information online. Jacksonville School District 117 utilizes a web-based service that allows parents and authorized family members to view attendance records, schedules, assignments, progress reports, and basic health information. JHS and Turner parents can also access food service account information. The site contains email links to provide parents direct communication with staff members. [PaC Family Access™](#) assures each family's privacy with secure logins and passwords.

To access this service, parents must have Internet access and be using the most recent version of Internet Explorer or Firefox. If you go to the District home page ([www.jsd117.org/](http://www.jsd117.org/)) there is a login link for [PaC Family Access™](#). A direct link to the site may also be found on the JHS web site. ([jhs.jsd117.org](http://jhs.jsd117.org))

If you need assistance, contact the Student Services Office at 243-4384 ext. 2243.

### **GRADUATION REQUIREMENTS**

A total of 24.5 credits are required for graduation from Jacksonville High School. Students are not allowed to participate in graduation ceremonies unless ALL graduation requirements have been completed. The official requirements are outlined in the Course Guide which is available on the JHS webpage.

Students who are behind in credits may inquire with their counselor about limited credit recovery options and/or an extended day (Early Bird through 7th hour).

Transfer students are generally expected to meet all graduation requirements of Jacksonville High School in order to receive a diploma from this school. However, if it can be established that a student was on schedule in meeting graduation requirements of the school he/she transferred from, and every reasonable attempt is made to meet the graduation requirements of Jacksonville High School, the Principal may waive some requirements.

District 117 will accept credit from accredited schools. At the discretion of the Principal, students transferring from a non-accredited school may be expected to pass an examination covering the content ordinarily included in the course in question before credit is approved.

### **EARLY GRADUATION**

The Mission of Jacksonville High School speaks of a “community of learners” whose charge is to “develop college and career ready individuals.” We at JHS firmly believe that the best path for students to achieve college and career readiness is to complete eight semesters of high school. To that end, consideration of so-called Early Graduation should not be approached lightly or without serious discernment. According to policy, a student may apply to “graduate” at the end of his/her seventh semester, based on the following criteria:

1. Submit paperwork, signed by student and parent(s), within the established deadlines (due by May 31st of student’s junior year);
2. Attain 20.5 credits by the last day of student attendance of the sixth semester and fulfill all of the Illinois School Code and local graduation requirements (usually the end of May);
3. Provide letter of employment, military enlistment, internship, or enrollment to a post-secondary institution, or proof of familial move out of the district.

No more than three correspondence courses (i.e., APEX) will be accepted for “early graduation.” Additionally, students finishing after seven semesters will not be eligible to participate in Spring Sports, extra-curricular activities, or attend exclusive school events, such as Prom, unless as the guest of a current JHS student. Students will receive diplomas at commencement in May. A student considering high school completion in seven semesters should make an appointment to meet with his/her school counselor.

### **DISTANCE LEARNING COURSES, INCLUDING VIRTUAL AND ONLINE COURSES**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The student has an alternate placement plan or needs to recover credits;
3. Students using the on-line courses for credit recovery will use the local registration fee process outline annually by the company providing the service;
4. The student assumes responsibility for all fees if using the course for the purpose of early graduation or a course outside the realm of the local curriculum (including tuition and textbooks); and
5. The Building Principal or designee approves the course in advance.

Students earning credits for early graduation or coursework outside of the local curriculum will be allowed to earn 3 credits (6 classes) using the virtual or online course programming. Grades earned in approved distance learning courses count toward a student’s completion of a course. The District may grant for expelled students the opportunity to take virtual or online courses in alternative settings.

### **CERTIFICATE OF HIGH SCHOOL COMPLETION**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

**JACKSONVILLE REFERRAL SOURCES**

**ADOPTION/FOSTER CARE**

Catholic Charities 245-2521  
Children & Family Services 245-9588  
Child/Abuse & Neglect. 800-252-2873

**ALCOHOLISM**

Alcoholics Anonymous 243-2862  
The Wells Center 243-1871

**CHILD ABUSE**

Children & Family Serv. 245-9688  
Hotline 1-800-252-2873

**CLOTHING**

Goodwill 243-7400  
Red Cross (fire, disasters) 243-6641  
Salvation Army 245-7124

**COUNSELING**

Midwest Youth Services 245-6000

**CRISIS/INTERVENTION**

Child/Abuse & Neg. 1-800-252-2873  
Community Counseling 245-6126  
Crisis Pregnancy Center 245-9340  
The Wells Center 243-1871  
Crisis Center 243-4357  
Crisis Center (TTY) 245-6816

**HEALTH CARE**

Health Dept. 245-5111  
Passavant Hospital 245-9541

**NUTRITION**

Food Center 243-1122  
Salvation Army 245-7124  
Soup Kitchen 243-6851  
WIC Program 245-7812

**YOUTH SERVICES/RECREATION**

Big Brother/Big Sister 243-3821  
Boys Scouts 546-5570  
Extension (4-H) 243-7424  
Girl Scouts 245-4075  
Salvation Army 245-7124  
YMCA 245-2141

**DRUG ABUSE**

Gateway 217-529-9266

**EMPLOYMENT**

JTPA 243-5846

Job Service 245-5148

**DOMESTIC VIOLENCE**

Crisis Center 243-4357

**MISCELLANEOUS INFORMATION**

**ANIMALS ON SCHOOL PROPERTY**

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

**CLUBS, ACTIVITIES, SOCIETIES, AND SPORTS AT JHS**

The JHS Extracurricular Code is available at [jhs.jsd117.org](http://jhs.jsd117.org)

**Activities**

Academic Challenge, Art Club, Bass Fishing Club, Chess Club, Crimson Times, Fall Play, FFA, Color Guard/Winter Guard, Geography Club, German Club, Intramurals, Jazz Band, Key Club, LGBTQ + Club, Marching/Symphonic Band, Math Team Men's Ensemble, Concert Choir, National Honor Society, National English Honor Society, National Spanish Honor Society, National German Honor Society, National Art Honor Society, Orchestra, Rotary Interact Club, Scholastic Bowl, Science Club, Spanish Club, Speech Team, Spring Musical, Student Government

**Sports**

Football (B), Basketball (B/G), Soccer (B/G), Tennis (B/G), Volleyball (G), Baseball (B), Cross Country (B/G), Softball (G), Wrestling (B), Track & Field (B/G), Swim Team (B/G), Golf (B/G), Cheerleading, J'ettes, Student Led Activities, Fellowship of Christian Athletes, REFs (Role Models Encouraging Freshmen), Students for Christ

**CHAIN OF COMMAND**

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concerns was not remedied, they should contact a building administrator, director of the program, or the athletic director.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact Central Office.

Step 4) If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will re-direct the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

**DRILLS/ALARMS**

Fire Alarms: Go to the nearest exit with your class. Follow directions given by your teacher.

Tornado Alert: Stay in the room unless directed to move to a specific inner wall location. Cover your head. Listen for directions.

## **ENGLISH LANGUAGE LEARNERS**

Jacksonville School District 117 offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student achievement standards that all children expect to attain. The District instructional model maintains the following program components:

1. Opportunities for academic achievement that include English proficiency and participation in school activities.
2. Appropriate identification system for students with limited-English speaking and comprehension skills.
3. Compliance with State law regulating a Transitional Program of Instruction.
4. Compliance with State and Federal requirements for the receipt of grant funding.
5. Determine appropriate instructional programming.
6. Annual assessment of ELL student skills to determine instructional levels.

## **ELECTRONIC DEVICES**

Students' electronic devices must be powered off and out of sight during the educational day. If a student needs to use an electronic device, he or she may do so with the permission of a staff member and under the staff member's supervision. Students are not allowed to take pictures or video without permission from a classroom teacher and the person being photographed and/or videoed. The school administration may allow the use of electronic devices prior to the educational day and during lunch time, in the cafeteria, provided these do not negatively impact the school culture or environment. This privilege may be revoked at any time. Violations of this policy will result in confiscation of the device and/or disciplinary consequences. Office and classroom phones are for school district business and emergencies only. Students may use the telephone on the counter in the Main Office, with permission from the secretary.

### **Cell Phone Violation Policy**

1<sup>st</sup> Offense – Confiscation for the remainder of the day. Student may pick up in the attendance office at the conclusion of the day. Potential consequence

2<sup>nd</sup> Offense – Confiscation for the remainder of the day. Student may pick up in the attendance office at the conclusion of the day. Progressive discipline

3<sup>rd</sup> Offense – Confiscation for the remainder of the day. Student may pick up in the attendance office at the conclusion of the day. Progressive discipline – Parent phone call home to communicate repetitive actions and establish future consequence.

4<sup>th</sup> Offense – Confiscation for the remainder of the day. Parent/Guardian must come pick up the phone. The phone will not be released to the student or anyone not on the students contact list. Progressive discipline

5<sup>th</sup> Offense – Confiscation for the remainder of the day. Parent/Guardian must come pick up the phone. The phone will not be released to the student or anyone not on the students contact list. Parent/Guardian and student must have an in-person conference with administration and then the parent/guardian will be given the phone to take home. Progressive discipline

6<sup>th</sup> Offense – Confiscation for the remainder of the day. Parent/Guardian and student must have an in-person conference with administration and then the parent/guardian will be given the phone to take home. The parent/guardian will be informed that the student will be required to turn in their phone to the attendance office each morning and will be given it back at the end of the day. Parent will sign consent for student's belongings to be searched for said phone.

## **HEADPHONES**

Headphones are allowed before/after school and during the lunch period. Headphones should be put away and not worn at other times during the school day without the directive or permission from a teacher in their classroom. Students should not be wearing them around the neck or in their ears during the school day except for the designated times noted.

## **EMERGENCY SCHOOL CLOSINGS/LATE STARTS**

In cases of inclement weather and other local emergencies, please listen to any local radio or television station to be advised of school closings, late starts or early dismissals. School closings, for any reason, will be announced as soon as possible to accommodate family needs.

Local media sources that receive school closure information include:

WJIL 1550 AM  
WLDS 1180 AM  
WEAI 107.1  
WJVO 105.5  
Channel 20 News

Skylert/School Messenger messages will also be used to communicate with parents regarding emergency school closures. Skylert/School Messenger is a school-to-parent notification system service that allows the District to make one phone call, record a detailed voice message, and send it immediately to parents. It is very important that parents keep the school informed of any change in telephone number.

If it becomes necessary to run bus snow routes in the rural areas, the emergency routing will be in effect for both morning and afternoon runs. Parents are urged to be at the emergency stop to pick up their children in the afternoon as drivers are instructed not to let children off unless they live close by or someone is there to pick them up.

Weather related announcements will also be published on the District's web page at [www.jsd117.org](http://www.jsd117.org). To receive these announcements via email or telephone, go to the website and sign up for Notify Me.

If school is dismissed early for an emergency of any reason, all after-school functions are reviewed by the administrative team to determine needed cancellations. Cancellations for after-school events will be sent to the same media sources and parent communication resources listed for school closures.

To secure your child's safety, you are urged to make a family plan in advance with your child(ren) in the event of an early dismissal from school.

## **FACILITY USAGE**

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

## **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Information relating to the timelines and administrative procedures relating to the waiver of student fees can be requested from the building administrator upon enrollment in school or upon a change in the family's financial status.

## **GUESTS AT SCHOOL EVENTS**

Guests attending school dances who are NOT current JHS students must be registered IN ADVANCE, using the proper form available in the Attendance Office. Guests must be at least grade 9 or no older than 20 years of age. Any guest who is older than 20 years of age must be approved by the Principal. The administration reserves the right to deny any non-JHS student attendance at any school function.

## **INVITATIONS & GIFTS**

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

## **LOCKERS**

1. Student lockers are school property. JHS is not responsible for theft from hall lockers or P.E. lockers. Please do not store money or valuables in any locker. Valuables may be stored in the Main Office safe. Lockers must be used only for storage of school-related items such as books, paper, and lunches.
2. School officials, with reasonable suspicion, have a right to inspect a locker with or without the student's knowledge or consent.
3. Students are responsible for their assigned lockers. Lockers must be kept clean and undamaged inside and out. Students are not permitted to share lockers. Students should keep lockers locked at all times.
4. Lockers will be assigned through the Attendance Office. Students will be assigned a locker their 9th grade year. They will keep this locker for the remainder of their educational time at JHS.
5. Tampering with another student's lock or locker may be considered vandalism and/or theft.

## **LOST AND FOUND**

Items that have been found should be taken to the Attendance Office immediately. These items may be claimed if the owner can give sufficient identification. Personal belongings left in the hallways will be taken to the Attendance Office. Repeat offenders will have disciplinary consequences. JHS is not responsible for lost or stolen items.

## **LUNCH/BREAKFAST**

Jacksonville High School participates in the USDA sponsored school lunch/breakfast program. Please complete an application annually to ascertain whether your child qualifies for free or reduced breakfast/lunch per the guidelines established by the USDA.

Jacksonville High School uses a computerized debit point of sale system. A Biometric Finger ID system is used to identify students at Jacksonville High School and Jonathan Turner Junior High. For your student to use this system, the parent/guardian needs to sign and return a consent form which authorizes District 117 to scan your student's finger. If the student is enrolled in the Biometric Finger ID system at Jonathan Turner Junior High, their information is transferred to Jacksonville High School upon graduation. Skyward Family Access allows you to monitor your student's account and make payments using Credit/Debit cards. A convenience fee is charged for this service. Payments can be made by check or money order in the Main Office at JHS or in the Cafeteria during meal service.

1. Jacksonville High School is a "closed campus." Students may not leave campus for lunch except with the permission of administration.
2. Lunch options include sack lunch, school hot lunch, or school snack line.
3. All students must remain in the cafeteria at lunch.
4. Students are responsible for clearing their own table. All trays and silverware must be returned to the window.
5. Food may not be ordered or brought in from an off-campus restaurant for or by students.
6. Food or drink in general is not allowed in the hallway or classroom after 8:05 a.m. Water is allowed during the school day.

## **MEDIA CENTER**

The media center, which is open from 7:30 A.M. to 4:00 P.M., provides books, magazines, newspapers, computers, and a staff that is willing to help. Students may come to the media center before school, after school, during lunch hour, or anytime during the school day with a pass from a teacher.

Two computer labs are located in the media center for student and staff use. Any student using a computer must have an acceptable use policy on file in the media center. Media center procedures and rules of conduct should be observed while in the media center and computer labs.

Books may be checked out for two weeks and renewed twice. If a book is lost or damaged, the student will be required to pay the current cost of replacement for that book.

## **OUTSIDE AGENCIES OR OFFICIALS**

Law enforcement officers must notify the Attendance Office before seeing a student. Parents will be notified. An administrator will be present during the interview.

Other non-school-related agencies must contact the Guidance Department to arrange to visit a student.

## **PARENTAL INPUT CONCERNING THE EXPENDITURE OF FEDERAL FUNDING**

Each year schools receive federal funds through Title I, Title II-A (Teacher Quality), Title II – D (Technology Enhancing Education), and Title IV (Safe & Drug-Free Schools). These funds generally may be used to purchase instructional materials and equipment and to provide in-service opportunities for teachers. If you have suggestions for our school's use of these funds, please send them to the Principal by April 1.

## **SAFETY AND SECURITY**

All Jacksonville High School doors will be locked daily from 8:10 to 3:10 for student and staff safety. Anyone caught tampering with the locked doors, propping them open, or letting outsiders in will be subject to disciplinary consequences.

## **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

**1. The right to inspect and copy the student's education records within 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. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

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

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

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



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

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

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

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

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

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

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

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

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

### **SURVEYS BY THIRD PARTIES**

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

### **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. It is the practice of Jacksonville School District 117 to allow only school personnel overseeing the video monitoring system to view video/audio tapes. This practice is to secure the safety and privacy rights of all children.

### **VISITORS**

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

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

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

### **VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the Principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **NURSE'S OFFICE**

### **GUIDELINES**

The nurse's office, located in the Student Services Department, is open daily from 7:50AM to 3:45PM. If a student becomes ill while at school, he/she should ask the teacher for a pass to the nurse's office.

The student also has the option to sign up using the student entry screen via a computer located on the counter within the Student Services Department. The student would enter their student ID and the reason that they need to see the nurse. All information is kept confidential. The nurse will triage student requests and a pass will be sent for the student as soon as possible. Only one student will be allowed in the nurse's office at a time.

All students who are ill must report to the nurse. **DO NOT CALL OR TEXT HOME IF YOU ARE ILL.** The nurse must speak with the parent/guardian before a student can go home. Please remember, the nurse will always call the parent/guardian if the

student requests to talk to them. Students who leave school due to illness without verification from the nurse will be given an unexcused absence and a disciplinary consequence.

Students who have a fever of 100 degrees or higher, who are repeatedly vomiting, or who have an infectious illness such as impetigo, pinkeye or scabies will be required to go home. For all other health issues, the nurse will assess the student and after conferring with the student and possibly a parent/guardian, a decision will be made regarding the student going home. The nurse will provide comfort measures as available but all students need to remember just because you don't feel "great", does not mean a student cannot be in attendance and participate in school.

Please refrain from going to the nurse for problems that should be taken care of at home or in a physician's office. The nurse's office is intended for care of students with acute illness or for students who have first aid needs.

### **CARE OF STUDENTS WITH DIABETES, ASTHMA, SEIZURE DISORDER, OR A LIFE THREATENING ALLERGY**

If your child has diabetes, asthma, seizure disorder or a life threatening allergy, an individual health care plan must be developed. This written plan identifies the specific health care actions your child may need during school hours. It is cooperatively developed by the building nurse, parent/guardian, student and doctor. Parents/guardians are responsible for and must:

- a. Cooperatively develop a plan with the building nurse. This will require either a meeting or phone conversation with the nurse, in addition to signatures and/or completion of individual health care plan forms.
- b. Obtain physician instructions and/or signatures as needed
- c. Inform the school in a timely manner of any change which needs to be made to the Care Plan on file with the school for their child.
- d. Inform the school in a timely manner of any changes to a parent's/guardian's contact numbers or emergency contact numbers.
- e. May be required to grant consent for and authorize designated School District representatives to communicate directly with healthcare providers involved in the child's health care.

For further information, please contact the school nurse or the principal. Parents providing accurate and timely information to the school will allow the school district to review all available resources to best serve the student's needs.

### **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation if requested.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or Principal and the child is determined to be free of the head lice and eggs (nits).

### **MEDICATION POLICY**

Students must bring all medications to the nurse's office to be kept in a restricted and locked area. All medications, prescription and non-prescription, require a form signed by physician and parent. Forms are available in the Nurse's Office and must be renewed yearly. Individual containers must be labeled by the pharmacy or the physician, and labels should be clearly marked with the student's name, name of the physician, date, name and telephone number of the pharmacy, name of the medication, dosage, and frequency of administration. Students are allowed to keep emergency inhalers and Epi-pens in their possession at all times but need to have medication authorization forms on file in the nurse's office. A parent can come to the school and give a medication to their child at any time. Report to the nurse's office and a pass will be sent for the student so the medication can be given by you. Please pick up your medications as all medications left in the Nurse's Office at the end of the school year will be discarded.

#### Designated Caregiver Administration of Medical Cannabis

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

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

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

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

## **PHYSICALS AND IMMUNIZATIONS**

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

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

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

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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

## **Dental Examination**

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

## **WELLNESS POLICY – PARTY FOOD SUGGESTIONS**

In accordance with the Jacksonville School District 117 Wellness Policy, healthy food options should be made available to promote student, staff, and community wellness. Examples of nutritious foods and beverages that are consistent with the Dietary Guidelines are listed below.

- Raw vegetables sticks/slices with low-fat dressing or yogurt dip.
- Fresh fruit wedges-cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit-nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient

- Dried fruits—raisins, cranberries, apples and apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts
- Lean meats and reduced fat cheese sandwiches
- Party mix
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars, graham crackers, fig bars
- Mini bagels with whipped light or fat-free cream cheese
- Pasta Salad
- Bread Sticks with marinara
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, or cheese cubes)
- Pure ice cold water

*\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat, and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity*

## **CRIMSON TIME**

Crimson Time is a designated period during the school day where students will receive tiered academic and social interventions. This time is intended to meet a wide range of individual student needs through general education services. The goal of Crimson Time is to support all students with the help they need to be successful as early as possible in their school career.

We recognize that students at JHS have a varying range of needs. While students may be in different educational settings, the following expectations apply:

### **Crimson Time Student Expectations**

- Students will attend Crimson Time daily, as scheduled.
- Students will use the restroom either before or after Crimson Time.
- Students will remain in their assigned area for the entirety of Crimson Time.
- Students will be actively engaged in school work.
- Students who have completed daily assignments are expected to read outside material.
- Students will refrain from using cell phones and/or headphones during Crimson Time.

### **Crimson Time Teacher Expectations**

- Teachers will enforce the overall student expectations.
- Teachers will hold students accountable for intervention expectations.
- Teachers will remain current on Skyward for assigned students.
- Teachers will foster an academic environment.
- SPED teachers will determine the level of intervention for each student in assigned caseload.

## **BEHAVIORAL EXPECTATIONS FOR STUDENTS**

To promote an orderly, safe, and appropriate learning environment for students and staff, JHS provides behavioral expectations to students and rewards for meeting them. This is a proactive systems approach to establishing the behavioral supports and social culture that are needed for all students in the school to achieve social, emotional, and academic success. These expectations apply to students any time they are on school premises, which include riding in district-sponsored transportation or at school-conducted or school-sponsored activities, wherever located, students are expected and required to behave in an orderly, safe, and appropriate manner, with due regard and respect for the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of The School Code, School District rules and regulations, and other laws that are applicable.

## CRIMSON PRIDE PROGRAM RUBRIC

The Crimson Pride Program will be utilized at Jacksonville High School to reward students for their academic and social success at Jacksonville High School. Please find the accompanying rubric inside of the back cover of this Handbook. This rubric provides details of the expectations and rewards for each of the levels. A student must meet all of the expectations within each level in order to receive the rewards listed. Each student's progress will be evaluated every quarter and students qualify for their level for the next quarter. Failure to be on any level results in loss of all privileges.

### ENFORCEMENT OF RULES AND REGULATIONS

All disciplinary actions will be directed toward protecting the welfare of the school community, as well as assisting the student to develop self-discipline. Discipline responses may include, but are not limited to, the following actions:

#### **AFTER SCHOOL DETENTION:**

Students may be detained after school by administration for violation of the school rules. Students will be notified in advance of detention with the following information: reason for detention, date and place to be served, and length of detention. Failure to serve an assigned detention will result in progressive discipline in addition to expectation to serve original consequence.

**ALTERNATIVE EDUCATIONAL PLACEMENT (AEP):** Students may be assigned to the AEP room for a specified time. All students must serve assigned AEP time before returning to regular classes. Classroom rules for AEP room are as follows:

1. Sit in your assigned seat.
2. All school rules apply.
  - No headphones
  - No electronic devices
  - No food or drink
3. No talking.
4. No group or paired activities.
5. Students may use the computer only for an assignment sent by their teacher and with permission of the AEP teacher.
6. Students "logged" three times for misbehavior will face additional consequences.
7. Students must choose one of the regular hot lunches provided for the day. Students will not be allowed to purchase items from the snack line. If they prefer, students may bring a sack lunch from home.
8. Students must attend their early bird class.

**CONFISCATION OF ITEMS:** Students may/will be asked to surrender personal property if the item/items interfere with the learning environment or pose a threat to the safety of the learning environment or members of the learning environment.

**DEPARTMENTAL DETENTION:** Students may be detained after school by teachers or administrators for violations of class or school rules. Students will be notified in advance of detention with the following information: reason for detention, date and place to be served, and length of detention. Failure to serve an assigned detention will result in assignment of an after school detention or AEP.

**EXPULSION:** Expulsion will be recommended when a student clearly demonstrates an unwillingness to comply with school rules on a consistent basis or has created a life/health threatening situation. Any act of aggression toward a staff member may result in an expulsion recommendation.

**LUNCH HOUR DETENTION (4DT):** Students will report to a designated room at the beginning of the assigned lunch time. A sack lunch can be obtained or brought from home and eaten in the room. AEP rules will be in effect. Students will remain in the room during the scheduled time and then will be dismissed to resume regular classes. Cafeteria food cannot be brought into the lunch detention room.

**OUT-OF-SCHOOL SUSPENSION (OS1):** Students will be suspended from school for extreme instances of defiance, disrespect, fighting, gross misconduct, gross disobedience, repeated misconduct, or any action which threatens the life/safety of other students or staff. The length of the suspension is to be determined by the seriousness of the infraction.

**OFF LEVEL:** Students who consistently violate rules and fail to progress academically, may be subject to off level status and will lose the following school related privileges: hall passes, Media Center access, parking privilege, attendance at assemblies, attendance at extra-curricular activities (dances, sports, etc.), and any other privilege determined by an administrator to be appropriate.

**SEARCH AND SEIZURE:** 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. School authorities may search a student and/or the student's personal effects in the student's possession such as, purses, wallets, knapsacks, book bags, lunch boxes, cars within 1000 ft. of the school and/or at school functions, parking lots, 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, the school's rules/policies, or the district's rules/policies. Students have no reasonable expectation of

privacy in these places or areas or in their personal effects left there. The Principal or designated school authority may request the assistance of law enforcement officials and/or the school resource officer to conduct inspections, breathalyzers, 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. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. Parental contact prior to or after a search will be based on the urgency, intensity, and immediacy of the situation. A student's refusal to submit to a search will be deemed a violation of an administrative directive. If a search produces evidence that the student has violated or is violating the law, the school rules/policies or the district's rules/policies, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. Students suspected of being under the influence of illegal or dangerous substances may be asked to take a breathalyzer or blood test. Refusal to do so will be considered an admission of guilt and will result in the same consequence as a positive test.

### **SOCIAL PROBATION:**

The behavioral component to the level system will be addressed through Social Probation. Students that continually defy behavioral and attendance expectations will be placed on Social Probation. These behaviors will affect their levels. Administration will monitor and determine student Social Probation based on factors such as; tardies, referrals, and attendance to school. Social Probation at any level, prevents certain privileges for the student regardless of their academic standing.

### **ACCESS TO STUDENT SOCIAL NETWORKING PASS WORDS & WEBSITES**

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

### **STUDENT BEHAVIOR POLICY**

The Board of Education believes that every student who has a sincere desire to remain in school, to be diligent in study, and to profit by the educational experiences offered, will have the opportunity for success. It is expected that each student comply with the established, well-defined school rules and regulations. Moreover, students are prohibited from engaging in conduct which, in any way, disrupts the educational process or infringes upon the rights of others. The policy set forth below states in brief form examples of prohibited behaviors and the usual disciplinary actions that may be taken. It must be remembered that the teacher has the right and responsibility to maintain order in the classroom, even if it means physical restraint to insure the safety of the class. In addition, in the event of a disciplinary-related incident, due process will be exercised.

Offense	Description	Minimum Action	Maximum Action
<b>**possible notification of police/arrest</b>	<b>The following descriptions apply to all school-aged students in attendance at any district instructional programs or support programs as well as school/district sponsored activities and events.</b>	<b>Defines the action an administrator may take. Minimum action may not relate to first offense.</b>	<b>Defines the maximum action an administrator may take. First offenses may be included in this category.</b>
Absence Unexcused/ Truancy**	Absent from any or all of the academic day without a valid excuse or appropriate verification.	Parent Involvement	Loss of Credit/ Privileges. Suspension. Referral to truancy officer for court action.
Academic Dishonesty/Plagiarism / Forgery**	Academic Dishonesty on tests or assignments, copying papers or other projects, duplicating copyrighted materials, using translation software, forging a school document or a signature of a teacher, administrator or parent or allowing someone else to do it.	Loss of Credit	Suspension
Arson**	Malicious or intentional attempt to burn any property.	Suspension	Expulsion
Assault/Battery**	Attempting to cause and/or causing injury to another student or staff member.	Suspension	Expulsion
Away From Assigned Area/Unauthorized Area	Being in any location other than where assigned.	Detention	Suspension
Bomb Threat**	Making a bomb threat.	Suspension	Expulsion
Bullying**	Can include physical violence, verbal taunts and attacks, name-calling, put-downs, or exclusion from a peer group.	Student Conference	Suspension
Bus Behavior/Bus Stops**	Any violation of bus or school rules that warrants a referral.	Student Conference	Bus Suspension/External Suspension
Cell Phones**	Cell phones must be turned off and out of sight during the educational day. Students may use cell phones during their lunch period.	Student Conference/ Confiscation of Item	Suspension
Chronic Disruption/Excessive Violations	Repeated violation of school rules and/or an accumulation of disciplinary points.	Suspension	Expulsion
Computer Misuse**	Tampering with any school computer or program or violation of the District 117 Acceptable Use Policy.	Loss of Computer Privileges	Suspension/Restitution
Controlled Substance**	Use (under the influence), possession, attempt to sell or distribute, purchase of any alcoholic substance, inhalant, illicit drug or look-alike drug, prescription medication, over the counter medications, or mind-altering substance. Possession of drug-related paraphernalia is prohibited.	Search/Confiscation of Item, Breathalyzer and/or Suspension	Expulsion
Defiance/Disrespect /Insubordination	Refusal to cooperate with school personnel or display of rudeness or discourteous attitude or language toward others.	Student Conference	Suspension
Disorderly Conduct**	Serious disruption of the educational environment to such an extent that there is police involvement.	Suspension	Expulsion



Disruption of the Educational Setting**	Any disturbance of the education environment either in or out of the classroom/a breakdown in the orderly process of instruction and/or school activities such as field trips, assemblies, or athletic events.	Detention	Suspension
Dress Code Violation	Any violation of the Dress Code presented in building handbook.	Required to Change Clothing	Suspension
Electronic Devices	Inappropriate use and/or possession of electronic items/devices that compromise the safety of others or disrupt the educational setting. This can mean that if a student is videotaping an event and not getting help, they are compromising the safety of others. Students using electronic devices in the educational setting to videotape, electronically post, or electronically distribute media without the consent of administration are subject to disciplinary actions.	Student Conference/ Confiscation of Item	Suspension
Failure to Identify Self**	Failure to give name or giving a false name to district personnel. Making a fake call in an attempt to mislead staff or give false information.	Detention	Suspension
Failure to Report	Not reporting to the assigned location when directed to do so by school personnel. Abuse or misuse of any student pass.	Parent Involvement	Suspension
Failure to Serve	Not serving assigned disciplinary consequence.	Detention	Suspension
Fighting**	Any physical confrontation that is aggressive in nature.	Loss of Privileges/Isolation	Expulsion
Fire and Safety Equipment**	Tampering with any fire or safety equipment.	Parent Involvement	Expulsion
Food/Drink	Possession of open food or drink in unauthorized areas such as gyms, media centers, and bathrooms. Foods and drinks with state and/or federal limitations are prohibited at school.	Student Conference/ Confiscation of Item	Detention
Gambling**	To play a game for money or other stakes.	Student Conference	Expulsion
Gangs/ Secret Societies/ Related Activities**	Possessing, displaying or using gang/cult emblems, symbols, language; inciting other students to intimidate, threaten or act with physical violence upon any other person; recruiting for gang/cult membership or hazing.	Student Conference	Expulsion
Harassment**	Generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults.	Student Conference	Expulsion

Inappropriate Behavior	Any behavior not defined in this list that is deemed unacceptable by administration.	Student Conference	Expulsion
Intimidation/Threat/Extortion**	Obtaining money, property or services, or intending to instill fear through verbal or nonverbal threats, force, power, actions, or deceit. Threatening to harm another person.	Student Conference	Expulsion
Leaving Campus without permission**	Leaving campus during the educational day without permission of an administrator and/or signing out.	Detention	Suspension
Lunch Behavior/Food Fight	Participating in or planning of a food fight, littering, leaving trash or trays, throwing things during lunch.	Detention	Suspension
Mob Action**	The use of force or violence disturbing the educational setting by two or more persons acting together.	Suspension	Expulsion
Parking Lot Conduct	Any misbehavior in the school parking lot.	Detention	Suspension of Parking Privilege/Suspension
Pornography**	Intentional viewing, display, distribution, or possession of sexually explicit or suggestive material in any form.	Student Conference/ Confiscation of Item	Expulsion
Profanity/Vulgarity/ Public Indecency	Use of vulgar, repulsive, derogatory, profane, obscene, lewd or indecent language, gestures or clothing. Any interaction or behavior that is vulgar or lewd in nature.	Student Conference	Suspension
Provoking a Confrontation/ Inciting/Coercion	Provoking or pressuring others to engage in a confrontation or do something against their will.	Detention	Suspension
Public Display of Affection (PDA)	Any interaction that is deemed by staff as too intimate for a school setting.	Student Conference	Suspension
Sexual Harassment**	Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance, or creates an intimidating, hostile, or ineffective learning/working climate. To annoy, beleaguer, bother, molest, persecute, or tease.	Student/Parent Conference	Expulsion
Social Media	Using school resources to send, retrieve, or download any items that are sexually explicit or contain hate-based or discriminatory material. Incidents outside of the school environment that manifest in the school setting will be investigated. Events that interfere with the safety, health, and emotional well-being of others or disrupt the school setting are subject to discipline.	Student/Parent Conference	Expulsion
Tardiness	Being late to any class/school.	Student/Parent Conference	Suspension

Theft**	Taking or possessing property that belongs to someone else without their permission.	Suspension	Expulsion
Tobacco Products/ Lighters/Smoking/ Chewing Tobacco	Use or possession of tobacco products, e cigarettes, or lighters on school grounds, buses, or at school/district sponsored events.	Student Conference/ Confiscation of Item	Suspension
Trespassing/Loitering**	Being on school/district grounds without permission or failing to exit school grounds when directed to do so by school personnel.	Suspension	Expulsion
Unauthorized Solicitation	Sale of merchandise and/or services without prior approval of school administration.	Student conference	Expulsion
Vandalism**	Damage of any kind to materials or objects belonging to the school or other persons.	Restitution	Expulsion
Weapons/Non-explosives **	Possessing any object which could be used with the intent to do harm or destruction and/or possessing ammunition or look-alike weapons.	Confiscation of Item/Suspension	Expulsion
Weapons/Fireworks/ Explosives/ Chemical Devices**	Possessing, setting off fireworks, any chemical device or any device or material that may explode on or adjacent to school grounds, buses, or at school sponsored events.	Confiscation of Item/ Suspension	Expulsion