

LINCOLN ELEMENTARY SCHOOL
Handbook

Jacksonville School District #117

2017-2018



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**The Lincoln School Community will provide
the highest educational experience for its
Students with respect for all!**

Dear Families and Friends of Lincoln Elementary School;

The teachers, staff and I welcome you to the 2017 school year. Our goal is for the year to be successful and enjoyable for every student. We will provide assistance for each child to acquire the skills needed for future success. We will do so while encouraging each student to be creative, use their curiosity effectively and develop a desire for becoming learners.

We believe a child will best succeed if there is a partnership between the school and the home that fosters an atmosphere of education. Parents and caregivers are an essential part of the educational process. Learning is not easy! It involves effort, learning from mistakes and support at home as well as in the classroom.

The following pages of the Handbook contain important information about policies and procedures that families and students need to know. Please examine each page together with your child so you and your child will understand what is offered and what is expected of our students.

Feel free to contact the school if you have questions about our policies, rules and expectations of our students. Open and clear communication between the school and families is important to the success of our students. We at Lincoln Elementary School are dedicated along with you to our children's academic development.

We have made a strong commitment to creating a positive and safe environment for learning. Every student will have the opportunity to learn and succeed in school. To ensure that we will work with you this year and we will share the joy of seeing our children learn.

You can find more information by looking at the school website at www.Lincoln.jsd.117.org.

Sincerely,

Sue Lovdahl, Principal
Lincoln Elementary School

Introductory Information and General Notices

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.jsd117.org or at the Board office, located at:

516 Jordan St.
Jacksonville, IL 62650

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

Mr. Noel Beard, President
Mr. Mike Lonergan, Vice-President
Ms. Corinne Wagner, Secretary
Mr. Steve Cantrell, Member
Mrs. Debra Maul, Member
Mrs. Jan Ryan, Member
Mrs. Teresa Wilson, Member

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

Mr. Steve Ptacek, Superintendent
Dr. Dana Kinley, Assistant-Superintendent
Ms. Sue Lovdahl, Principal
Mrs. Susie Newman, Dean of Students

The school is located and may be contacted at:

320 West Independence Avenue
Jacksonville, Illinois 62650
School Ph. (217) 245-8720
Fax (217) 243-2757

Visitors

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

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

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.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:
Dr. Dana Kinley, Assistant Superintendent (217) 243-9411.

Animals on School Property

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

School Volunteers

All school volunteers must complete the application provided through the “Secure Volunteer” portal found at Jsd117.org under Quicklinks. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Invitations, Gifts, Birthday Parties, and Treats

Party invitations, flowers, gifts, or treats for classmates **should not** be brought to school to be distributed. Flowers and gifts sent to the school will be sent home with the parent. Birthday parties and treats are not permissible during school time.

Invitations may not be sent to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

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.

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 (217) 245-8720.

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.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building 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.
- 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 (217) 245-8720.

Treats & Snacks

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.

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.

Attendance, Promotion & Graduation

Attendance

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

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

Student Absences

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

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 (217) 245-8720 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 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.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardiness

Students are considered tardy if, for any reason, they are not in their assigned classrooms by 8:05 A.M. Tardiness becomes part of the student's official attendance record and will be reported to parents each quarter.

Being late not only has a negative effect on the tardy student, but also disrupts the class in progress and puts unnecessary burdens on the teacher's precious time. We ask parents to see that their child arrives "on time" each day.

If your child must be tardy, please call the school before 8:15 to let us know what his/her plans are for lunch. We order lunches by 8:30 and need an accurate count for all students to get a lunch.

Excessive tardiness may be reported to the truant officer by the principal.

Grading & 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.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Home and Hospital Instruction

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

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 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: Mekelle Neathery, Director of Special Services at (217) 243-7402.

Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has

been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

School Breakfast & Lunch Program

All students receive free breakfast and lunches at Lincoln Elementary due to our enrollment in the Community Eligibility Program. Schools that participate in the community Eligibility Program are able to provide healthy breakfasts and lunches each day at no charge for All Students enrolled in that school during the 2017-2018 School Year. A lunch menu is sent home each month, so you can decide which lunches your child will want to eat.

Breakfast is served every school day from 7:30 a.m. to 7:45 a.m. Lunch is served every school day from 10:50 a.m. to 12:15 p.m., except when there is a 11:00 a.m. or earlier dismissal. A student may purchase an additional breakfast for \$1.25. Breakfast may be purchased on a weekly basis for \$6.25.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.05 and/or milk for \$0.40. Lunch may be purchased on a weekly basis for \$10.25.

Free or reduced price meals are available for qualifying students.

Lunches are ordered by phone early each morning from the Central Kitchen at JHS. We need to know by 8:30 A.M. if your child will be arriving late. **LATE ARRIVALS WILL NOT BE INCLUDED IN THE LUNCH COUNT UNLESS THE PARENT CALLS THE SCHOOL BEFORE 8:15 A.M. IF THE SCHOOL IS NOT CONTACTED BY THIS TIME, THE STUDENT NEEDS TO BRING A SACK LUNCH.**

Lunchroom Expectations

The lunch/recess period is meant to be an enjoyable time for all students. For this reason, students are expected to follow all lunchroom rules and procedures.. Students who cannot meet these expectations may be denied lunchroom or recess privileges.

1. Walk at all times in the lunchroom.
2. Talk normally without shouting.
3. Remain seated. Raise your hand if you need help.
4. Keep your area clean (table, bench, floor).
5. Do not trade food.
6. Obey adult Supervisors. Stop talking and listen when the whistle blows.

Soda at School

Schools in Illinois may not sell soda to students during the school day. We encourage families to have their children drink nutritious milk at school. If you are sending an alternate drink with your child for

lunch, please choose juice, yogurt drinks, or water. Beverages should not be sent in glass containers for obvious reason. Please see the wellness policy for healthy options.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor. Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

A student who is suspended from riding the school bus and who does not have alternative transportation

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

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

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

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

For questions regarding school transportation issues, contact Jack Harney, Director of Transportation at (217)245-6624.

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.

Parking

Parents may park along West Independence Street. **Parking is not permitted in the front circle drive during arrival and dismissal times.** There is no parking allowed along the West drive of the school, and handicap parking is available along the East side of the school in the designated spots.

Those dropping off and picking up children may do so in the front location during the following hours: 7:30 A.M.- 8:05 A.M. and 2:30 P.M. - 2:45 P.M.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Health and Safety

School Nurse

A registered nurse is assigned to every school. The time frame the nurse is in the building will vary from year to year. Typically, the nurse will be present 2 hours a day. The nurse's office is responsible for medication administration required at school, care of students with acute illness and care of students who have first aid needs. The nurse will provide comfort measures as available. Please refrain from going to the nurse for problems that should be taken care of at home or in a physician's office.

Immunization, Health, 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 Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Birth Certificates

Illinois law requires that all parents, who are enrolling a student in school for the first time in any school at any grade level, furnish the school with a certified copy of the child’s birth certificate (original birth certificate must be presented - a copy is not acceptable). **Parents have 30 days to comply with the law or the matter must be reported to the police.** All Lincoln Elementary students should have a copy of their birth certificate in their permanent files.

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 an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Illness during School

Illness symptoms include a body temperature of 100 degrees or higher, repeated vomiting, open wound with drainage which cannot be contained in a dressing, incidence of diarrhea 2 or more times, unexplained rash or croup-like cough. Students with these illness symptoms should not attend school. If these symptoms occur while at school, the parent/guardian will be contacted and the student will be required to go home.

In addition, any student who has symptoms of impetigo, pink eye, scabies, or ringworm will be sent home and should not attend school until they have been under treatment for 24 hours or have a written release from their physician stating they may return to school.

If the student has symptoms other than those already listed, the nurse, principal or designated school staff member will contact the parent/guardian to discuss the best course of action. No student may leave school during the day due to illness unless he/she has permission from the school office. **The student should be free of symptoms for 24 hours before returning to school.**

Any reasonable suspicion of communicable disease should be reported to the school nurse or principal immediately. This includes chickenpox, mumps, measles, strep throat, diarrhea, flu-like symptoms, pink eye, ringworm scabies, lice, or unexplained rashes.

Safety Drill Procedures and Conduct

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

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
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.

Discipline and Conduct

General Building Conduct

All students who arrive after 8:05 A.M. must report to the office for “sign in” and a tardy pass. Any student required to leave the building before dismissal time must report to the office with a parent (or authorized adult) who will sign the student out.

School Hours

GRADES K-6 8:05 A.M. - 2:35 P.M.

We insist that students NOT arrive before 7:30 a.m., unless arriving by bus. Supervision of students is not provided before 7:30 a.m. so students should not arrive before then. Students should immediately enter the building on arrival and go to the gym to sit with their classmates or to the cafeteria for breakfast. At 7:45 a.m., the morning meeting will begin in the gym, followed by students being dismissed to go to their classrooms. **The tardy bell rings at 8:05 a.m., classes begin at 8:05 a.m.**

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

General School Rules

1. Walk on the sidewalks and inside the building at all times.
2. Treat other students with respect.
3. Proceed **quietly and orderly** in the building during class times.
4. Show respect for adults and listen to and follow their directions.
5. Respect the property of others and take good care of school property.
6. Use the restroom appropriately without “horseplay” or disturbing noise.
Help keep them clean. Do not loiter there.
7. Know and obey all other school rules and procedures.

Playground Rules

1. Stay in assigned areas. **Do not leave the playground without permission** from the adult in charge.

2. Use equipment in a safe manner according to the specific rules for each item. (ie. slide, swings, etc.)
3. Stop and listen when the whistle blows.
4. No food or drink on the playground.
5. show good sportsmanship and cooperation in games. Play fair. Follow the game rules.
6. "Rough play" is not allowed. (ie. No tackle football, etc.)
7. Throwing objects (rocks, sticks, dirt, snowballs, etc.) is forbidden. Playground balls are the exception.
8. Line up **promptly** when the whistle is blown.
9. Students wearing flip flops need a pair of tennis shoes for recess.

STUDENTS ARE EXPECTED TO GO OUTSIDE FOR RECESS, UNLESS THEY HAVE A WRITTEN EXCUSE FROM A PARENT OR PERMISSION FROM THEIR TEACHER TO STAY INDOORS. DURING INCLEMENT WEATHER, RECESS IS INDOORS. IN THE WINTER, IF THE OUTDOOR TEMPERATURES IS ABOVE 30°F (INCLUDING THE WIND CHILL FACTOR), WE TRY TO GO OUTDOORS. CHILDREN MAY BE KEPT INSIDE IF THEY ARE NOT DRESSED FOR THE WEATHER.

Indoor Recess Rules for the Classroom

1. Walk directly from the classroom to the lunchroom.
2. No running or chasing in the classroom.
3. No throwing things, unless they are part of a teacher approved game.
4. No loud or rough play.
5. Put games away and be seated when time to get ready.

Other General Rules

1. Keep your hands, feet, and body to yourself. (no pushing, bumping, elbowing, hitting, spitting, kicking, fighting, etc.)
2. Use appropriate language. (No talking back, swearing, mean spirited teasing, name calling, etc.)
3. Do not bring toys, balls, games, trading cards, purses, etc. to school without your teacher's permission.
4. Any dangerous objects (knives, matches, cigarettes, chewing tobacco, caps, water pistols, lighters, balloons, etc.) will be confiscated until a parent is able to get them from school.
5. Perfume, body sprays, and make-up should be applied at home, not school. No fake finger nails at school.

ALL TEACHERS EXPLAIN AND DISCUSS THESE RULES DURING THE FIRST WEEK OF SCHOOL. TEACHERS ALSO DISCUSS SAFETY AND EMERGENCY PROCEDURES DURING THE FIRST WEEK.

Damage to School Property

Students are responsible for the care of school property. Any permanent damage to, or loss of, school

property will result in a fine to repair or replace the property. These items include: textbooks, library books, furniture (including bus seats, windows, chairs, desks, lockers, etc.), and other property.

Library books: If a lost book is found after it has been paid for, the money will be refunded. Any student who continues to lose or damage library books will be denied the opportunity to check out books.

Textbooks: Cost as much as \$60 each when new.

Lockers: Should be treated with care, not slammed or kicked shut. Lockers should be kept in order for easy access. School Officials have the right to each lockers if they have reason to believe the contents violate school rules.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. **A closed toe shoe is best for all activities. Sandals, flip flops, and heels are not appropriate for physical education and recess.**
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

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 or e-cigarettes.
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:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "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.
 - g. 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.
 - h. 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.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.
6. 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.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. 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.
9. 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.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
 22. 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.

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.

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.

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:

(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.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

disruption to the educational process or orderly operation of a school.

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

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

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

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

Complaint Managers:

Dr. Dana Kinley

516 Jordan

Jacksonville, IL 62650

(217) 243-9411

dkinley@jsd117.org

Mr. Tim Chipman

1211 North Diamond St.

Jacksonville, IL 62650

(217) 243-4348

tchipman@jsd117.org

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.

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

Nondiscrimination Coordinator:

Dr. Dana Kinley
516 Jordan
Jacksonville, IL 62650
(217) 243-9411

dkinley@jsd117.org

Complaint Managers:

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

Access to Student Social Networking Passwords & Websites

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.¹

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:²

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's

parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Internet, Technology & Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - All users of the District Technology System (“System”) must comply with the District’s Acceptable Use Policy (AUP). “User” is defined as any individual who uses the System. These guidelines may change and notice will be given to stakeholders through www.jsd117.org. The Board’s comprehensive policy manual is available for public inspection through the District’s website www.jsd117.org or at the Board office located at: 516 Jordan St., Jacksonville, IL 62650.

A signed AUP must be on file for each User no later than 10 school days after the start of the school year. It is also understood that this document goes into effect beginning with the first day of school. The AUP is to be electronically acknowledged online during registration or upon entering as a new student to the district. Users with no AUP on file after the 10th day will be denied access to the System.

The System shall include:

- Personal devices when connected to the System
- All device hardware and software owned or operated by the District
- District electronic mail, website, and browser-based services (e.g. Skyward, District Google accounts)

- District affiliated social media services
- District wired and wireless network access

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

“Use” of the System shall include use of or obtaining access to the System from any device whether or not owned or operated by the District.

The Board of Education of Jacksonville School District 117 supports the use of the Internet and other computer networks in the District’s instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Use of the System shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of users.

Authority

The electronic information available to users does not imply endorsement of the content by the school district, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the System or for any information that is retrieved via the Internet. While the District takes precautions to restrict controversial material, it is impossible to restrict all materials that might be deemed controversial.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any user files accessed through the System. The District has the right to and does monitor use of the System by users, including access of the Internet, as part of System maintenance and to determine whether use is consistent with federal and state laws and District policies and guidelines.

The Board establishes that use of the System is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The District shall provide reasonable effort and supervision to ensure that this educational resource is used responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students are responsible for appropriate behavior on the District's System just as they are in a classroom or on a playground.

No warranty, expressed or implied, is made as to the quality or extent of Internet service or access by users on the District's system. The District shall not be responsible for any damages the user suffers. This includes, but is not limited to, damage to personal devices, loss of data from delays, non-deliveries, missed-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of information obtained via the Internet is at the user's own risk. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

Network Guidelines

Network accounts will be used only by the authorized owner of the account for its authorized purpose. System users shall respect the privacy of other users on the system. Each user is responsible for his/her individual account and must take all reasonable precautions to prevent others from being able to use their account(s).

Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Prohibitions include but are not limited to the following

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane, or indecent materials, which, taken as a whole, do not have any literary, artistic, political, or scientific value that is connected to the District curriculum.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Use of the System for commercial or for-profit purposes.
6. Use of social networking of any form (e.g. Facebook, Twitter, Yahoo mail, Google for Education) unless approved by a District Administrator for educational purposes.

7. Use of the System for product advertisement for political lobbying.
8. Use of the System to harass, threaten, intimidate, or demean an individual or group of individuals for any reason including but not limited to: sex, color, race, religion, disability, national origin, or sexual orientation.
9. Use of the System to disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
10. Gain unauthorized access to or vandalize the data or files of another user.
11. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
12. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
13. Use of the System to invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Use of the System to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
15. Use of the System to search for inappropriate sites/content. Internet searches are to be curricular related.
16. Use of the System to intentionally obtain or modify files, passwords, and data belonging to other users.
17. Conceal or misrepresent the user's identity, or the use of any means to remain anonymous while using the System.
18. Installation, loading, or use of unauthorized games, program files, or other electronic media.
19. Destruction, modification, or abuse of network hardware and software
20. Using the System while access privileges are suspended or revoked
21. Using another person's account or password
22. Possessing personal storage devices that contain executable files including but not limited to portable browsers, hacking tools, network sniffers, etc. Personal storage devices may only be used to store non-executable files unless prior approval is granted by the system administrator.

Consequences for Inappropriate Use

1. The District may discipline a user whose personal web site or other off-site activity involving electronic technology causes, or can be reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved the use of the System.
2. The System user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts that violate this policy.
3. General standards of good behavior and communication apply when using the System. Any user of the System who engages in any of the prohibited acts listed above, shall be subject to discipline which may include:
 - a. discipline as provided in the District's policies,
 - b. suspension or revocation of System privileges, and
 - c. referral to law enforcement authorities or other legal action in appropriate cases.
4. The building administrator shall have the authority to determine what constitutes inappropriate use, and his/her decision is final.
5. Illegal use of the System, intentional deletion or damage to files of data belonging to others, copyrighting violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
6. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any part of the System. This includes, but is not limited to, uploading or creation of computer viruses.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another user's name.
3. Users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. If a user identifies a security problem, he/she must notify the appropriate building personnel. Building personnel will notify the District's system administrator. Do not demonstrate the problem to others.

5. Attempts to log on to the System as a system administrator by anyone other than the system administrator will result in cancellation of user privileges.

Safety

Reasonable and good faith efforts shall be employed to protect users from harassment or unwanted or unsolicited electronic communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of the appropriate building personnel. Building personnel will notify the appropriate building administrator. The building administrator will notify the district system administrator.

User shall not reveal personal addresses to other users on the network, unless required to do so by law or court order.

Copyright

The illegal use of copyrighted software by users is prohibited. Any software uploaded to or downloaded from the System shall be subject to “fair use” guidelines.

Republishing of text or graphics found on the Web or on the District’s Web Site or file servers shall provide 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.

Guidelines for Student Distribution of Non-School Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students’ maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,

- d. Is reasonably viewed as promoting illegal drug use; or
- e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.¹
- 7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Search and Seizure

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

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

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

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

Students

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

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

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.

Special Education

Education of Children with Disabilities

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

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the school principal.

Student Records & Privacy

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. Sexual behaviors or attitudes.
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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and 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.

Student Records

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the

record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request 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 removed.

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

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

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the

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

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

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

Name

Address

Gender

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major field of study

Period of Attendance in school

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

6. **The right 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.**

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

Student Biometric Information

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

Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and

paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests on Reading, Math and Science. **Parents 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.

Annual Academic Testing

Each Year students take test designed to provide teachers and parents' information about their individual academic ability and achievement. The group results of some test are reported to the public.

PARCC TEST-- These test, designed by the state to provide information about how well the students of a school are doing in various basic subjects, are given to students in **grades 3, 4, 5, and 6** (both Reading & Math). PARCC tests are given in **March**. Individual results are sent to parents when available from the State of Illinois.

NWEA MAP Test - This is a computerized test that students take three times a year in the areas of reading and mathematics. This test is designed to show the levels that students are functioning in each subject area. This program is now being used K-12 District wide.

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.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Parent Involvement Compact (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place at the September PTO meeting.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their

- children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal at (217) 245-8720.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal at (217) 245-8720.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the building principal at (217) 245-8720.

RtI Response to Intervention

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress**. The child's

progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

** This team - referred to as the “Student Assistance Program” or SAP - uses the insight and expertise of several different school staff members. SAP members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The SAP meets regularly to discuss and monitor student concerns.

What is the role of the Parent in RtI?

Jacksonville School District #117 upholds the philosophy that parents are a child’s first teachers as well as their lifetime coach. Therefore the Jacksonville school District greatly values the important role of the parent in the RtI process.

When a is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student’s performance to the parent and invite parent to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child’s learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan’s effectiveness. Parents should contact their child’s teacher with any concerns regarding academics or behavior.

Accelerated Reader (AR)

The Lincoln Elementary supports the Accelerated Reader Program in grades K - 6. After students read selected children’s literature (books are identified in our library with a bright green sticker on the spine), they take a computerized test to earn points for rewards and incentives. Inside the cover are the reading level (L) and the point value (P) of that book. A list of AR requirements and incentives is sent home at the beginning of each year.

School Visitation Rights

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

Lost and Found

Please label your personal items, especially lunch boxes, book bags and coats. Lost items are placed in the lost and found box located in the cafeteria for several days. Remaining articles are given to Goodwill in the summer.

School Pictures

Individual pictures are taken in the fall for student records and the Lincoln Elementary School yearbook. Parents may purchase picture packages from a variety of options. Information is sent home in September.

Yearbook

Parent volunteers put together a yearbook full of Lincoln students and activities. Purchase forms are sent

home in March or April. Yearbooks usually arrive at the beginning of the next school year.

Human Growth and Development

Students will not be required to take or participate in any class or course in comprehensive human growth and development (sex) education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not result in any student discipline, including suspension or expulsion. Instruction relating to sanitation, hygiene or traditional courses in health or science does not fall under this provision. Parents or guardians may examine the instructional materials to be used in any district sex education class or course. This instruction occurs at the 6th, 7th, 8th, and 10th grades. The Morgan County Health Department works with the District to provide the instruction for 6th graders. .

Telephone Use and Messages

Generally, students are allowed to call home only for urgent matters or with teacher permission. When your child comes to school in the morning, please be sure he/she knows what to do at dismissal. This avoids many problems. Should plans change during the day, please call the school before 2:00 P.M., so we have time to relay the message before dismissal. **Students will be directed to their regular routine, (ie. ride bus, go to daycare) unless you inform us otherwise.**

Change of Telephone Number or Address

If your home telephone number, work number, or emergency numbers change during the year, it is important that you notify the office immediately.

Pesticide Application Notice

Notification will be given before application of the pesticide on Skyward as well as the district calendar. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Hearing Impaired: Request for an Interpreter

Families with hearing impaired members may request an interpreter. Lincoln Elementary will provide interpreters for all Lincoln Elementary functions you wish to attend including parent/teacher conferences, PTO meetings, open houses, etc. PLEASE make the request three (3) weeks in advance, if possible.

Unsafe School - Transfer

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

Drug, Alcohol, and Tobacco Free Environment

Jacksonville School District #117 policy requires all District #117 work places to be drug, alcohol, and

tobacco free environments.

Leaving School without Permission

If a student leaves the school building and grounds without permission, the police and parents/guardians will be notified immediately.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian:

Please complete the following form and return to the office by September 6, 2017.

From: The Parent/Guardian of: (1). _____
 (2). _____
 (3). _____

(4). _____

(5). _____

To: Lincoln Elementary School

I have reviewed a copy of the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Lincoln Elementary School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year to provide a learning environment that supports the socio-emotional and academic development of students. This handbook is applicable to all students upon implementation of any change, The administration will communicate in a timely fashion with parents and students of any changes to the handbook.

Signature of Parent/Guardian

Date

Comments:

