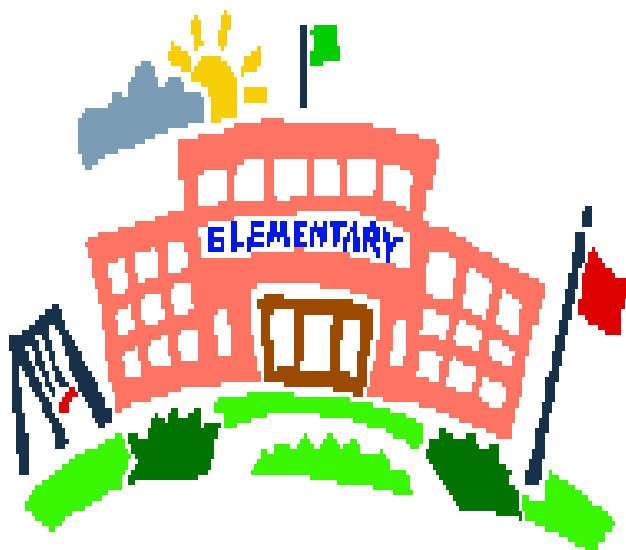


**2022-2023**

**Johnston City CUSD #1**

**Elementary Student Handbook**



**Mrs. Kathy Clark, Superintendent**

**Lincoln Elementary**

Mrs. Schelly Smiley, Principal

20163 Corinth Rd.  
Pittsburg, IL 62974  
PH. 618-982-2130

**Jefferson Elementary**

Mrs. Andria Murrah, Principal

1108 Grand Avenue  
Johnston City, IL 62951  
PH. 618-983-7561

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## MISSION STATEMENT

The mission of Johnston City Unit #1 Schools is to prepare 21<sup>st</sup> century citizens who will be oriented toward value development, directed in career preparations, competent in communicative skills, qualified in problem solving, skilled in creative and critical thinking, knowledgeable of technological tools, interdependent in a global multicultural society, and inspired as 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 Kindergarten through 2<sup>nd</sup> and Lincoln Elementary School - Grades 3<sup>rd</sup> and 4<sup>th</sup>. The Washington Middle School will include Grades 5<sup>th</sup> through 8<sup>th</sup> and the High School includes Grades 9<sup>th</sup> through 12<sup>th</sup>.

## JOHNSTON CITY COMMUNITY UNIT SCHOOL DISTRICT NO. 1 BOARD OF EDUCATION

<u>NAME</u>	<u>TOWNSHIP</u>	<u>TERM EXPIRES</u>
CHAD BARRAS	CORINTH	2025
CHRIS CULLUM – PRESIDENT	HERRIN	2023
JIMMY DEAN	LAKE CREEK	2023
RANDY MCINTOSH	CORINTH	2025
PATTI MARTIN	LAKE CREEK	2025
GREG SMILEY – SECRETARY	CORINTH	2023
KEVEN STROUD – VICE PRESIDENT	HERRIN	2023

## General Handbook Information

### DISCIPLINE POLICY AND HANDBOOK

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

### NOTICE TO PARENTS

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 provided access to an online copy of the student handbook and discipline policy for which they and their parent/guardian will be required to sign a receipt. A paper copy may be requested at any time.

During the first week of school, all teachers will take sufficient class time to explain the policies and answer questions from students.

## **ABSENCES**

School will begin at 8:05 a.m. and be dismissed at 2:41 p.m. Students arriving after 8:05 a.m. will be counted as tardy.

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

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at Lincoln 982-2130 or Jefferson 983-7561 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Make-Up Work**

An excused absence from school allows the students to have grades and credit for missed assignments that need to be made up. Students receiving excused absences should contact each of their teachers to make up their work. Students with excused absences are to be given the same amount of time to make up their work as those students, in attendance, had to do the work. It is the responsibility of the student to contact the teacher. Students will be required to take a test on the first day back from an excused absence if the student had prior knowledge that the test would be given on the day missed. All make-up work is graded and counted as part of the final grade. 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.

## **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 (1-800-25ABUSE) 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.

### **ADMISSION REQUIREMENT**

Students who attend Johnston City Elementary Schools must show, at their enrollment, proof of legal residence within the county or pay tuition. An official Birth Certificate and Social Security Number will also be needed. If transferring from another Illinois school district, an Illinois Transfer Form will be needed before enrollment.

### **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

### **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, Johnston City Community Unit School District No. 1, 200 E. 12<sup>th</sup> Street, Johnston City, Illinois 62951, (618)983-8021.

### **ASSESSMENT/TESTING**

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:

- Standardized assessment (3<sup>rd</sup>-4<sup>th</sup> grade) given in the spring.
- Benchmark Assessments will be given to all students K-4<sup>th</sup> grade. 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.

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

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

Types of assessment are subject to change at any time.



## **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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.

## **BACKPACKS**

Book bags and backpacks may be brought to school but must be left in the students' locker. They may be used to transport school supplies to and from school. Please understand, for everyone's safety, that they are subject to search at any time.

## **BOOK RENTAL**

Fees/Waivers -- The book rental fee for the school year will be \$50.00 for grades K-8 and is payable on 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 Board recognizes that some students will be unable to pay academic and extracurricular fees. A free lunch application will be given to students at the beginning of the school year and will be available in the school office. However, students shall not be denied educational opportunity due to the inability or unwillingness of parents or guardians to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost and damaged books, materials, supplies, and equipment.

A student shall be eligible for a waiver of a fee when at least one of the following is met:

1. The student is currently receiving aid under Article IV of The Illinois Public Aid Code (TANF).
2. The student is currently eligible for free or reduced price meals.

Additional consideration for fee waiver will be given by the Building Principal where the following factors are present:

1. Illness in family,
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal unemployment,
4. Emergency situations.

A Building Principal's denial of a fee waiver request may be appealed to the Superintendent within ten days of the denial.

Pursuant to the Hunger-Free Students' 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.

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

their 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.

### **BUILDING AND PLAYGROUND RULES**

Students shall not leave the playground or school without the permission of the building staff.

The Building Administration may establish whatever rules he/she reasonably feels are necessary for the health and safety of his/her 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 (p.26) 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 will not be allowed to play pull-off, tackle football, crack-the-whip, keep ball, etc.
5. Students are to park their bikes in racks when arriving at school and leave them there until school is dismissed.
6. No objects shall be nailed, screwed, plastered, taped, or otherwise attached to the school walls, ceiling, or floor without the consent of the Building Principal. This applies to all schools.
7. All pets must be left at home. Parents will be called to pick up pets and then the dog catcher will be called to pick up the pets if no response is received from parents.
8. Students are never allowed to leave the playground or campus at recess or noon. The student insurance is not in effect if a child is off the playground without permission of the Building Principal
9. Injured students are to 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 PHONE NUMBERS AVAILABLE.
10. All students are to go outside at the recess period and at lunch time unless there is a note from the parent to the teacher concerning illness and staying in, or due to inclement weather.
11. The only students permitted in the classroom at recess periods are those given permission by the teacher. These students are to remain in their own area with study material. After using the restroom and getting drinks, they are to return to the classroom and stay there. STUDENTS ARE TO STAY OUT OF THE HALLS AND ARE NOT PERMITTED TO "VISIT" OTHER CLASSROOMS.
12. Students are to get coats, if needed, get a drink, use the restroom and 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. Children are not permitted in the office unless sent in by the teacher or playground supervisor.
13. Students should keep the building clean and neat at all times, especially the restrooms. Please throw all unwanted papers, wrappers, etc. in the waste can: DON'T BE A LITTERBUG!

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION & 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, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying 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 substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Bullying may take various forms, including without limitation one or more of the following: Harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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](mailto:jpietrantonio@jcindians.org)  
618-983-8638

Mrs. Andria Murrah  
1108 Grand Ave.,  
Johnston City, IL 62951  
[amurrah@jcindians.org](mailto: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.

### **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 routes 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.

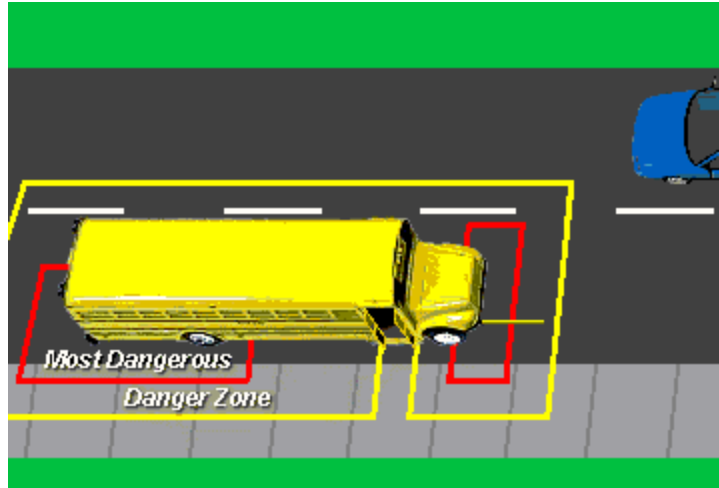
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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.



12. Parents will be liable for any defacing or damage students do to the bus.

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.

13. Bus pick-up and drop off locations will be determined at the start of bus registration.
  - If it is necessary to have a child dropped off at a different location, **YOU MUST CALL** the bus garage at 800-6402 and your child's school before 2 p.m. (If no one answers at the bus garage, leave a message).
  - If your child wants to ride home with a child on a bus, **BOTH** sets of parents must call the bus garage at 800-6402 and the child's school before 2 p.m. and let us know. 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 800-6402 (Bus Garage).

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

### **CARE OF STUDENTS WITH DIABETES**

If you 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:

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

For further information, please contact the Building Principal.

### **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 arrangements 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 buildings 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 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.

### **CUSTODIAL/NON-CUSTODIAL PARENTS**

Non-custodial parents will not be allowed to visit with or remove a child from the school grounds during the school day unless specifically permitted to do so by a court order. A certified copy of the court order must be on file in the principal's office. Non-custodial parents may request, in writing, duplicate copies of all communications and grade reports sent to custodial parents.

## **DISASTER PLAN**

In the event of a natural disaster or local emergency the students will be evacuated from the 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. Communication will be through the district's automated calling system and the local media sources.

## **DRESS AND GROOMING**

It shall be the policy of the Board of Education to encourage appropriate standards of dress and grooming by the students under its supervision. The faculty and administration of each attendance center may interpret this policy in a manner appropriate for their student body. This policy acknowledges that standards of dress and grooming are essentially the responsibility of the parents. However, if in the opinion of school officials, the mode of dress or grooming of individuals represents a health or safety hazard, or disrupts the educational process, their parents will be so notified and corrective measures will be discussed.

Due to safety concerns the administration is requesting students bring an additional pair of shoes to school if they wear flip-flops. Students will not be allowed to participate in recess or P.E. if they are wearing flip-flops.

### **Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## **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 22<sup>nd</sup> birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

## **ELECTRONIC DEVICES**

Electronic Signaling Devices – Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices – The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned *off* during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. Misuse of electronic devices will result in confiscation and be returned to the student at the end of the school day.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

The School District is not responsible for the loss or theft of any electronic device brought to school.

### **EMERGENCIES**

It is extremely important that the office have at least (2) 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 or injury. 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 we have the information to contact you should something happen to your child...AT LEAST TWO (2) PHONE NUMBERS!!

### **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.

Parent/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (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, and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

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 EDUCATION OPPORTUNITIES**

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

No student shall, based on sex, sexual orientation or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, 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: Kathy Clark, Superintendent.



## **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.

Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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.

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

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

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

## **GRADING AND PROMOTION**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

The following is an explanation of the grading system:

A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0

- Grades 3 and 4 lowest passing grade is 60/D and lowest passing average is 1.0.
- In addition to the above promotion criteria, students must also maintain an overall GPA of 1.0 in Reading and an overall GPA of 1.0 in Math for 3rd and 4th grade to be promoted.
- Kindergarten, 1st and 2nd grade students are assessed using a Standards based report card. The criteria below will be considered to determine promotion/retention requirements.
- In addition the following factors will be reviewed to see if a student would benefit from retention:
  1. Academic progress is below the standard for grade level.
  2. Chronic absenteeism, i.e., being absent for more than 5 percent of the 176 school days.
  3. Increasingly poor performance overall during the school year.
  4. Social and emotional development (the student demonstrates immature, dependent behaviors that interfere with the normal learning process, resulting in a severe discrepancy between ability and grades)

- Academic placement decisions may be reviewed by the building level team to determine the appropriate placement for the student.

### **HARASSMENT PROHIBITED**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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 characteristics. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual or visual that affects the tangible benefits of educations, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

#### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

#### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment or any other prohibited conduct to the nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of students a Complaint Manager or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

#### **Nondiscrimination Coordinator:**

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

#### **Complaint Managers:**

Mr. Josh Pietrantoni  
1500 Jefferson Ave.,  
Johnston City, IL 62951  
618-983-8638  
[jpietrantoni@jcindians.org](mailto:jpietrantoni@jcindians.org)

Mrs. Andria Murrah  
1108 Grand Ave.,  
Johnston City, IL 62951  
618-983-7561  
[amurrah@jcindians.org](mailto:amurrah@jcindians.org)

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

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

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

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

Contact the District Homeless Liaison for assistance and support in any of these areas:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, Crosswalk, etc.)
- Family shelters
- Medical services
- Other support

### **HOMEWORK PICK UP**

Teachers will have homework assignments for students who have requested them by 11:00 a.m. Homework will be available for pick up at dismissal (2:41) if previously requested. Parents are encouraged to call the office and leave their request for student homework assignments.

### **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 building principal.

### **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. 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 the elective classes. 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.

### **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, 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. Vandalism – vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone charges – the district assumes no responsibility for any unauthorized charges or fee, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright web publishing rules – copyright law and district policy prohibit the 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 e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of electronic mail
  - 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 e-mail to aid staff members in fulfilling their duties and responsibilities, and as an education tool. The district does not provide email 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 e-mail 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 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

1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses”, as detailed in this authorization, and otherwise follow this authorization.
2. Staff 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.
3. Each district computer with internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the children’s internet protection act and as determined by the superintendent or designee.
4. The 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 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**

##### Procedures for Students with Head Lice

The school will observe the following procedures regarding head lice.

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

#### **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. Applicants are responsible for meals until a free or reduced application is completed and approved.

Full-price lunches will be \$2.75 and reduced-price lunches will be .40 cents for all students in grades K-12. Adult lunches will be \$3.25. Full-price breakfast is \$2.25 and reduced-price breakfast is \$.30 for all students in grades K-

12. Adult breakfast will be \$2.45. Adult breakfast will be \$3.45. Extra milk is .30 cents. Monthly menus will be sent home with the child and will also be available through the school's website at [www.jcindians.org](http://www.jcindians.org).

1. Lunch and breakfast money may be sent in the same envelope. Please write the name of the student and the total amount of money on the outside of the envelope.
2. 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 on the envelope.
3. Parents will be allowed to prepay meals and put money on their child's account by sending cash, check, or using a credit card online.

### **MISCELLANEOUS**

1. Crossing guards and responsible students help insure the safety of students at the school crossings. Inform your child that he/she must obey the crossing guard. Misbehavior will be reported to the principal. All students must cross at the designated areas.
2. Be sure your child knows with whom he/she will be riding after school. Warn your child about getting into cars with strangers! If there is a change in plans about getting home, the office will gladly deliver messages to the child and teacher, so they know exactly what to do at the end of the school day. Send a note with your student if there are other after-school arrangements.
3. 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. The NOT KNOWING and NOT SURE are very frightening and upsetting to many children...be sure your child knows what to do at dismissal time.
4. It is very important that all articles be marked carefully and clearly...put your child's name on everything. Identified items will be taken to the students; others not tagged will be in a box located in the office.
5. Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **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. Please contact the Building Principal if you desire more information or to be put on a notification list.

### **PHYSICAL, IMMUNIZATIONS, EYE AND DENTAL EXAMINATIONS**

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

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### 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 and sixth 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.

### **RELEASE OF STUDENTS DURING SCHOOL HOURS**

For the protection and safety of students, parents who must pick-up their child during school hours are to do the following:

1. Call the school in advance and state the reason for the need to leave school.
2. Give the time the student is to be picked up.



3. State the person the student is to be released to. Students will be released to their parent(s)/guardian(s), or designated person. If a court order limits a particular contact, a copy of the order must be on file in the
4. school office.
5. If the student is to be released to a person other than the parent, the person picking up the child should be prepared to provide identification if he/she is not known to the school officials.
6. The person picking up the student should go directly to the office, at that time the student will be summoned to the office.

### **REPORT CARDS**

Report cards will be issued at the end of each nine weeks grading period. (Please see school calendar for specific dates.) Report cards should be signed and returned to the teacher promptly.

PROGRESS REPORTS will be available on the fifth week of each nine week grading period on Teacherease/SchoolInsight. Parents may request a printed copy of your child's midterm report by contacting the school office.

Students having an average of 3.0-3.4 are to be on the Honorable Mention. Students having an average of 3.5-4.0 are to be on the Honor Roll.

### **SAFETY DRILL PROCEDURE 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **SAFETY UPGRADES**

In an effort to keep your children as safe as possible the district has security locks on the doors of Lincoln and Jefferson schools. In addition, safety cameras are installed in many areas of the schools. All exterior doors to the schools will be locked during the school day when students are in class. Visitors must go to the main (designated) door and press the doorbell in order to gain admittance to the school. Visitors must then report directly to the office to check in. We ask your cooperation in our endeavor to keep our students safe.

### **SCHOOL DISMISSAL IN INCLEMENT WEATHER/EMERGENCY ANNOUNCEMENTS**

The district's automated system will be the district's primary source of communication for school dismissals. The district will also use the local media as an alternative source of communication.

Please do not call the school office -- please listen to the radio or check the school/District website.  
[www.jcindians.org](http://www.jcindians.org)

### **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.

### **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 Searches**

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.

### **SEXUAL HARASSMENT PROHIBITED**

The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty and staff and interferes with a student's performance, and creates an intimidating, hostile educational environment. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the district shall not be permitted.

Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when; (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive working environment.

Students who are the victims of sexual harassment are encouraged to notify the school district through their principal or, if the principal has allegedly committed the act or acts of sexual harassment complained of, through the superintendent, or the non-discrimination coordinator.

When there is sufficient evidence of violation of this policy the Board of Education or its designee shall take appropriate disciplinary action, which action may include warning, suspension, expulsion and/or such other disciplinary action as may be warranted.

Students shall be informed annually of the sexual harassment policy.

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and Federal Law.

## **STUDENT BEHAVIOR**

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, 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, 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..

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.

#### 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.

#### 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.

#### 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.

#### 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.

### 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.

## **STUDENT MEDICATION**

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

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

### Self-Administration of 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.

### **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

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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in the 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.

### **STUDENT 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.

### **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.

### **STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 982-2130 Lincoln or (618) 983-7561 Jefferson.

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

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

### **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.

### **TARDY/LATE ARRIVAL**

School begins at 8:05 a.m. and is dismissed at 2:41 p.m. Students arriving after 8:05 a.m. will be counted as tardy.

Our tardy procedures are outlined below:

- 3 unexcused tardies will result in an unexcused absence per truancy reporting guidelines. Parents will be notified by email and a phone call regarding the tardies.
- 6 unexcused tardies will result in an additional unexcused absence per truancy reporting guidelines and parents will be notified by letter of student tardiness.
- 9 unexcused tardies will result in an additional unexcused absence per the truancy reporting guidelines and the parents will have a meeting that occurs with school administration.

Any additional tardies will initiate a referral to the Williamson County Regional Office of Education truancy program.

The PACT program 4 step process will begin. [refer to PACT Partners Against Chronic Truancy guidelines]

### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;

- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

### **TOYS AND GAMES**

Students may not bring toys or games to school at any time unless the Building Principal specifically grants permission. These items can cause a disruption to the educational environment. Examples are but not limited to: [Lego's, card games, electronic games, fidget spinners, etc.....]

The School District is not responsible for the loss or theft of any toys or games brought to school.

### **TREATS & SNACKS (K-4)**

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

### **TRUANCY**

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

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

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

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

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

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

### **Truancy - Williamson County PACT Partners Against Chronic Truancy**

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

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

If chronic truancy persists after support services and other resources are made available, the school and district will take further action as stipulated by the Regional Office of Education #21 Partner Against Chronic Truancy (PACT)

Program, including:

**Step One - Chronic Truancy Identified (Notification Letter)**

- After the truancy referral is submitted, a letter will be sent to the parent/guardian from the PACT Team as notification that their student has been referred to ROE #21 PACT Program.

**Step Two - Intervention Meeting**

- If the student accumulates an additional 3-5 unexcused absences, the school should submit a Step Two Meeting request. This meeting, located at the school, will include the Truancy Interventionist, School Representative(s), parent/guardian, and the student. An Individual Service Plan (ISP) is developed during this meeting to identify barriers, address supports, and establish objectives and goals to increase student attendance and academic achievement.

**Step Three - Truancy Review Board Meeting**

- If the student accumulates 10 or more unexcused absences, the school should submit a Step Three Meeting request. This request will initiate a Truancy Review Board Meeting (TRB). The TRB may include the Truancy Interventionist, ROE Personnel, Social Service Agencies, the State's Attorney, School Representative(s), parent/guardian(s), and the student.

**Step Four - Court Summons**

- If truancy continues, the Truancy Interventionist in collaboration with the School Representative(s) will submit a petition to file with the County State's Attorney. A Court Summons to appear before a judge will be issued to the parent/guardian(s). To initiate this step, the school must complete and notarize a Request to File Truancy Petition.

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

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

**UNPAID FEES AND END OF THE 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...) in excess of \$20.00. Any questions may be directed to the Building Principal.

**VANDALISM**

The Board of Education may seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

**VIDEO SURVEILLANCE POLICY**

**Purpose:**

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 will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

### **VIOLENT OFFENDER AND SEX 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, provide state or government photo ID, 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.

### **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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **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 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).

The website will enhance communication between home and school. We are always looking for better ways to 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.

# **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.		