

**Johnston City Community School District No. 1  
Washington Middle School Student Handbook  
2021-2022**



Principal: Mrs. Kristina Armes  
Assistant Principal: Mr. James Kowzan  
Superintendent: Mrs. Kathy Clark  
100 E. 12<sup>th</sup> Street  
Johnston City, IL 62951  
Telephone: 618-983-7581

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MISSION STATEMENT

The mission of Johnston City Community Unit School District #1 Schools is to prepare global citizens who will be oriented toward value development, directed in career preparations, competent in communication skills, qualified in problem solving, skilled in creative and critical thinking, knowledgeable of technological tools, interdependent in a global multicultural society, and resilient, lifelong learners.

### SCHOOL DISTRICT ORGANIZATIONAL PLAN

The instructional program shall be divided into three levels. The Elementary School shall include the following: Jefferson Elementary School, Grades K-2; Lincoln Elementary School, Grades 3 and 4, Washington Middle School includes grades 5-8, and Johnston City High School includes Grades 9-12.

Attendance centers shall be established at the following buildings: Johnston City High School; Washington Middle School; Jefferson Elementary School; and Lincoln Elementary School.

### INSTRUCTIONAL PROGRAM

The Johnston City Community Unit School District #1 offers a general education curriculum at all levels that meets or exceeds State Board of Education requirements. At the **elementary level** the program emphasizes reading, mathematics, and language arts. There is remedial help available through the Title I reading program.

A sound "basic" foundation is provided in the **Middle School** where there is opportunity for exploration in expanded subject areas. The **High School** program includes a strong college prep strand, a general education strand, and a vocational strand. All students have opportunities to supplement their chosen programs with elective classes from any of the strands.

Each school has a media center with a collection of printed and non--printed materials available. Each school is also equipped with computers and other educational equipment. Special education services are available from the Williamson County Special Education District.

### BOARD POLICIES

Written policies of the Board of Education are available in the Superintendent's office for interested citizens or parents to review.

## **DISCIPLINE POLICY AND HANDBOOK**

### NOTICE TO PARENTS/GUARDIANS AND STUDENTS

While every effort is made to include all information needed for the students and parents, this handbook is not intended to cover every circumstance or event that may occur during the school year. For these special occurrences, the administration will handle the issues in a fair and just manner.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between Johnston City Unit #1 and the students and their parents. Rather, the provisions reflect the status of the rules, practices, and procedures as currently practiced and are subject to change at any time as deemed appropriate and needed by the administration. Changes may have to be made throughout the year in order to secure a safe and orderly school environment in which all students have the opportunity to learn. In addition, each principal, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board of Education and Superintendent of Schools.

Within 15 days of the beginning of the school year, all students of the district will be furnished a copy of the student handbook and discipline policy. During the first week of school, all teachers will take sufficient class time to explain the policies and answer questions from students.

JOHNSTON CITY COMMUNITY UNIT SCHOOL DISTRICT NO. 1

**BOARD OF EDUCATION**

<u>NAME</u>	<u>TOWNSHIP</u>	<u>TERM EXPIRES</u>
Chris Cullum, President	Herrin	2023
Greg Smiley, Secretary	Corinth	2023
Keven Stroud, Vice President	Herrin	2023
Chad Barras	Corinth	2025
Jimmy Dean	Herrin	2023
Patti Martin	Lake Creek	2025
Randy McIntosh	Corinth	2025

ACADEMIC PROMOTION POLICY

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on standardized tests, Response to Intervention data, and/or other criteria as determined. Students must obtain an overall 60% in each major subject area (Math, ELA, Social Studies, Science, and PE) throughout the course of the school year and maintain a 1.0 Cumulative GPA in order to be considered for promotion. The lowest passing grade in grades 5-8 is 60% (D). Other criteria from time to time determined by the administration, which reflect on the ability of the individual student to perform at the next higher educational level may be used. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance.

The administration shall develop standards for satisfying the criteria for promotion. Grades can be viewed at home any time using the school web – based program, TeacherEase. Each parent and/or student can receive a personal login from the school by providing the school a working email address. Contact the school office for help.

Promotion of a student having an individualized education program (IEP), or receiving reasonable accommodations pursuant to § 504 of the Rehabilitation Act, shall be determined on an individual basis.

Every teacher shall assign and maintain an evaluation record for each student in their classroom. The final grade assigned by the teacher cannot be changed by a district administrator without notifying the teacher. Reasons for changing a student's final grade include:

1. A miscalculation of test scores;
2. A technical error in assigning a particular grade or score;
3. The teacher agrees to allow the student to do extra work that may impact the grade;
4. An inappropriate grading system used to determine the grade; or
5. An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record. Academic placement decisions may be reviewed by the building level team to determine the appropriate placement for the student.

#### 8<sup>th</sup> Grade Promotion and Celebration Requirements

1. Students must meet the Academic Promotion Policy requirements;
2. Students must have all outstanding fees paid in full.

#### ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. 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.

#### ACCIDENTS AND INCIDENTS

Due to the potential liability of Johnston City C.U.S.D. #1 and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the office. Failure to report an accident or incident could affect insurance coverage.

#### ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they

have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

Child Abuse – Employees of Johnston City Community Unit School District No. 1 are required to report or cause a report to be made to the child abuse Hotline (1--800--25-ABUSE) (1-800-252-2873) whenever they have reasonable cause to believe that a child may be abused or neglected. Employees understand that the privileged quality of communication is not grounds for failure to report suspected child abuse or neglect. If an employee fails to report suspected child abuse or neglect, they may be found guilty of a “Class A” misdemeanor.

### ADMINISTERING TO STUDENTS

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

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

#### \*Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student’s diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student’s seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student’s parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### \*Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allow a parent/guardian of a student who is a minor to register with the Illinois Department 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 designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and

3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form-Medical Cannabis*.

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

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

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

#### \*Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### \*Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### \*Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

***NOTE: Please label any medication brought to school with your child's name.***

### ADMISSION REQUIREMENTS

Students who attend Washington Middle School must show, at their enrollment, proof of legal residence within the district or pay tuition. An official birth certificate is also needed. The official birth certificate contains a raised seal along with the parent's full name(s). If transferring from another Illinois school district, an Illinois Transfer Form will also be needed before enrollment (called the Illinois Student Transfer form).

### ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or



applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

#### ARRIVAL/DEPARTURE TO SCHOOL

**ARRIVAL** – Students should arrive at school by 8:00 am **School begins at 8:05 am.** Students should arrive with enough time to put their personal things away in their locker and be in their seat/classroom by 8:05 am.

School doors open and breakfast begins at 7:45 am. Students should enter ***ONLY*** through the gym lobby doors. Students arriving at 7:45 am should report to the cafeteria for breakfast or report to the gym and be immediately seated. Students are not to leave the school grounds after their arrival without properly gaining permission from the principal or a supervisor on duty. Students are to remain seated in the gym or the cafeteria until dismissed to their home base by a faculty member. Students are not to be on the gym floor unless assigned by supervisors to be seated there.

***THE WASHINGTON SCHOOL WEST PARKING LOT (gated) IS NOT TO BE USED FOR DROPPING OFF OR PICKING UP STUDENTS.*** We appreciate your cooperation in the interest of student safety. Additionally, Adams Street is one way (north) during school hours, and **12<sup>th</sup> Street is not a drop off zone.** *Please, for the safety of our students, abide by this.*

Parents are notified when there is the possibility of early dismissal, school closings, events, etc. by the school website, notices sent home with your child, the automated calling program, TeacherEase, and/or through the media. Also, please check the school calendar.

Crossing guards and school personnel help insure the safety of students at the school crossing. Students and all adults must obey the crossing guard. Misbehavior will be reported to the principal. All students must cross at the designated areas.

Be sure your child knows how they are getting home after school. Warn your child about getting into cars with strangers! *Plans and arrangements should be made at home prior to the student coming to school.* The school understands, however, that plans change once in a while about getting home. The office will deliver a message to your student during the last minutes of the day to inform them of this change, but changes should not be habitual.

Make arrangements with your child about what to do in inclement weather: where to wait, when to walk home, etc. so there are no questions about what they are to do from one day to the next.

Washington Middle School is dismissed at 2:41 pm.

### ASBESTOS PUBLIC NOTIFICATION

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in the Johnston City Community Unit School District #1. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the following school buildings: Jefferson Elementary School and Lincoln Elementary School. Any evidence of disturbance or change in conditions will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

The Inspection Report and Management Plan are on file for review at the Johnston City Community Unit School District #1's Administrative Office. Any concerns relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager (A.P.M.), Kathy Clark, Superintendent, Johnston City Community Unit School District No. 1, 200 E. 12th Street, Johnston City, Illinois 62951, (618) 983-8021.

### ATTENDANCE

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

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

Regular school attendance will greatly promote the success of students. The faculty, staff, and administration desire to work closely with parents/guardians to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance good academic success of the students. There is a high correlation between good attendance and good grades.

**Truancy Defined** – A student is considered to be a truant when he/she missed any part of a school day without valid cause. This includes unauthorized absences from class during the school day for which proper documentation does not exist. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (an approved absence) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Students who miss 5% or more of the prior 180 regular school days without valid cause (an approved absence) are reported to the Regional Office of Education Truancy Officer as a Step 1 truant.

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

- Referral to the truancy officer (Step 2)
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and subject to prosecution by the Williamson County State's Attorney.

The Williamson County State's Attorney has created the ACT Now Truancy Program (Abolish Chronic Truancy NOW). By working in partnership with school administrators, teachers, parents, students, and the Franklin/Williamson Regional Superintendent of Schools, the Williamson County State's Attorney will intervene at the very beginning of the truancy cycle. The focus of this program will be to resolve failures to insure school attendance through early intervention without resorting to prosecution. However, the Williamson County's State's Attorney's office will prosecute the parent(s), the student(s), or both, should attendance not improve from the additional support offered/provided.

\*\*To Review the ACT Now Truancy Program, see Appendix A

**\*Absence - Student:**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused.

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.

Upon returning to school, the student must report to the school office. At that time the office personnel will determine if the absence was excused or unexcused. The office personnel will determine if the absence was excused or unexcused. Following the eighth (8th) day of absence from school or upon receiving a third (3rd) unexcused absence; a doctor's excuse shall be required in order for the absence to be excused. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 618-983-7581 before 8:00 am to explain the reason for the absence. If a call has not been made to the school by 10:00 am on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian

explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

\*Make-up Work:

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

The student is responsible for acquiring make-up work assignments from the teacher. The student is responsible for acquiring makeup work assignments from the teacher. The time given to make up the work is at each teacher's discretion.

\*Medical Appointments:

If an absence is because of a dental/medical appointment, the absence is to be followed with a note from the doctor's office. If this cannot be provided, then the parent/guardian must provide a note. This applies to leaving or coming to school late for medical purposes. The note should contain the following:

1. The reason for the excuse.
2. The time the student will leave and with whom.
3. The time the student will return.
4. Students should also bring medical/dental confirmation from the appointment when they return, noting the time of departure.

School dismisses at 2:41 pm; this may help with scheduling. It is suggested that as many appointments as possible be made during non-school days and hours. A calendar showing days of non-attendance is attached. Please make note of these days. We ask that parents do not come into the building until 2:41 pm to pick up their student(s).

\*Attendance for Athletes/Extracurricular On the Day of A Contest/Activity:

Students involved in extracurricular activities are expected to attend school. Attendance will be checked on a daily, period-by-period basis. Students must be in attendance for ½ of the day of the contest or practice in order to compete in the contest or practice. If a student-athlete must be absent, proper notice or documentation must be presented the day of the appointment in order to participate. Any exceptions must be approved by the principal.

\*Tardy

Being on time to school in the morning and on-time to specific classes during the school day is extremely important in terms of maintaining the proper atmosphere for learning. WMS students should understand that tardiness in arriving at school in the morning will only be excused with official documentation from a physician's office of an appointment the morning the student is late. Over sleeping, car troubles, traffic, trains, etc. will not be acceptable excuses for being tardy. Students are expected to be in their assigned room at the sound of the bell signaling the beginning of the period. Tardy time limit is 5 minutes; tardiness over five minutes will result in Misconduct. \*Each student will be allowed two (2) "Free Tardies" each semester. Students accumulating more than two tardies during a quarter will be subject to the following consequences:

1. The third tardy will result in a lunch detention
2. The fourth and fifth tardy will result in an after school detention.
3. The sixth and subsequent tardy will result in an In-School Suspension.

Note: The tardy process will restart at the beginning of each quarter.

\*Home and Hospital Instruction:

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional

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

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

For information on home or hospital instruction, contact the Washington School office at (618) 983-7581.

### BOOK RENTAL

\*Fees/Waivers: The book rental fee for the school year will be \$50.00 for grades K-8 and is payable by the first day of school. The rental will include the use of all textbooks for the year. The rental fee does not include school insurance, admittance to athletic events, or class fees for art, music, etc.

\*Waiver of Student Fees: The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

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

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

\*Textbooks: Students are responsible for the care and condition of rented books, which are charged out to them. Parents are encouraged to cover hardback textbooks. If the books are damaged beyond reasonable wear while in the student's possession, or if they are lost, the student must pay for the books. Lost, defaced or destroyed textbooks must be paid for before a second book is issued.

### BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at

the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

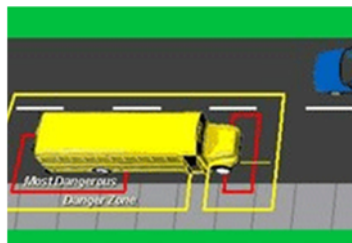
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Bus pick-up and drop off locations for students that ride the bus to and from school will be determined at registration. If bus pick-up or drop off location changes at any time during the school year, parents/guardians must contact the bus garage at 800-6402, not the school office.

If it is necessary to have a child dropped off at a different location, YOU MUST CALL a) the bus garage at 800-6402 AND b) your child's school before 2 p.m. (If no one answers at the bus garage, you must leave a message).

If your child wants to ride home with another child on a bus, the parents/guardians of BOTH children must a) call the bus garage at 800-6402 AND b) the child's school before 2 p.m. and give permission. If we don't hear from BOTH sets of parents, the student will be denied. Also, if the bus is overloaded, which rarely happens, but could, the student will be denied.

For questions regarding school transportation issues, contact Illinois Central (Bus Garage) Supervisor at 800-6402.

### BUS TRANSPORTATION CONDUCT

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any bus rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

#### \*Extra-curricular Transportation:

All students participating in extracurricular and co-curricular activities must ride the school provided transportation to and from all events. The exceptions to this policy will be in the case of a medical emergency, if the student participates in another school function, or any other situation pre-approved by the principal or athletic director. Transportation release forms, available in the high school and middle school offices, should be completed and returned by the parent at least 24 hours in advance of the date of the activity. If you are unable to give a 24 hour notice, please see the head coach and sign the sign off sheet the day of the activity.

### CARE OF THE BUILDING

We have an excellent facility for our students to attend. We ask everyone to take pride in our school building and school grounds. We ask that everyone please cooperate and do all they can to help keep our campus clean and attractive. Students are expected to pick up all paper and litter from the classroom floor and cafeteria at the end of each class period. The administration would appreciate your help in keeping the hallways and the outside area litter free. **All students are expected to keep their locker clean.**

### COMMUNITY USE OF FACILITIES

District facilities shall be available for use by responsible groups from within the community. The superintendent shall be responsible for the arrangement for the non-school use of facilities within guidelines set by the Board of Education. Priority will be given first to use of the facilities for school purposes. A facility use form is available in the office of the Superintendent or the School office for groups interested in using district facilities, including outdoor facilities. This form must be completed, returned to the appropriate office, and approved prior to the group's use of the facility.

Non-school uses of the building and grounds shall be limited to public meetings at which educational, patriotic, philanthropic, civic, musical, or social development takes place and which are intended to promote the general welfare. This includes meetings of recognized political parties or candidates, established churches and religious

organizations, lodges, veterans, labor unions, employers' associations, chambers of commerce, civic clubs, and other similar organizations. The activity shall not be for individual or private gain.

The Board of Education is the final authority and judge of the above criteria, and reserves the right to deny any and all requests for the use of the school facilities or grounds. The group will provide proof of liability insurance, and agree to hold the district harmless in the event of personal injury or property loss.

The group will provide proof of liability insurance, and agree to hold the district harmless in the event of personal injury or property loss. The group will agree to leave the facility as they found it and to repair any damage for which they are responsible. Any of the above requirements may be waived by the Board of Education.

### COMPLAINTS

Any student who has a complaint may discuss his or her complaint with the teacher, principal, or individual involved. Any parent who has a complaint may speak with a teacher during a free period or may speak directly with the principal upon his/her availability. If you wish to speak with a teacher or the principal, please phone the office so this can be arranged. No complaints should be taken to the superintendent or a member of the Board of Education without an attempt to resolve the problem with the school first.

The school is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or district administrator. Each complaint or suggestion shall be considered on its merits.

### DANCES /ATTENDANCE AT SCHOOL DANCES

School dances are considered an extracurricular activity and have similar expectations as school sports. Attendance at school-sponsored dances is a privilege.

Only students who attend Washington Middle School may attend Washington school-sponsored dances. JCHS students are not permitted to attend middle school dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who leave the dance may not return. Students are not allowed to loiter in the parking lot or outside the building.

We believe that regular school attendance greatly promotes the success of students therefore, students must be present the day of the dance or have an excused absence. Any student reported absent from school that is ill/sick will not be permitted to attend the dance. Students with an unexcused absence the day of the dance will not be permitted to attend.

### DIABETES CARE PLAN

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

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan (form available in the school office).
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.



## DISASTER PLAN

In the event of a natural disaster or local emergency, students will be evacuated from the classroom and/or building to a safe collection area if it has been determined by the school district to be unsafe to have students in the classroom. School district staff will begin a check out process from the collection area and no students will be allowed to leave without going through the check-out process. No students (minors) will be released to anyone other than those named on their demographic sheets. Announcements will be made through local media, and through the automated calling system.

## EDUCATION OF CHILDREN WITH DISABILITIES

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

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the building Principal or the Williamson County Special Education Office at 993-2138.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the Washington School office at 983-7581.

### \*Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP and at any other time upon request.

## ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Student participation in school board approved extra-curricular activities (sports, clubs, etc.) is contingent upon the following:

Academic standards must be maintained to meet the following: All students participating in any extra-curricular activity must pass 5 out of 6 classes each week in order to be eligible for the following week. Grades will be checked on a weekly basis the first school day of each week. Ineligible students will be unable to participate from Monday through Sunday during the ineligible week, beginning the day of the grade check. Students will not regain their eligibility until the Monday (or first school day) following the ineligible week, and only if their grades indicate they are passing 5 out of 6 classes. The middle school office will notify the ineligible student and the sponsor/coach of the student’s ineligibility.

1. \*Written permission must be given by the parents for the student’s participation, giving full waiver of responsibility for risks involved.
2. \*A physical examination is required.
3. \*Proof of insurance coverage or its equivalent is required.

4. \*All students participating on athletic sports teams MUST pay their pay-to-play fee prior to the first contest date. The fee is \$30 per sport (\$60 maximum per student). In addition, all students participating on athletic teams MUST have their regular school fees up to date and paid in full. Please call the school office if you need to set up a payment plan for school fees.

***Items 2, 3, & 4 are required for sports teams, and required prior to tryouts, open gyms, and/or camps. These documents and fee must be provided to the middle school office - NOT the coach.***

**\*Student Athlete Concussions and Head Injuries:**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

The school shall maintain the necessary records to ensure student compliance with this policy.

#### EMERGENCIES

***It is extremely important that the office have at least (2) working emergency telephone numbers for each student.*** These are to be listed on the demographic sheet at registration. We must have a number to call in case of sickness, injury, or school discipline. Give the phone number of a neighbor or friend (with their permission) if you do not have another relative or work number to give. Please list any special medical problems, allergies, etc. Emergencies do happen when we least expect them. Be sure to provide appropriate/exact information to contact you should something happen to your child. AT LEAST TWO (2) PHONE NUMBERS are requested.

#### ENGLISH LEARNERS

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

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

For questions related to this program or to express input in the school's English Learners program, contact Andria Murrah at 618-983-7561.

#### 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 Andria Murrah, Principal of Jefferson Elementary School/Curriculum Director (983-7561)

### FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building nurse or principal at 618-983-7581.

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

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

### GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## HALLWAYS

Hallways will be one way. All hallways are marked with arrows to show the flow of traffic. Students are not to be in the halls except between classes unless they have a valid pass. Students are required to gain permission from their teacher to go to the restroom, nurse's office, the main office, or any other place other than the classroom

## HOMELESS

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

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

Please contact the building parent liaison for assistance and support for homeless families.

## ILLNESS PROCEDURES

Only students who are healthy should report for in-person learning. Students will not be penalized for missing school and are encouraged to stay home when not feeling well.

- Measured temperature of 100.4 degrees Fahrenheit or greater
- Shortness of breath or difficulty breathing
- Pronounced Cough
- Fatigue
- Diarrhea
- Muscle or body aches
- Chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Nausea or vomiting
- New loss of taste or smell
- Sore throat

Any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, should stay home. Families should report possible cases to the school nurse. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 24 hours must elapse from the resolution of fever (100.4 degrees) without fever reducing medication and 10 days must pass after symptoms first appeared. Students may present medical documentation or explanation of other illnesses or conditions (allergies, fibromyalgia, pregnancy, etc.) that may be causing symptoms that would allow them to return to school or work. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with Nurse Mary following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home.

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days. Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes.

### \*Reporting Illness

- When reporting illness absences, be sure to report if your child:

- Is a close contact of someone with a positive COVID-19 test.
- Has signs of COVID-19.
- Has been diagnosed with COVID-19.
- Has been diagnosed with influenza (respiratory flu).

### INTERNET USAGE

The Johnston City Community Unit School District No. 1 is working to provide educational access to the worldwide internet web. We believe that this will offer vast, diverse and unique resources to our students and staff, as well as the community. We believe that this will enhance our goal of pursuing educational excellence. With the access to computers and people all over the world, also comes the availability of material that may not be considered of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial materials; however, one can never be 100% positive when dealing with this medium.

Parents who desire that their children be restricted from internet usage should contact the building principal. Otherwise, acceptance of this handbook denotes acceptance of these policy restrictions.

All use of the internet shall be consistent with the district's goal of promoting education excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *authorization for electronic network access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

\*Terms and conditions:

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

- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No warranties – the district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or omissions. Use of any information obtained through its services.
  6. Indemnification – the user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of the authorization.
  7. Security – network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  8. Access to Student Social Networking Passwords & Websites: School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. 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.
  9. Vandalism – vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  10. Telephone charges – the district assumes no responsibility for any unauthorized charges or fee, including telephone charges, long distance charges, per- minute surcharges, and/or equipment or line costs.
  11. Copyright web publishing rules – copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district web sites or file servers, without explicit written permission.
    - a. For each re-publication (on a web site or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
    - b. Students and staff engaged in producing web pages must provide library media specialist with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
    - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.
    - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
    - e. Student work may only be published if there is written permission from both the parent/guardian and student.
  12. Use of electronic mail
    - a. The district’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid staff members in fulfilling their duties and responsibilities, and as an education tool. The district does not provide e-mail to students.
    - b. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
    - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
    - d. Electronic messages transmitted via the school district’s internet gateway carry with them an identification of the user’s internet “domain”. This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the

- composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet- based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
  - f. Use of the school district's electronic mail system constitutes consent to these regulations.

\*Internet Safety:

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses", as detailed in this *authorization*, and otherwise follow this *authorization*.

1. A staff member shall supervise students while students are using district internet access to ensure that the students abide by the terms and conditions for internet access contained in this authorization.
2. Each district computer with internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the children's internet protection act and as determined by the superintendent or designee.
3. The superintendent or designee and/or building principals shall monitor student internet access.

Internet users who abuse the privilege of access will lose their ability to use computers, as well as, be subject to other penalties that may be warranted. *The district does not take responsibility for material on the web.*

LATEX, PEANUT, AND TREE NUT FREE

Due to latex, peanut, and tree nut allergies all schools are latex, peanut and tree nut free. Latex balloons, gloves and other latex products as well as any products containing peanuts or tree nuts are restricted.

LEAD SCREENING

Effective January 1, 2004, physicians and health care providers are required to screen children six years of age and older in conjunction with the school health examination when in the medical judgment of the physician, the child is potentially at high risk for lead poisoning.

LICE - HEAD OR BODY

The school will observe the following procedures regarding head lice:

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

MEALS/CHARGE POLICY

The Johnston City Community Unit School District #1 participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school system to offer free and reduced priced meals to students who qualify. The Johnston City School District cannot permit excessive and recurring charges of meals. Customers may, however, pay for meals in advance.

Families who wish to apply for free or reduced meals must complete an application each year. The family of any DHS student may submit an application at any time during the school year. Applications are available in each

school's office, or on the district website (located under online registration). **Parents/guardians are responsible for all meal costs until the date of which a free or reduced application is completed and approved.**

Full student breakfast - \$2.25. Full student lunch - \$2.75. Reduced student breakfast - \$0.30. Reduced student lunch -\$0.40 for all students in grades K-12. Extra milk - \$0.30. Adult breakfast - \$2.45; adult lunch - \$3.25. Monthly menus will be sent home with the child and will also be available through the school's web-site at [www.jcindians.org](http://www.jcindians.org).

Meal and item charges are permitted as follows for all Johnston City Community Unit School District #1 students: If a student has incurred breakfast/lunch charges parent/guardian will be notified by email or a paper notification will be set home. Lunch and breakfast money may be sent in the same envelope. If you have more than one student in a building, one envelope can be sent per family. Indicate how much money goes to each child. Extra items may be purchased only if the student has an account credit to cover the cost of those extra items to be purchased.

The Johnston City Community Unit School District #1 will be participating in the Seamless Summer Option (SSO) Program for the 2021-2022 school year, as a result all students will receive free meals for the 2021-2022 school year.

\***ALL** food is to be consumed during breakfast or lunch in the cafeteria.

**PLEASE NOTE THAT WE HAVE A CLOSED CAMPUS AT ALL SCHOOLS!** All students must eat in the cafeteria, either bringing or buying lunch. No student will be allowed to leave campus at any time, unless the parent or designee comes to the office and picks the child up.

#### NONDISCRIMINATION

As provided by Title IX, Americans with Disabilities Act, and Section 504 of the Federal Guidelines for Handicapped Students, Johnston City Schools do not discriminate on the basis of sex, race, national origin, or physical handicap(s) in its courses, programs, extracurricular activities, or employment practices.

#### PESTICIDE NOTIFICATION

In accord with State law, the Johnston City Community Unit School District No. 1 has adopted an integrated pest management policy. The District uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. These pesticides are applied by licensed contractors or employees at times when students are not present. The district maintains a registry of parents/guardians of students who have registered to receive telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Building Principal if you desire more information or to be put on a notification list. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

#### PHYSICAL, DENTAL, EYE EXAMS AND IMMUNIZATIONS

##### \*Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. 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 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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.

#### \*Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### \*Dental Examination

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

#### \*Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
- 6.

#### \*Exemption from Physical Education Requirement (K-8)

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

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

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

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

#### RELEASE OF STUDENTS DURING SCHOOL HOURS

If a student must leave school during the school day, for the protection and safety of students:

1. A student will be released only to their parent/guardian or designated person. **If a court order limits a particular contact, a copy of the order must be on file in the school office.**
2. If the student is to be released to a person other than the parent/guardian, the person picking up the student should be prepared to provide identification. Additionally, a parent/guardian must first call the school to notify the office of the person's name and relationship to the student.
3. The person picking up the student **must** come in to the school office and sign out the student stating the adult's first and last name, time of departure, and reason.
4. No student will be called from class until the parent/guardian arrives inside the school office.

#### REPORT CARDS

Report cards will be issued at the end of each nine week grading period. (Please see school calendar for specific dates.) If there is a question concerning your child's report card, please call the school to make an appointment to discuss this question with the teacher of that class. If you do not receive a returned call, please call the building principal.

You may monitor your student progress through TeacherEase at [www.teacherease.com](http://www.teacherease.com). You can obtain a password by requesting one from the office.

Students will receive awards at the end of the school year for their academic excellence. Students having an average of 3.500 to 4.000 are to be awarded with Honor Roll.

#### \*Grading System

The following is an explanation of the grading system:

A	100-95	4.0
A-	94-90	3.5
B	89-85	3.0
B-	84-80	2.5
C	79-75	2.0
C-	74-70	1.5
D	69-65	1.0
D-	64-60	0.5
F	59-0	0

\*Subjects - The grading system outlined above is used with the core subjects of the Middle School Curriculum. The core subjects consist of: Social Studies, Reading and Language Arts, Science, Math, PE, and Health (grade 7), and are used to determine a student's grade point average.

### SAFETY

In an effort to keep your children as safe as possible the district has installed security locks on the doors of Washington School. In addition, safety cameras are installed in critical areas of the school. All exterior doors to the school will be locked during the school day when students are in class. Visitors must go to the main (designated) door and press the doorbell, state their purpose, and gain admittance to the school. If admittance is granted, visitors must then report directly to the office to check in. We ask for your cooperation in our endeavor to keep our students safe.

### SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### SCHOOL DISMISSAL IN INCLEMENT WEATHER/EMERGENCY ANNOUNCEMENTS

The district automated calling system will be the primary notification to parents/guardians regarding any school closing. Please do not call the school office. In order to be aware of any announcements, please be sure to provide the school with a current, working phone number.

Early dismissal of our schools will also be announced through the district automated calling system and local media during the day. Under most weather conditions, buses will be making their regular bus runs, but will travel the routes that are passable. The bus drivers will use their own good judgment regarding the attempt to travel certain roads.

Working parents of small children should make arrangements with relatives, friends, etc. during periods of time when snow or the forecast of snow could cause school to be let out early. Every effort will be made to broadcast the time school will close on early dismissal days.

### SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

#### SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

#### SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

##### \*School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

##### \*Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

\*Seizure of Property

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

\*Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SEX AND FAMILY LIFE EDUCATION

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course. If you want further information regarding this information, please contact the school office.

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

\*Sexual Harassment Prohibited:

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:

- a. Substantially interfering with a student’s educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**\*Teen Dating Violence Prohibited:**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

**\*Making a Complaint - Enforcement:**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:**

Mrs. Kathy Clark, Superintendent  
 200 E. 12<sup>th</sup> Street  
 Johnston City, IL 62951  
 (618) 983-8021  
 kclark@jcindians.org

**Complaint Managers:**

Mr. Josh Pietrantonio  
 1500 Jefferson Ave.,  
 Johnston City, IL 62951  
 618-983-8638  
 jpietrantonio@jcindians.org

Mrs. Andria Murrah  
 1108 Grand Ave.,  
 Johnston City, IL 62951  
 618-983-7561  
 amurrah@jcindians.org

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

**SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC  
 AND EXTRA-CURRICULAR EVENTS**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extra-curricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a school board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

- Using vulgar or obscene language;
- Booing
- Yelling at/challenging an official
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey the instructions of a security officer or school district employee; and

- Engaging in any activity, which is illegal or disruptive.

### STUDENT BIOMETRIC INFORMATION

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

### STUDENT CODE OF CONDUCT

#### \*Introduction

Students are expected to conduct themselves in a manner which reflects respect for each other, their teachers, staff members, and school facilities. At times students will engage in activity that does not comply with these expectations. When those times occur, the Board of Education has given the principal or the principal's designee the authority to take the proper and necessary action to discipline the student engaged in such activities. The goal, which is to be achieved through discipline, is the maintenance of an orderly, constructive, and safe learning environment for all students.

The information included in this section of the handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. Any student action or behavior deemed inappropriate by school personnel not covered in this school handbook is subject to discretionary disciplinary action.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and the administration to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to the information contained in this section.

#### \*Student Behavior

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

#### \*Backpacks

Students are allowed to carry backpacks to school due to not using locker areas. Students must have a CLEAR or MESH backpack in order to follow the school safety guidelines. Any type of bag may be brought to school, but shall be placed in the student's homebase room or designated area assigned by school administration. Backpacks/bags/purses/etc... are subject to search and seizure rules as established by the school code.

#### \*Building and Playground Rules

Students shall not leave the playground or school without the permission of a WMS staff member.

Building administration may establish whatever rules they reasonably feel are necessary for the health and safety of our students. These rules will vary from building to building because of the location of these buildings and the ages of the students attending school in these buildings.

1. Students are not allowed to bring weapons to school.
2. No shooting with rubber bands, snowball throwing, rock throwing or fighting will be allowed.

3. Students are to stay within the playground area. They must not play near the street, railroad tracks, etc. Children must not stand up on any of the playground equipment, throw swings, or play at the top of the slide.
4. Students are not allowed to play tackle football, crack -the -whip, keep ball, etc. (games that involve physical contact)
5. Children are to park their bikes in racks when arriving at school and leave them there until school is dismissed. Students must walk bikes while on school property.
6. No objects shall be nailed, screwed, plastered, taped, or otherwise attached to the school walls, ceiling, or floor without consent.
7. Students are never allowed to leave the playground or campus at lunch or P.E. The student insurance is not in effect if a child is off the playground without permission of a Washington Middle School staff member.
8. Injured students are to immediately report to the playground supervisor or to their teacher. Parents will be called for serious and questionable injuries. BE SURE THE OFFICE HAS AT LEAST TWO OR THREE CURRENT/WORKING PHONE NUMBERS AVAILABLE.
9. Students are to get coats, if needed, get a drink, use the restroom and then go outside to stay! Running in and out of the building will not be allowed. Do not play or congregate near doors. Students cannot go back into the building after going out at the recess periods until the bell rings. Students are not permitted in the office unless sent in by the teacher or playground supervisor.

\*Water Bottles

Students are responsible for bringing a clear water bottle to school with them every day. Students will be able to refill those bottles using the bottle fillers provided by the school. Water fountains will not be in place. Students are not allowed to bring flavored drinks, energy drinks, soda, etc....

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

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

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

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



Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

#### Complaint Managers:

Mr. Josh Pietrantonio  
1500 Jefferson Ave.,  
Johnston City, IL 62951  
jpietrantonio@jcindians.org  
618-983-8638

Mrs. Andria Murrah  
1108 Grand Ave.,  
Johnston City, IL 62951  
amurrah@jcindians.org  
618-983-7561

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

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

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

#### \*Disrupt School

Any conduct that substantially disrupts a school class or function (or for that matter is likely to have such an effect, even though it may not) is inappropriate.

#### \*Dress Code/Personal Grooming

Students attending Washington Middle School are expected to dress neatly and follow good sense in their appearance. The manner in which clothes are worn affects good behavior and attitudes, which affect school success. Students are expected to be clean and well-groomed.

**A student's appearance shall be such that it does not distract other students to the extent that they are prevented from learning.** Apparel that endangers the safety of a student will not be allowed. Students are not allowed to have in their possession and/or wear jewelry, clothing, or other accessories which identify or depict the use of alcohol or other drugs, violence, sex, sexual connotations, occult, gangs, or are of a racist nature while on school grounds. Other current fashions may also be inappropriate. The school has the right to determine the appropriateness of a student's appearance in regard to being in compliance to the dress code and not being a distraction to the educational process. If the dress of any student is inappropriate, that student must change into appropriate clothing. Items could include but are not limited to the following examples of unacceptable attire:

1. There shall be no inappropriate apparel, including spaghetti strap dresses/shirts, pajamas, house shoes/slippers and/or backless tops. (If wearing a see-through shirt, undergarments must also meet dress code requirements.) Tank tops may be worn, but they must be at least three (3) inches in width over the shoulder. Tank tops must not show any part of the back, and may not be low-cut under the arm. No razor-back tops of any kind.

2. There shall be no visible cleavage, undergarments, underwear, backside, or midriff skin.
3. Holes above mid-thigh must be patched or covered.
4. Pants, skirts, and/or shorts must sit at the waist; not below.
5. Dresses, shorts, and/or skirts must be no shorter than fingertip length. Students must wear shorts underneath any skirt worn in the building.
6. Coats may not be worn in the classroom.
7. Appearance cannot be disruptive to the educational environment.
8. Caps, hats, or hoods are not to be worn inside any part of the building during regular school hours.
9. Wallet chains, chains of any other nature, and other hardware store items are not permitted at any time.
10. Sunglasses may be worn outdoors only.

\*Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, wireless earbuds, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students caught in violation of this policy will receive the following:

- a. First violation: The device will be confiscated by school personnel and turned in to the office. A lunch detention will be assigned. The student must go to the office to have the device returned at the end of the school day (2:41 pm or after).
- b. Second violation: The device will be confiscated by school personnel and turned in to the office. An after-school detention will be assigned. The student’s parent/guardian will be notified and will have to call the school office to make arrangements to pick up the device.
- c. Third and subsequent offense: The device will be confiscated by school personnel and turned in to the office. An in-school suspension will be assigned. The student will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and will have to call the school office to make arrangements to pick up the device.

For any incident, special arrangements to pick up the device will not be made without the principal’s approval.

4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.

15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

#### \*Gang & Gang Activity Prohibited

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

#### \*Students will not bring other articles prohibited or deemed unacceptable by the school administration

Problems arise each school year because students bring articles to school which may be hazardous to the safety of others and which interfere in some way with school procedure. Examples of these articles are (but not limited to): water guns, pocket knives, hard balls, dart guns, sling shots, lighters, fidget spinners, glass containers, beepers, electronic signaling devices, video cameras, cameras, skateboards, Heelys (roller shoes), etc. are not allowed on the school premises at any time.

#### \*Students will not engage in affectionate acts at school

Displays of affection will not be tolerated. Overt and obvious physical contact that does not belong in an educational and/or business setting will be addressed as disruptive in nature.

#### \*Weapons Prohibition

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

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

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

#### \*Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

#### \*Removal from Class

Students removed from class due to behavior problems may be removed from school for the remainder of the school day or possibly longer. It will be the parent’s responsibility to pick up the student at school and take the student home. It should be noted that the failure on the part of the student to correct the inappropriate behavior can be cause for permanent removal from class.

#### \*Lunch Detention

A student will spend his/her lunch period under supervision of a certified staff member or the building principal who will serve as the detention supervisor. The student will be allowed to eat lunch while under supervision and will be expected to complete work as assigned by the classroom teacher, detention supervisor, or building principal. There is no talking. Students are to sit appropriately.

#### \*After -School Detention

Students will be assigned an after -school detention following violations of school rules or when lunch detentions may not be an option. It should be noted that a student may be assigned an after -school detention without having served any other detentions. Transportation will be the responsibility of the student and parent. Parents and students will be given at least a 24 hour notice to make transportation arrangements. Students will be assigned a date to serve the detention by the teacher supervising. Once the date has been assigned, the date to serve the detention will not be changed unless the student is absent from school. After school detentions will be served from 2:45-3:30pm. Supervising personnel will set the rules and expectations.

#### \*Saturday Morning Detention

A student will be assigned a Saturday morning detention after repeatedly serving lunch or after-school detentions. It should be noted that a student may be assigned a Saturday morning detention without having served any other detentions. Saturday morning detentions will be held at Washington School from 8:30 - 11:30 a.m. Transportation is the responsibility of the student and parent. Parents and students will be notified at least 24 hours in advance. Failure to report on time and/or to the assigned Saturday Detention could result in an out -of -school suspension.

#### \*In-School Suspension (ISS)

Students will be assigned an ISS when behavior is too disruptive to remain in the classroom setting, or due to failure to attend other assigned detentions mentioned above. The program is designed to improve the behavior of students. The parents are notified of the problem and are asked to assist in improving the behavior of student. If a student’s behavior does not improve, the student could be placed on out-of-school suspension, and, as a last resort, recommend for expulsion from school.

Students assigned to ISS are to report to the designated room/office upon arrival to the building and shall not be released until the bell signals the end of the school day. Talking and other forms of social interaction between students in the room are not permitted. Students assigned to ISS will eat and have restroom breaks separate from other students in regular classes.

Students assigned to ISS are required to complete and to turn in all makeup work for the classes they miss. It is the student’s responsibility to turn in any work required from his/her teachers. Full credit will be given for the classroom assignments completed if it is earned and turned in on time.

**Please Note:** All students assigned any form of detention/ISS are required to work on school related assignments during the detention/ ISS period. Students will not be allowed to talk, sleep, or create disruption during this period. Students failing to follow the directives of the detention/ISS supervisor can be subject to further disciplinary action. Essentially, all detentions must be served on the date assigned. Rescheduling an ISS will require a parent conversation with the administration. Failure to serve detentions on the date assigned can result in additional consequences (after school detentions, Saturday detention, or ISS being assigned, or possible suspension from school).

\*Re-Engagement of Returning Students

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

\*Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

\*Corporal Punishment

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

\*Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior

The administration is authorized to impose the same disciplinary measures as teachers and may assign students to the alternative classroom and suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

\*Discipline of Students with Disabilities

\*Behavioral Interventions

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

\*Discipline of Special Education Students

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

#### \*Grievance Procedure

The Board of Education has developed the following grievance procedure to cover complaints which have not been administratively resolved and for which another procedure is not provided within the law.

A parent/guardian or student may file a written complaint with the superintendent. The superintendent shall investigate the appeal within five working days of receipt the complaint.

If the appeal is not resolved as a result of the investigation by the superintendent, a hearing shall be held within ten working days of the date the complaint was filed. A Hearing Officer who has not been involved in the appeal shall be provided.

The Hearing Officer shall render a decision within five working days of the date of the hearing. The decision shall be sent to the student or the parent/guardian by certified mail with return receipt requested. It shall also be provided to the superintendent.

The student or the parent/guardian may appeal the decision of the Hearing Officer by notifying the Board of Education in writing of the party's desire to appeal within ten working days of the date of decision.

The Board of Education shall hear the appeal within ten working days of receiving the notice of appeal from the student or the parent/guardian. No later than five working days after hearing the appeal, the Board of Education shall render an opinion. The opinion shall be sent to the student or the parent/guardian by certified mail with return receipt requested.

Mrs. Kathy Clark is the superintendent, and will handle all other grievances except those of the handicapped. The District Superintendent is the Appeal Officer for all appeals regarding the handicapped. The address for these individuals is as follows: Johnston City Community Unit School District No. 1, 200 East 12<sup>th</sup> Street, Johnston City, IL 62951.

### STUDENT PRIVACY PROTECTIONS

#### \*Surveys by Third Parties

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

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

#### \*Surveys Requesting Personal Information

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

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



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

#### \*Instructional Material

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

#### \*Selling or Marketing Students' Personal Information Is Prohibited

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

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

### STUDENT RECORDS

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**  
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should

clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

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

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

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

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

The name and address of the Office that administers FERPA is:  
 U.S. Department of Education  
 Student Privacy Policy Office  
 400 Maryland Avenue, SW  
 Washington DC 20202-8520

### STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures.

### STUDENT VALUABLES

Students should not bring large amounts of money to school. If a student wears glasses, watches, or other jewelry, to keep track of them at all times. Students, (*not the school*), are responsible for their personal property. If for some very unusual reason it should be necessary to bring a large sum of money to school, the money should be left in the office for safekeeping. Even then, the school and/or district are not responsible for lost or stolen personal valuables.

### 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.

### TEACHER QUALIFICATIONS

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

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

#### TESTING/ASSESSMENT

Johnston City CUSD #1 is committed to helping your child succeed in school. As part of this commitment, our district periodically completes various types of testing on each student to ensure that your child is learning to his/her potential. These are the current forms of assessment testing that we use:

- Illinois Assessment of Readiness (5<sup>th</sup> – 8<sup>th</sup> grade) given in the spring.
- Illinois Science Assessment (5<sup>th</sup> and 8<sup>th</sup> grade) given in the spring.
- Benchmark Assessments will be given a minimum of three times a year to all students 5<sup>th</sup> – 8<sup>th</sup> grade.
- PSAT8/9 may be given to 8<sup>th</sup> grade students during their 8<sup>th</sup> grade school year. This test is an early predictor of SAT scores.

They will be given more often for students participating in our Title I programs.

Notification will be sent home when these testing times are approaching. Types of assessment are subject to change at any time.

#### TREATS & SNACKS

Washington Middle School does not have classroom parties, birthday parties, etc. Treats and snacks shall not be sent to the school.

#### UNPAID FEES AND END OF YEAR FIELD TRIPS

Administration has the right to restrict access to end of the year activities, including field trips, if students have an outstanding balance (lunch fees, books, etc.).

#### VIDEO SURVEILLANCE POLICY

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

##### \*Placement:

School district buildings and grounds may be equipped with video cameras.

Video surveillance may occur in any school district building or on any school district property.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

##### \*Use of Video:

Video may be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district. Viewing of video is restricted to school personnel.

## VIOLENT OFFENDER COMMUNITY NOTIFICATION

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

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## VISITORS

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### WEB PAGE

The Johnston City Community Unit School District No. 1 has a website designed to enhance our communication with parents and the community. The website provides information on classroom and extracurricular activities, school calendars, breakfast and lunch menus, necessary school forms, school report cards and policies, closings and cancellations. School and teacher web pages will have links to their email accounts so that you will be able to communicate with them easily using that medium.

The website address is [www.jcindians.org](http://www.jcindians.org).

We anticipate that the website will enhance communication between home and school. We are always looking for ways to better provide you with the information that you need. If you have ideas/comments about the website please feel free to contact us by using the contact form provided on the district homepage.

## Appendix A

### **WILLIAMSON COUNTY ACT NOW Abolish Chronic Truancy Now**

The goals of ACT NOW are to interrupt the cycle of chronic truancy, to enforce Illinois Truancy Laws, to provide support and instruction for parents and students where needed, to improve family interaction, to reduce juvenile delinquency and finally, to promote the value of education as a key factor in a successful life.

The Williamson County State's Attorney is serious about ending truancy and has adopted the ACT Now Truancy Program (Abolish Chronic Truancy NOW), which has been successful in other Southern Illinois counties. By working in partnership with school administrators, teachers, parents, students and the Regional Office of Education, the Williamson County State's Attorney will intervene at the very beginning of the truancy cycle to obtain school attendance through early intervention without resorting to prosecution of the parent(s), students or both.

Illinois Law requires parents and custodians of children 7 through 17 to send their children to school. Absences not excused by the school pursuant to district policy may result in criminal prosecution. The ACT NOW program does not apply to absences excused by the school pursuant to district policy.

If a student is absent without valid cause, as determined by each school district, for 5% of the previous 180 days enrolled in the current year or in the previous school year, then the school district will refer the student to the Regional Office of Education for early intervention services. A representative of that office will meet with the parent(s) and student(s) to formulate a plan to get the student back in school on a regular basis. This plan may include, but not be limited to, alternative transportation, counseling and/or other educational programs, parenting skill training or other programs required for the parent(s), student or both.

If the student continues to miss school, the Regional Office of Education will refer the parent(s) and student(s) to the Williamson County State's Attorney. The State's Attorney or his/her assistant will schedule a conference with the parent(s) and student(s). If the parent(s) and student(s) fail to attend such conference, the State's Attorney will then consider prosecution of the parent(s), student(s) or both. If the parent(s) and student(s) do attend the conference, the State's Attorney or his/her assistant will explain to them the legal consequences of truancy and engage in a discussion of the problem.

The parent(s) and student(s) will then be given one last chance to avoid legal consequences by ensuring the student attends classes on a regular basis for the rest of the school year. If further absences occur, there may be prosecution of parent(s), student(s) or both.

For parents or custodians of students, a failure to comply with the law may result in:

1. A fine up to \$1,500.00 and
2. A possible jail sentence of up to 30 days.

For students, a failure to comply with the law may result in:

1. Monetary fines
2. Loss of driver's license
3. Public service work

# **Johnston City Community Unit School District #1**

## **1:1 with Chromebooks**

### **Procedures and Info For Students and Parents**

The mission of the 1:1 program in the Johnston City Community Unit School District #1 is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

Johnston City Community Unit School District #1 feels obligated to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing them for whatever path they choose after high school.





## **1. Receiving Your Chromebook**

### **a. Parent/Guardian Orientation**

Parents/guardians will be required to read, review, and sign the Johnston City Community Unit School District #1 Chromebook Agreement before a Chromebook can be issued to their student.

### **b. Transfer/New Student Distribution**

Transfer/new students will be issued their Chromebooks and cases on their first day of attendance and after their parents/guardians read, review, and sign the Johnston City Community Unit School District #1 Chromebook Agreement.

## **2. Returning Your Chromebook**

### **a. End of Year**

At the end of the school year, if requested, students will turn in their Chromebooks, chargers, and cases. Failure to turn in a Chromebook will result in a student being charged the full \$300.00 replacement cost. A report of stolen property may also be filed with the local law enforcement agency.

### **b. Transferring/Withdrawing Students**

Students that transfer out or withdraw from Johnston City Community Unit School District #1 must turn in their Chromebooks and cases to the school office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$300.00 replacement cost. Unpaid fines and fees of students leaving Johnston City Community Unit School District #1 may be turned over to a collection agency. A report of stolen property may also be filed with the local law enforcement agency.

## **3. Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the teacher as soon as possible so that they can be taken care of properly. District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended unless it is locked in their hallway locker.

### **a. General Precautions**

- No food or drink should be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

### **b. Cases**

- All students will be issued a protective case for their Chromebooks that should be used whenever the Chromebooks are being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect their devices.

**c. Carrying Chromebooks**

- Chromebooks should always be transported with care in a Johnston City Community Unit School District #1 issued protective case. Failure to do so may result in disciplinary action.
- Chromebooks should never be lifted by the screen.
- Chromebooks should never be carried with their screens open.

**d. Screen Care**

The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

**e. Asset Tags**

- All Chromebooks will be labeled with a district asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

**4. Using Your Chromebook at School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

**a. Chromebooks being repaired or forgotten at home**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair or forgotten at home.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. Students and their parents/guardians are responsible for its safe return.
- The teacher will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and send reports to the principal's office for those students that have more than one occurrence.
- Loaner Chromebooks **MUST NOT BE TAKEN** home from the school, unless permitted by the school administration, and **MUST BE RETURNED** on the same day borrowed.

**b. Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

**c. Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary purposes.

**d. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

**e. Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued username/password.
- Students should never share their account passwords with others.

**f. Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in their Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

**5. Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the Johnston City Community Unit School District #1 Access to Electronic Networks Policy (6:235), administrative procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

**6. Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

**a. Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. There is no need for students to manually update their Chromebook.

**b. Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

**7. Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If it's blocked in school then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teacher to request the site be unblocked.

**8. Software**

**a. Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing),

- Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

**b. Chrome Web Apps and Extensions**

- Any additional apps or extensions that are needed must be submitted to the teacher for approval.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is offline or not connected to the Internet.

**9. Chromebook Identification**

**a. Records**

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

**b. Users**

- Students will be assigned the same Chromebook for the duration of their time at Johnston City Community Unit School District #1. *Take good care of it!*

**10. Repairing/Replacing Your Chromebook**

**a. QNS**

- All Chromebooks in need of repair must be brought to the teacher as soon as possible.
- QNS will analyze and fix the problems.

**b. Vendor Warranty**

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

**c. Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$300.00
- Screen - \$70.00 - \$200.00 (depending on model)
- Keyboard/touchpad - \$60.00
- Power cord - \$25.00
- Case - \$24.00

**11. No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access,

monitoring and/or recording of their use.

**a. Monitoring Software**

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

**12. Appropriate Uses and Digital Citizenship**

In general, the school issued Chromebooks should be used for educational purposes and students are to adhere to the Access to Electronic Networks Policy (6:235) and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- 2. Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
- 3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- 4. Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.
- 5. Respect Intellectual property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- 6. Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## Johnston City Community Unit School District #1

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### **Use of Technology – Chromebook Agreement**

All students across the district will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.*

To understand the expectations of Johnston City Community Unit School District #1, students and their parents/guardians are responsible for reviewing the District's Access to Electronic Networks Policy (6:235).

#### **Ownership of the Chromebook**

Johnston City Community Unit School District #1 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Johnston City Community Unit School District #1 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

#### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Access to Electronic Networks Policy (6:235) when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Johnston City Community Unit School District #1 Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their District issued device in a District issued a protective case when traveling.
- Students must promptly report any problems with their Chromebook to the teacher.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., pen, pencil, etc.) other than approved computer screen cleaners.

#### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not

installed by a member of the Johnston City Community Unit School District #1 technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

### **Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

### **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

**Warranty**

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.



**Signature Form**

By signing the below, the student and their parent/guardian agree to follow and accept:

- Access to Electronic Networks Policy (6:235).
- The Chromebook Agreement.
- The Chromebook Procedures and Information for Students and Parents Guide/Handbook.
- The Website and Social Media Guidelines (below).
- That Johnston City Community Unit School District #1 owns the Chromebook, software and issued peripherals.
- If the student ceases to be enrolled in Johnston City Community Unit School District #1, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer.
- In no event shall Johnston City Community Unit School District #1 be held liable to any claim of damage, negligence, or breach of duty.

Print Student Name \_\_\_\_\_ Student ID #: \_\_\_\_\_

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

Print Parent/Guardian Name \_\_\_\_\_

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

Print Parent/Guardian Name \_\_\_\_\_

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

**Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!***

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		

Guideline	Student Initials	Parent Initials
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		