



JORDAN ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2024-2025



Jordan Elementary School
311 Airport Road
Centralia, IL 62801
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www.ccs135.com/jordan/

School Motto: Together Everyone Achieves More

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DISCLAIMER

The provisions of this handbook are not to be considered irrevocable contractual commitments between the school and the student. The provisions are the current status of the rules and procedures and are subject to change. The administration has the right to use its discretion in the decision-making process.

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.ccs135.com or at the Board office, located at 400 South Elm Street, Centralia, IL 62801.

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

Mr. Ron Johnson, President
Mr. Derek Harlan, Vice-President
Mrs. Sue Williams, Secretary
Mrs. Renae Bauer, Member
Mr. Greg Dodson, Member
Mr. Blake Griffin, Member
Mr. Michael Middleton, Member

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

Mr. Craig Clark, Centralia City Schools Superintendent
Mrs. Christina Becker, Centralia City Schools Assistant-Superintendent
Mr. Craig Bland, Jordan Elementary School Principal

The school is located and may be contacted at:

311 Airport Road
Centralia, IL 62801

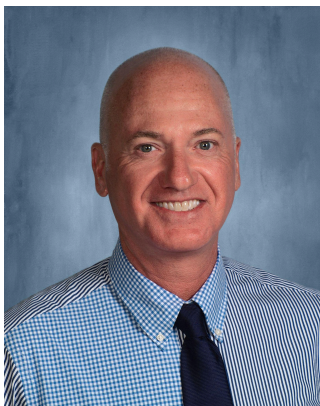
Welcome to



JORDAN ELEMENTARY SCHOOL

**Together Everyone Achieves More
JORDAN**

PRINCIPAL'S MESSAGE



At this time, I would like to formally welcome all parents/guardians and students to Jordan Elementary School. It is imperative for you to take the time to read the following information regarding the policies and procedures for the upcoming 2024-2025 school year.

This handbook aims to make you aware of the privileges, opportunities, and responsibilities of students and parents at Jordan Elementary School. Please read the contents thoroughly and if questions exist, please consult your child's teacher or me. I recommend that you read and discuss the contents of this booklet with your children.

"Each person holds so much power within themselves that needs to be let out. Sometimes they just need a little nudge, a little direction, a little support, a little coaching, and the greatest things can happen." - Pete Carroll

Best wishes for a very successful school year, and welcome to Team Jordan!

Craig Bland, Principal
Jordan Elementary School

OUR OUTSTANDING FACULTY AND STAFF INCLUDE:

<i>Principal:</i>	<i>Mr. Craig Bland</i>
<i>Secretary:</i>	<i>Mrs. Patty Donoho</i>
<i>Grade 2:</i>	<i>Mrs. Sandy Becker</i>
<i>Grade 2:</i>	<i>Mrs. Maria Eversgerd</i>
<i>Grade 2:</i>	<i>Mrs. Darla Miller</i>
<i>Grade 2:</i>	<i>Mrs. Vadawn Stroud</i>
<i>Grade 2:</i>	<i>Mrs. Michelle Witzel</i>
<i>Grade 2/3 Instructional Cross Category:</i>	<i>Ms. Lisa Wysocki</i>
<i>Grade 2/3 Instructional Cross Category Paraprofessional:</i>	<i>Mrs. Tiffany Hudson</i>
<i>Individual Paraprofessional:</i>	<i>Mrs. Penny Nichols</i>
<i>Grade 2/3 Instructional Cross Category:</i>	<i>Ms. Katy Knox</i>
<i>Grade 2/3 Instructional Cross Category Paraprofessional:</i>	<i>Mr. Paul Almy</i>
<i>Individual Paraprofessional:</i>	
<i>Grade 3:</i>	<i>Mrs. Andi Barnfield</i>
<i>Grade 3:</i>	<i>Mrs. Holly Davis</i>
<i>Grade 3:</i>	<i>Ms. Kalynn McMillan</i>
<i>Grade 3:</i>	<i>Mrs. Ashley Moore</i>
<i>Grade 3:</i>	<i>Mrs. Michele Wangler</i>
<i>Grade 3:</i>	<i>Ms. Tricia Woods</i>
<i>Resource:</i>	<i>Ms. Kim Owen</i>
<i>Individual Paraprofessional:</i>	<i>Mrs. Evalynne Hempen</i>
<i>Title I:</i>	<i>Mrs. Jodie Witzel</i>
<i>Title I Paraprofessional:</i>	<i>Mrs. Annette Nattier</i>
<i>Title I Paraprofessional:</i>	<i>Mrs. Stephani Isaak</i>
<i>Instructional Support:</i>	<i>Mr. Kyle Kohlmeier</i>
<i>District Instructional Coaches:</i>	<i>Mrs. Laurie Miller</i>
	<i>Mrs. Teresa Burdin</i>
<i>Technology Director:</i>	<i>Mr. Don Ford</i>
<i>Speech:</i>	<i>Mrs. Bridget Wuebbles</i>
<i>Physical Education:</i>	<i>Mr. Lucas Krutsinger</i>
<i>STEAM:</i>	<i>Mrs. Angie Blair</i>
<i>Custodians:</i>	<i>Mr. Richard Boettcher</i>
	<i>Mr. Phil Isaiah</i>
<i>Cooks:</i>	<i>Mrs. Donna McMillan</i>
	<i>Mrs. Diane Whitelow</i>
<i>School Nurse:</i>	<i>Mrs. Trisha Niepoetter</i>
<i>Mental Health Support:</i>	<i>Mrs. Carlie Kasten</i>
<i>Mental Health Support Paraprofessional:</i>	<i>Mrs. Heather Osborne</i>
<i>Building Leadership Team:</i>	<i>Mrs. Holly Davis</i>
	<i>Ms. Kim Owen</i>
	<i>Mrs. Vadawn Stroud</i>
	<i>Mrs. Michele Wangler</i>
	<i>Mrs. Michelle Witzel</i>
<i>Student Teacher-Grand Canyon University:</i>	<i>Ms. Abbagale McGill</i>
<i>Student Teacher-Illinois State University:</i>	<i>Ms. Deziray Simmons</i>
<i>Student Teacher-McKendree University:</i>	<i>Ms. Taylor Witges</i>

CENTRALIA CITY SCHOOLS 2024 - 2025 CALENDAR

AUGUST			
Wednesday	August 14	Teacher Institute Day	No School
Thursday	August 15	First Day of Student Attendance (full day)	No Early Dismissal
Friday	August 30	School Day prior to Labor Day	Early Dismissal
SEPTEMBER			
Monday	September 2	Labor Day	No School
Tuesday	September 11	School Improvement Day	Early Dismissal
Friday	September 13	Teacher In-Service	No School
Friday	September 20	Mid-Term	
OCTOBER			
Wednesday	October 9	School Improvement Day	Early Dismissal
Monday	October 14	Columbus Day	No School
Friday	October 18	End of First Quarter	Early Dismissal
Thursday	October 24	Evening Parent-Teacher Conferences	
Friday	October 25	Parent-Teacher Conferences	No School
Wednesday	October 30	Parent-Teacher Conferences	Early Dismissal
NOVEMBER			
Tuesday	November 5	Election Day	No School
Monday	November 11	Veteran's Day	No School
Wednesday	November 13	School Improvement Day	Early Dismissal
Friday	November 15	Mid-Term	
Tuesday	November 26	School Day prior to Thanksgiving Break	Early Dismissal
Wednesday-Friday	November 27-29	Thanksgiving Break	No School
DECEMBER			
Wednesday	December 11	School Improvement Day	Early Dismissal
Wednesday	December 20	School Day prior to Christmas Break	Early Dismissal
Wednesday	December 20	End of Second Quarter/First Semester	
Monday-Tuesday	December 23-31	Christmas Break	No School
JANUARY			
Monday-Friday	January 1-3	Christmas Break	No School
Monday	January 6	Teacher Institute Day	No School
Wednesday	January 15	School Improvement Day	Early Dismissal
Monday	January 20	Martin Luther King Birthday	No School
FEBRUARY			
Thursday	February 6	Mid-Term	
Wednesday	February 12	School Improvement Day	Early Dismissal
Friday	February 14	Teacher Institute Day (Tri-County Institute)	No School
Monday	February 17	Presidents Day	No School
MARCH			
Monday	March 3	Casimir Pulaski Day	No School
Wednesday	March 12	School Improvement Day	Early Dismissal
Friday	March 14	End of Third Quarter	
APRIL			
Wednesday	April 9	School Improvement Day	Early Dismissal
Wednesday	April 16	Mid-Term/School Day Prior to Easter Break	Early Dismissal
Thursday-Monday	April 17-21	Easter Break	No School
MAY			
Wednesday	May 14	School Improvement Day	Early Dismissal
Thursday	May 22	Last Day of Student Attendance (if no emergency days used)	Early Dismissal
Friday	May 23	Teacher Institute Day (if no emergency days used)	No School
Monday	May 27	Memorial Day	No School

PUPIL REPORT CARDS WILL BE ISSUED ON:

1st Quarter (Parent-Teacher Conferences)	October 25, 2024
2nd Quarter	January 10, 2025
3rd Quarter	March 21, 2025
4th Quarter	Last Day of Student Attendance

*Early Dismissal Days - CMS/CJHS will dismiss at 1:45 PM and Schiller/Jordan will dismiss at 2:00 PM

VISION STATEMENT

Our vision is to develop students of integrity who will become lifelong learners by building genuine, positive, and respectful relationships among staff, students, and parents, and by providing unlimited opportunities for academic achievement within a safe and secure environment.

MISSION STATEMENT

Our mission is to create a learning environment where students, faculty, and the community work together to develop academic excellence, ethical behavior, and personal responsibility. We strive for our children to become meaningful contributors to society.

CORE BELIEFS

We believe that parents are the first teachers and should continue to be an integral part of their children's educational experience in our school.

We believe in guiding all students toward fulfilling their individual potential and attaining success.

We believe in working with parents and community members to establish positive role models for our students.

We believe in offering a challenging curriculum that prepares students for future endeavors.

We believe that success is obtained through personal responsibility, high expectations, and an honest effort.

We believe in providing an environment that is built on respecting self and others and is conducive to learning and building self-esteem.

GOALS AND OBJECTIVES

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30. For further information see the policy manual at <https://ccs135.com/policies/>.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, the status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. For further information see the policy manual at <https://ccs135.com/policies/>.

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.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with the school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their children to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.
13. For additional information regarding Covid in the school, please refer to the District Return-to-School Plan.

SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

Age To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, Accelerated Placement Program. Admission Procedure All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present: 1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. 2. Proof of residence, as required by Board policy 7:60, Residence. 3. Proof of disease immunization or detection and the required physical examination, as required by state law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students. The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who are either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active-duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed. Homeless Children Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure govern the enrollment of homeless children. Foster Care Students The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools. Student Transfers To and From Non-District Schools A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District. For further information see the policy manual at <https://ccs135.com/policies/>.

HEALTH, EYE, AND DENTAL EXAMINATIONS; HEARING AND VISION SCREENINGS; IMMUNIZATIONS; AND EXCLUSION OF STUDENTS

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and

3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by state law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Vision and Hearing Screenings

Hearing screening must be provided for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second, and third, are in special education class, have been referred by a teacher, or are transfer students. These screening services shall be provided in all public, private, and parochial schools. In lieu of screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation by an audiologist within the previous 12 months, is acceptable.

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second, and eighth grades; are in special education class; have been referred by a teacher; or are transfer students. Such screening services shall be provided by all public, private, and parochial schools. In lieu of screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered with the previous 12 months, is acceptable

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the school.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist. Homeless Child Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children. For further information see the policy manual at <https://ccs135.com/policies/>.

STUDENT FEES

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials. For further information see the policy manual at <https://ccs135.com/policies/>.

LUNCH AND BREAKFAST PROGRAMS

- All students are eligible for free lunches.
- Extra milk is 25¢.
- Do not send drinks in cans or bottles.
- No soda should be brought to school.
- No food may be brought to children from fast-food restaurants.
- Breakfast is served to students from 8:00-8:20 A.M.
- Please inform the school if your child will be late, but will still be eating a school lunch. We must have a lunch count no later than 9:15 A.M. If you have not reserved lunch for your child, other arrangements must be made.

ARRIVAL AND DISMISSAL TIMES

- Students may be dropped off by parents beginning at 8:00 A.M.
- Bus students will arrive at school at approximately 8:00 A.M.
- Classes will begin promptly at 8:25 A.M.
- Parent pick-up students are dismissed at 3:00 P.M.
- Bus students will be dismissed beginning at 3:15 P.M.

PARENT DROP-OFF AND PICK-UP PROCEDURES

- Parents should drop off their students by entering the circle drive through the south entrance.
- All students will use the gym door with the green canopy to enter the building.
STUDENTS ARE NOT TO BE DROPPED OFF PRIOR TO 8:00 A.M. THERE WILL BE NO STAFF MEMBER ON DUTY PRIOR TO THIS TIME.
- Parents must have a "parent pick-up" tag hanging from their rear-view mirror in order to pick up their child(ren). These tags will be issued to each family at the beginning of the school year. This safety protocol is for the protection of our students. If you do not have a "parent pick-up" tag or if you have lost your car tag, you must go to the main office to sign out the student and/or purchase another tag. Additional "parent pick-up" tags may be purchased in the school office if multiple tags are needed.
- Parents may pick up students at 3:00 P.M.
- Parents will follow the circle drive. Staff members will load students at this location.
- Please watch your speed when you are in any of the parking areas.
- Violators of the above rules run the risk of having their license plate numbers recorded and turned into the Centralia Police Department.

SCHOOL VISITS AND CHILD PICK-UP PROCEDURES

- Please report to the office upon arrival. Use the call button located on the left side of the main entrance doors. You will be asked to show a driver's license or state identification card. Items and messages should be left with Mr. Bland or Mrs. Donoho. They will then deliver them when it is least disruptive.
- In order to pick your child up for any reason during school hours or lunch hours, you must first sign your child out in the school office and wait in the main entrance area for your child.

CHANGE OF AFTER-SCHOOL TRANSPORTATION

Notification of any change in a child's normal after-school transportation should take place **prior to 12:00 P.M. on the day of the change.** This includes bus transportation and parent pick-ups.

VISITORS

Visitors will not be allowed in our buildings during the school day unless for pre-arranged educational purposes. 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 using a driver's license or state identification card 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 on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

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

VISITOR PARKING

Visitors may park in the parking lot located directly in front of the school building.

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 principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

SCHOOL VOLUNTEERS

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

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

EMERGENCY SCHOOL CLOSINGS

Parents will be notified of any school cancellations, early dismissals, and/or special events that are taking place at Jordan Elementary School through our Skylert system. It is extremely important that parents/guardians keep the school office informed of any changes in telephone numbers throughout the school year. School closings for any reason will be announced as early as possible. If bad weather or other emergency occurs during the day, please listen to your Skylert phone message or 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 canceled.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses 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.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 8:00 A.M. Classes begin at 8:25 A.M. and students are dismissed at 3:05 P.M. (parent pick-up students) or 3:15 P.M. (bus students) each day. 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, or desks or deface or destroy school property.
- Chewing 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, or cameras are permitted without permission from the principal.

STUDENT BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. A student is subject to disciplinary action for engaging in prohibited student conduct. For further information see the policy manual at <https://ccs135.com/policies/>.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct. 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:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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 attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
- During periods of remote learning.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping-related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered medical cannabis-infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's

instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- 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.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 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.
- 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.
- 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- 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.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 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 attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

- 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.
- 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 support, shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct. 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:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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 attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
- During periods of remote learning.

Disciplinary Measures

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

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension.
- 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.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out, and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

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

(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 weapons regardless of their 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.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Philosophy of PBIS

PBIS is a team-based, systematic approach to teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes students who can model these behaviors, and has systems in place to support students who have a difficult time or may present with more challenging behaviors. Using this research-based approach, we will see an increase in attendance, a more positive and calm environment, and a reduction in behavioral disruption.

Approach

Instead of using a patchwork of individual behavioral management plans, we have moved to a school-wide discipline system that addresses the entire school, the classroom, and areas outside the classroom (this includes classrooms, PE, hallways, cafeteria, playground, bathrooms, and buses).

Every person who works in the school is aware of the behavioral expectations and works to ensure students are consistently getting the same message, regardless of the setting they are in or the adult they come in contact with.

Tiered Implementation Plan

Tier 1

We are very proud of our progress but keep working to improve our success. To accomplish this task, several components are in place. They are as follows:

1. Behavioral Expectations are Defined.
2. Behavioral Expectations are Taught.
3. Appropriate Behaviors are Acknowledged
4. Data is Collected, Analyzed, and Utilized to Make Decisions
5. Individual Support is Provided for Students not Responding to the School-Wide System

Recognition and Meeting Expectations Celebration

Recognizing appropriate behavior and celebrating with students who meet expectations are components of PBIS. You can expect your student to be acknowledged in a variety of ways for meeting expectations. In addition to positive notes or calls home, shout outs from the Principal over announcements, and a variety of positive reinforcements listed below, Recognition and Meeting Expectations Celebrations will be held at mid-term and at the end of each quarter of the school year. Criteria for attending is as follows:

1. 85% positive behavior in Class Dojo.
2. No more than 1 Skyward Behavior Notice

Tier 2

Some students may need additional support in order to meet behavioral expectations. Students may be referred to a Student Support Team of teachers who will review data and determine the most appropriate intervention for the student. Tier 2 interventions include:

- check-in/check-out with or without daily behavior chart
- social groups targeting specific behaviors
- simple FBAs/BIPs which may include a student contingency contract
- Additional strategies such as supporting self-monitoring, positive reinforcement, restorative justice time, parent phone call home by the teacher, parent phone call home by the student may be used during Tier 2.

Tier 3

Some students may need intensive support in behavior. If students need support beyond Tier 2, individualized Tier 3 support will be developed specifically for the child by the Student Support Team. This may include the School Resource Officer and community support agencies.

BEHAVIOR EXPECTATIONS MATRIX

	<u>Classroom</u>	<u>Hallway</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Bathroom</u>	<u>Bus</u>
<u>Responsible</u>	<ul style="list-style-type: none"> Be prepared Follow directions Stay on task 	<ul style="list-style-type: none"> Be quiet Walk on the right side Hands behind your back Stay in your (own) lane 	<ul style="list-style-type: none"> ABC order Use a quiet voice Two hands on your tray 	<ul style="list-style-type: none"> Stay in designated area Stay away from windows & doors Use school equipment properly 	<ul style="list-style-type: none"> Do your business & flush toilet Wash & dry your hands 	<ul style="list-style-type: none"> Follow directions the first time Arrive at bus stop 5 minutes before scheduled time Stay in assigned seat until directed Stay organized No Chromebooks out Use cell phone appropriately <small>(must use earbuds/phones, school-appropriate content, no filming or taking pictures of others without consent)</small>
<u>Safe</u>	<ul style="list-style-type: none"> Hands, feet & objects to self 4 on the floor Organized personal space Walking feet 	<ul style="list-style-type: none"> Walk calmly Stay in your lane Hands behind your back 	<ul style="list-style-type: none"> Follow directions Keep hands & feet to ourself Walking feet 	<ul style="list-style-type: none"> Play by the rules Keeps rocks on the ground Use school equipment properly Stay in designated area 	<ul style="list-style-type: none"> Use facilities properly Keep the floor clean & dry 	<ul style="list-style-type: none"> Enter and leave bus orderly <small>(one at a time, no horseplay)</small> No eating or drinking on bus Get off at your stop only Follow bus driver signals both on and off the bus Do not touch emergency exits Keep a safe distance from buses <small>(walk in front of bus, walk around the stop arm, remain 10 feet away from the bus, no chasing buses)</small>
<u>Caring</u>	<u>TEAMWORK</u> <ul style="list-style-type: none"> Be kind Be honest Be respectful 	<ul style="list-style-type: none"> Be polite Respect others' property 	<ul style="list-style-type: none"> Use polite manners 	<ul style="list-style-type: none"> Be kind to others Use good sportsmanship Share the equipment 	<ul style="list-style-type: none"> Respect privacy Quietly wait for your turn 	<ul style="list-style-type: none"> Use kind and school appropriate language Display respectful body language Follow instruction on noise level Respect school property <small>(no vandalism, clean up trash)</small> Respect others' property and boundaries <small>(hands, feet, objects)</small>
<u>Acknowledgement & Recognition</u>						
<ul style="list-style-type: none"> Positive ClassDojo Points <ul style="list-style-type: none"> Bland Bucks Fun Fridays ClassDojo Rewards Store <ul style="list-style-type: none"> Dojo Leader of the Week Jordan Star - Student of the Month Recognition and Meeting Expectations Celebrations <ul style="list-style-type: none"> Other Special Events 						

DISCIPLINE

Acceptable behavior is expected and rewarded in our schools. Unacceptable behavior will have consequences to motivate and encourage good behavior. Jordan Elementary School has a level system of consequences to use when dealing with acts of misbehavior. Typically, depending on the severity of the behavior, a staff member or principal will have a conference with the student to determine the reason for the behavior. If the behavior is resolved, the student may return to class. If not, then a consequence is given to the student such as: a detention in school, after school, or out of school suspension. The parent/guardian will be notified in advance of the after school detention so they can make transportation arrangements. A conference(s) with the parent/guardian may be required to resolve the issue if the behaviors continue. The next consequence level is a suspension. Suspensions can be given up to ten (10) school days. The student is held responsible to complete his/her daily assignments during this time. The final consequence level is expulsion from school. If a student's choice of behavior is so extreme that it causes a safety concern or harms another student or staff, that student will be expelled (See section on zero tolerance). The expulsion period is set for a definite time period not to exceed 2 school years. An alternative educational program is available for students in the 6th grade or higher. Local authorities may be called to assist in the discipline and/or formal charges may be filed.

Corporal punishment is not used in our schools. Physical restraint by trained individuals may be used if the student presents a safety issue to himself or others.

Parents/guardians are essential to the success of our students making good behavioral choices. Please help your child(ren) to understand that rules are important to be a successful, safe and happy person. At Centralia City Schools, we believe that **"each teacher has the right to teach, each student has the right to learn, and no student within the classroom will be allowed to interfere with those two basic rights"**. Whenever a student misbehaves or violates a rule, there will be intervention by the staff member in charge of supervision or whoever observed the misbehavior. The matter will then be corrected in the manner prescribed in the Classroom Management Plan or in accordance with the general discipline code.

Note: The nature and severity of the incident will be taken into consideration when assigning discipline.

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.

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.

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

For further information, please contact the Special Education Supervisor at 618-532-1907.

BEHAVIOR INTERVENTION GUIDELINES FOR SPECIAL EDUCATION STUDENTS

Purpose

These initial procedures were developed after review and consideration of the *Behavioral Intervention in Schools: Guidelines for Development of District Policies for Students with Disabilities* promulgated by the Illinois State Board of Education which promote the use of positive interventions. For a copy of the *Guidelines* you may contact the Illinois State Board of Education by writing to 100 North First Street, Springfield, IL 62777-0001. You can also reach the Illinois State Board of Education at this number: 217-782-5589. These revised procedures were developed after review and consideration of the emergency Rules part 1.280 and part 1.285. For questions specific to these procedures, you may contact Mrs. Jill Barger at 618-532-1907.

It is the purpose of these procedures to provide the structure for the District to comply with applicable laws with respect to the use of behavioral interventions for students with disabilities who are receiving special education services.

Interventions

Nonrestrictive

- These interventions are the preferred method to affect a positive change in the student's behavior and may be used without a written behavior plan or change to the student's Individual Education Plan (IEP).
- This type of intervention includes, but is not limited to, direct instruction, positive practice, overcorrection, prompting, self-directed or teacher-directed calm corner, temporary restriction from extracurricular activity, detention, temporary instructional setting, redirection and positive reinforcement, and suspension for less than aggregate of ten (10) days.

- Excessive use or a negative reaction by the student may indicate that the intervention is or is becoming restrictive. If the IEP team determines an intervention has become restrictive, the staff will follow all safeguards addressing restrictive interventions set forth in Use of Time Out and Physical Restraint Interventions below.

Restrictive

- Prior to using any restrictive interventions, the IEP team must amend the student's IEP by adding a behavior management plan which was written in accordance with a completed functional behavior analysis, except in the event of an emergency which endangers the safety of the student or others.
- This type of intervention includes, but is not limited to, food delay, forced physical guidance, suspension for aggregate of ten (10) or more days, exclusion from extracurricular activities, physical restraint and time-out.

Highly Restrictive

- Highly restrictive interventions are inappropriate for use in most school settings and, if used, administrative staff will closely monitor the use.
- This type of intervention includes, but is not limited to, aversive mists, and expulsion with special education services.

Prohibited

Prohibited interventions are not to be used under any circumstances and include, but are not limited to, isolated time out, withholding meals, corporal punishment, expulsion without special education services, mechanical restraints*, faradic skin shock, and physical manipulations whose intent is to cause pain.

*Mechanical restraints do not include devices prescribed by appropriate medical or related services professional and used for the specific and approved purpose for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm

Behavior Intervention Plan

Students with disabilities who exhibit significant behavioral or emotional needs to such a marked degree as to require the use of restrictive interventions must have a written behavior plan attached to his or her IEP. The IEP team shall meet to develop the plan and amend the student's IEP in accordance with the behavior intervention plan.

The behavior plan should include:

1. a summary of the functional behavioral assessment;
2. interventions previously used and those to be implemented;
3. expected behavioral changes and evaluation methods;
4. intervention effectiveness review; and
5. a provision for communicating with the parent regarding the student's behavior.

Use of Time Out and Physical Restraint Interventions

Time out and physical restraint shall be used only for therapeutic purposes, or as a means of maintaining a safe environment for learning, and only to the extent necessary to preserve the safety of staff and students. Neither time out nor physical restraint shall be used as a form of punishment.

Definitions:

"Time out" means a behavior management technique that involves the monitored separation of a student from classmates with a trained adult for part of the school day, usually for a brief time, in a non-locked setting.

Physical restraint means to hold a student or otherwise restrict the student's movements. Physical restraint includes only the use of specific, planned techniques (e.g. "team control"). A physical restraint shall not impair a student's ability to breathe or speak normally. Prone or supine physical restraint is not permitted.

Restraint does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices accomplished with limited force and designed to:

- prevent a student from completing an act that would result in potential physical harm to himself, herself or another, or
- damage to property; or remove a disruptive student who is unwilling to leave the area voluntarily.

General requirements for physical restraints

Physical restraint may only be employed under the following conditions:

- a. the student poses a physical risk to himself, herself, or others,
- b. there is no medical contraindication to its use, and
- c. the staff applying the restraint has been trained in its safe application.

Only individuals who have received systematic training and have received a certificate of completion or other written evidence of participation shall apply physical restraint to students. Physical restraint shall not be used for incidents of profanity or verbal disrespect or threats, unless the student has demonstrated means of or intent to carry out the verbal threat.

Mechanical or chemical restraint (i.e. the use of any device other than personal physical force to restrict the limbs, head, or body) shall not be employed.

Medically prescribed restraints used for physical disability or immobilization shall not be used as physical restraint for maintaining discipline.

The staff shall consider the safety and security of the student when applying physical restraints. Physical restraint shall not rely on pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising adult shall consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of other students in the vicinity.

When physically restraining a student who uses sign language or an augmentative mode of communication, the staff will allow the student brief periods when his or her hands are free for communication, unless this would result in harm to the student or others.

Time Limits

A student shall not be kept in a time out longer than is therapeutically necessary. No less than once every 15 minutes, the trained adult must assess whether the student has ceased presenting the specific behavior for which the time out was imposed.

Staff shall release a student from physical restraint immediately after determining that the student is no longer an imminent danger to himself, herself, or others.

If a time out exceeds thirty (30) minutes or a physical restraint exceeds fifteen (15) minutes, or repeated incidents in the aggregate of three hours:

A licensed educator knowledgeable about the use of time out or trained in the use of physical restraints, as applicable, shall evaluate the situation considering the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternative strategies (e.g. assessment by a mental health crisis team, assistance from police, or transportation by ambulance), and produce a written report of the evaluation with a copy sent to the Special Education Supervisor, Principal, and one placed into the student's temporary record.

Upon the third instance of non-therapeutic time out or physical restraint, staff shall review the effectiveness of the intervention(s) and will convene an IEP meeting to determine the need for the addition of or update to a behavior intervention plan for continued use or modification to the intervention(s). The IEP meeting shall also consider the student's potential need for an IEP revision, including the consideration of an alternative program.

Documentation and Notification

1. The District will maintain a written record of each episode of time out or physical restraint and place it in the student's temporary record.
2. Staff will record the episodes on the required ISBE form and shall complete the record prior to the beginning of the next school day after the episode.
3. The District will notify a student's parents of any use of isolated time out or physical restraint within twenty-four (24) hours of the episode and send the completed form.
4. No later than 48 hours after the use of time or physical restraint, the District will send the completed form to the Email specified by ISBE on the form. The District shall copy the Special Education Supervisor and Principal on the Email to ISBE.
5. Staff will inform the Special Education Supervisor, Principal, or his or her designee of each episode as soon as possible but no later than the end of the school day in which the episode occurred and forward a copy of the written record when completed.

6. The Special Education Supervisor or Building Principal is the school official that will monitor and investigate occurrences of time out or physical restraint.
7. The annual review of the use of time out or physical restraint will include the following:
 - a. the number of incidents involving the use of these interventions;
 - b. the location and duration of each incident;
 - c. identification of the staff members who were involved;
 - d. any injuries or property damage that occurred; and
 - e. the timeliness of parental notification, timelines of agency notification, and administrative review.

Selection of Interventions

The IEP team will consider a continuum of possible interventions based on the results of the functional behavioral analysis. The IEP team will propose using the least restrictive interventions which are reasonably calculated to produce the desired behavioral change.

Parental Involvement

Parents, as part of the IEP team, should be involved in the development and implementation of a behavior intervention plan which may include the use of restrictive interventions.

All procedural safeguards under the *Individuals with Disabilities Education Act* and *The Illinois School Code* shall apply to any dispute regarding the IEP and/or the behavior intervention plan.

Any parent, individual, organization, or advocate may file a signed written complaint with the State Superintendent alleging that a local school district or other entity serving the student has violated these procedures. The complaint shall include the facts on which the complaint is based; the signature and contact information for the complainant; the names and addresses of the students involved (and the name of the school of attendance), if known; a description of the nature of the problem, including any facts relating to the problem; and a proposed resolution of the problem to the extent known.

Professional Development

Any adult who is supervising a student in time out or applying physical restraint shall be trained in de-escalation, restorative practices, and behavior management practices.

The District will offer training to all special education teachers and related services personnel regarding behavior management techniques and the implementation of the procedures contained herein.

The District shall provide continuing professional development in the area of behavioral assessment and intervention strategies as determined necessary through the annual needs assessment survey.

Notice

Parents:

- The District shall furnish a copy of these procedures to parents or guardians of all students with IEPs within fifteen (15) days after adoption or amendment by the Board, or at the time an IEP is first implemented for a student.
- At each annual IEP review, the District shall explain the policy and procedures to the parent, furnish a copy of the policy, and make available a copy of the procedures upon request.

Students:

- The District shall inform all students of the behavior intervention policy annually by providing notice in the school district's Student/Parent handbook disseminated at the beginning of each school year.

BEHAVIOR INTERVENTION FOR 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.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

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

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

For further information, please contact the building principal.

RELATED SERVICE LOGS

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

DETENTIONS

Jordan Elementary School operates an after-school detention every Tuesday and Thursday from 3:00 P.M. to 3:45 P.M. Students assigned to detention for ongoing behavioral issues are expected to be on time and have sufficient work to do. Detentions are assigned with a 24-hour notice allowing sufficient time to make transportation arrangements. Pickup time is 3:45 at the front door.

Students intentionally not staying for detention without first receiving permission will automatically be assigned an additional detention. Students accumulating too many detentions face further disciplinary action, including suspension from school.

OUT-OF-SCHOOL SUSPENSIONS

At Jordan Elementary School, we try to impose several different consequences before making the decision to suspend a student. If behavior warrants, students will be suspended. The following are the guidelines that apply to a student who is suspended:

- Assignments may be made up. A student has the same number of days to make up work as the suspension is for.
- Assignments may be picked up the next day after 3:00 P.M.
- Work must be completed when the student returns to school.
- Incomplete work will receive a zero.
- Tests and/or quizzes will be made up the day the student returns.

STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s). For further information see the policy manual at <https://ccs135.com/policies/>.

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 sunglasses 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.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students 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 to discipline.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, the 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:

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

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

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

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

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

Complaint Manager:

Mr. Craig Bland, Jordan Elementary School Principal
 311 Airport Road
 Centralia, IL 62801
 618-533-7145
cbland@ccs135.com

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 PROHIBITED

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making a submission to or rejecting of such conduct is 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.

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:

Mr. Craig Bland, Jordan Elementary School Principal
311 Airport Road
Centralia, IL 62801
618-533-7145
cbland@ccs135.com

HOMELESS STUDENTS

When a child loses permanent housing and becomes a homeless person as defined by 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.

Assistance and support for homeless families includes:

- Educational organizations and schools
- Centralia City Schools Home to School Connection Program

HOME TO SCHOOL PROGRAM

In an effort to ensure that each student has access to the resources they need in order to be successful at school, Centralia City Schools #135 has created the Home to School Connection program. This initiative has been established to create partnerships between parents and the school. The Home to School Liaison(s) is available by appointment to assist with emergent and ongoing needs and issues that are negatively impacting the student's school performance. Furthering a child's academic success can become a collaboration between school personnel, the student, and parents and is critical; the Home to School Connection program can offer assistance in multiple ways.

Please contact the Home to School Connection Program at 618-545-6617 or 618-545-6602 to discuss your needs. If a Liaison is unavailable, leave your name, a phone number, and a brief message that can be returned within one (1) business day.

Home Visits

Sometimes the best way to make contact with parents is to visit their home. Teachers and administrators do not always have the time. The Home to School Liaison(s) can fill this role. This will give a clearer picture of the student's home life and provide ideas on what the family may need regarding resources. The Home to School Liaison(s) may act as a facilitator of meetings between parents and school personnel as needed for situations including, but not limited to: attendance, academics, behavior concerns, communication barriers, and coordination of extracurricular/academic experiences.

Parental Involvement

The Home to School Liaison(s) will seek out opportunities to involve parents in their children's school activities by sharing information and being a support system. Sometimes parents want to be more involved but simply need some help in feeling comfortable in volunteering. They may lack transportation or resources to attend the events; the Home to School Connection program offers assistance linking these resources to families to limit that barrier.

Crisis Intervention Emergency Services

We understand that emergency situations can happen when we least expect them. The Home to School Liaison(s) is available by appointment or at the request of a Building Administrator to meet with parents to explore options and resources available to help in this time of need. The Home to School Liaison(s) have an extensive understanding of local and community resources and can make referrals to other agencies. An assessment can be completed with the Liaison(s) to determine how the Home to School Connection program can assist. An action plan will be developed so that all interested parties can understand what their role is in order to safely remedy their situation.

Little Libraries

The Home to School Connection program sponsors the three (3) Little Libraries that are on each building's campus in honor of the late Scott Gibson and his family. These libraries are stocked with books for all ages and are available to borrow for anyone in the community. Please feel free to borrow what you'd like, leave what you can, and return/replace items as able.

GUIDANCE AND COUNSELING

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

SCHOOL-WIDE SOCIAL EMOTIONAL LEARNING (SEL)

Students participate in monthly social emotional lessons (SEL) in which children and adults acquire the knowledge, attitudes, and skills they need to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, and make responsible decisions. Lessons that are taught include: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

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.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, and circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the building principal. Students are allowed four call-in excused

absences per semester. A student should not have more than four call-in excused absences per semester for a total of eight per school year.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at (618)533-7145 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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 all missed work, including homework and tests, for equivalent academic credit.

MAKE-UP WORK

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

HOME AND HOSPITAL INSTRUCTION

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

TRUANCY

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

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

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

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

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

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

TRUANCY REVIEW BOARD

ROE#13 has implemented a Truancy Review Board. This truancy prevention program is designed to increase student attendance by decreasing the obstacles that lead to poor attendance

After a student has experienced three (3) unexcused absences, the school district sends a warning letter to the student's parents that states the student is will be eligible for services offered through the home school liaison and the ROE #13 if another absence is reported.

Once the student experiences five (5) unexcused absences, the school sends a *Referral Notice to Family* document to the student's family. The school then sends a copy of the initial letter, the referral letter, and a referral form to the ROE Attendance Officer.

After a student experiences a total of nine (9) unexcused absences, the school is responsible to report the student to the ROE#13 as chronically truant on the chronic truant referral form. The Truancy Review Board will review the student's case and determine further action which may include: city ordinance ticket, zero tolerance for absences without medical notes, and/or referral to the State's Attorney.

GRADING SCALE AND PROMOTION

Reports will be sent home at mid-term and at the end of each quarter. A Parent-Teacher Conference is held in conjunction with the issuance of the initial report card. Any student receiving three (3) "F's" on their final grade will be retained. A copy of the retention policy was given to and signed by parents as a part of the registration process and reviewed during parent-teacher conferences. The grading scale is as follows:

90-100.....	A
80-89.....	B
70-79.....	C
60-69.....	D
59 & Below.....	F

In order for parents/guardians to stay informed of their child's grades, they may be viewed at any time on our website through Skyward: www.ccs135.com. Parents/guardians will be given a password to log on the site so that it will be seen only by you. Check it often to help motivate your child to do his/her very best. Paper copies of the mid-term and quarter grades will be sent home in a timely manner.

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.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT (K-8)

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the handbook.

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

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

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

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

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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 533-7145. 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 support 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 during 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.

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 the following procedures regarding head lice.

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

SAFETY DRILL PROCEDURES AND CONDUCT

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

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:

- 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.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- 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.

During the morning and afternoon bus routes, no vehicle will be allowed to park or drive within the bus pick-up area or the drive area which is located directly in front of the school building. This is a serious safety hazard.

- The bus pick-up area in front of the school is a one-way road. NO CARS MAY DRIVE OR PARK IN THIS AREA DURING BUS PICK-UP AND DROP-OFF. Please pay close attention to those staff members who are in charge of bus duty.
- If it is necessary for your child to ride home on a bus other than the one assigned to your neighborhood, you must write a note requesting the change. The student must bring the note to the office in the morning. If the transfer is acceptable, the principal will sign the note. At the end of the day, the student should pick up the note in the office and present it to the bus driver on whose bus he/she will depart.

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:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 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.

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 lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with the authority to give permission.

At the beginning of the 4th quarter of school, students will be given a clean slate in regard to their behavior. From this time through the end of the school year, students will be required to follow field trip guidelines in order to participate in field trips and special events at Jordan Elementary School.

The following field trip guidelines have been established for the students at Jordan Elementary School:

- A student will not be allowed to attend the field trip or special event such as a play day if he/she receives an out-of-school or in-school suspension.
- A student will not be allowed to attend the field trip or special event such as a play day if he/she receives a bus suspension.
- A student will not be allowed to attend the field trip or special event such as a play day if he/she receives two Skyward Behavior Notices.
- Parents/Guardians will be informed in the event that their child is in jeopardy of losing the opportunity to participate in a school field trip or special event.
- Parents/Guardians will be informed in the event that their child has lost his/her field trip privileges.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

INVITATIONS AND GIFTS

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

CLASSROOM PARTIES, TREATS, AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We are happy to celebrate your child's birthday as long as your child's teacher is given prior notice. Birthdays may be celebrated at the end of the school day.

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.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND 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 another 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.

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:

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.

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 - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;

- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such

messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

TEACHER APPOINTMENTS

If you would like to talk to your child's teacher by phone, you may contact the teacher by using our automated phone system. Simply choose the menu option on the announcement to go to the school directory and enter the teacher's name for his/her extension. You will then get the teacher's voice mail if the teacher is unable to answer.

Teachers may also be reached through ClassDojo and through e-mail.

LOST AND FOUND ITEMS

Items that are lost by students will be placed in a lost and found area in the office. At the end of each month unclaimed items will be donated to the Home to School Liaison for use.

SKYWARD

Parents may use this student information system to view student attendance, grades, and discipline entries.

CLASSDOJO

Each parent will receive a personal invitation for a parent and student account to this technology communication app and website. This tool connects teachers, students, and families and will be used for daily classroom behavior monitoring and daily communication between teachers and parents. A sign-up letter will be sent to parents at the beginning of the school year.

JORDAN ELEMENTARY SCHOOL WEB PAGE www.ccs135.com/jordan

Information regarding school procedures, programs, and a calendar of events may be found on this page.

JORDAN SCHOOL FACEBOOK PAGE <https://www.facebook.com/Jordan-Elementary-School-286408981460056/>

Important information may also be obtained using the Jordan Elementary School Facebook page. "Like" us to receive up-to-date information on events at Jordan Elementary School.

TITLE I FAMILY NIGHT ACTIVITIES

During the school year, numerous family nights will be scheduled. Their purpose is to provide the opportunity for students and their parents to get together and participate in educational activities. Parents are strongly encouraged to take advantage of these programs.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

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

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

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

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

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

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

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

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

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

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" include school liaison police officers. For further information see the policy manual at <https://ccs135.com/policies/>.

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.

Student Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

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 the 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:

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

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

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

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

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

STUDENT RECORDS

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent records. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board.

A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

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

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

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

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

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

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

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

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

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

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

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 characteristics, such as a fingerprint, voice recognition, or retinal scan.

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

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

MANDATED REPORTERS

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.

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 - 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.

PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

Teacher Qualifications

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

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

Testing Transparency

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: iReady diagnostic testing and Illinois Assessment of Readiness state testing.

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

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;

- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at ccs135.com.

Parent & Family Engagement Compact

Parents will be given a LEAP agreement form that will be agreed upon and signed by both the parent and student.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information, and administration of certain physical examinations for students. Copies of these policies are available upon request.

English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact Mr. Craig Clark, Superintendent at 618-532-1907.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint. For further information see the policy manual at <https://ccs135.com/policies/>.

Nondiscrimination Coordinator: Craig E. Clark, Centralia City Schools Superintendent
 cclark@ccs135.com
 400 S. Elm Street, Centralia, IL 62801
 618/532-1907

Amanda Marshal, Schiller Elementary School Principal
 amarshall@ccs135.com
 800 W. Fourth Street, Centralia, IL 62801
 618/533-7140



JORDAN ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT AND PLEDGE

Name of Student: _____

Student Acknowledgement and Pledge

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

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

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

Student Signature

Date

Parent/Guardian Acknowledgement

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

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

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

Parent/Guardian Signature

Date

PLEASE RETURN THIS PAGE TO THE SCHOOL OFFICE.