



SCHOOL DISTRICT 12

JOHNSBURG
INSPIRING OUR STUDENTS

Parent and Student Handbook 2011-2012

Revised
July, 2011

Introduction to our Parent and Student Handbook

Dear Parents:

Thank you for taking the time and showing the interest to review this book. It contains valuable information about the programs and services we offer for your son or daughter. We firmly believe that your active interest in our schools will bring about a partnership between parent and school and will help our students succeed. Reviewing this booklet is a vital step in this process.

This booklet is designed to cover a variety of topics essential to the smooth and effective operations of our school system. In reviewing it you will find the answers to most of the basic questions that you as a parent may have. We have tried to present the material in as clear and open a manner as possible.

Because we could never cover all questions or details of school life, I would like to invite you to feel free to contact school personnel at any time with any concerns you may have. The best place to start is with your son's or daughter's classroom teacher.

This resource gives you advice on other personnel to contact regarding specific questions. When in doubt, the building secretaries are a great source of information and will be delighted to guide you to someone who can answer your questions. I also encourage you to visit our District's website at www.johnsburg12.org. It contains a great deal of useful information.

I suggest that you begin the year by planning to attend the open house at your school. There is no better way to understand our programs, meet our staff and begin the partnership that will help your child get the most out of our educational offerings. Beyond this special program, I would encourage you to visit your child's class and see our programs first hand.

The Johnsburg and Ringwood community has traditionally taken great pride in their school system. It is one that blends the latest in learning theory and technology with a personal caring and individualized approach to its educational programs. We are seeking to provide every student with a strong foundation in the basics while also fostering the development of self-esteem, value formation, career awareness and social responsibilities.

With your cooperation and partnership, we can capitalize on our positive accomplishments and continue to improve our school system to better provide the skills and experiences that all our sons and daughters need in today's competitive society.

Sincerely,

Dr. Dan Johnson
Superintendent

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2011-2012 Academic Year Calendar

July 2011						August 2011						September 2011					
Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total
				1	0	1	2	3	4	5	0				1	2	2
X	5	6	7	8	0	8	9	10	11	12	0	X	6	7	8	9	4
11	12	13	14	15	0	15	16	17	18 O	19 O	0	12	13	14	15	16	5
18	19	20	21	22	0	22	(23	24	25	26	4	19	20	21 mq	22	23	5
25	26	27	28	29	0	29	30	31			3	26	27	28	29	30	5
				Total	0					Total	7					Total	21

October 2011						November 2011						December 2011					
Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	5		1	2	3 PT	4 PT	2				1	2 S	2
X	11	12	13	14	4	7	8	9	10	11 *	5	5	6	7	8	9	5
17	18	19	20	21 Q	5	14	15	16	17	18	5	12	13	14	15	16	5
24	25	26	27	28	5	21	22	23	X	25	2	19	20	21	22	23	2
31					1	28	29 mq	30			3	26	27	28	29	30	0
				Total	20					Total	17					Total	14

January 2012						February 2012						March 2012					
Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	3			1	2	3	3				1	2	2
9	10	11	12 SM	13 O	4	6	7	8	9	10	5	5*	6	7	8	9	5
X	17	18	19	20	4	13	14	15 mq	16 PT	17	3	12	13	14	15	16	5
23	24	25	26	27	5	X	21	22	23	24	4	19	20	21	22	23 Q	5
30	31				2	27	28	29			3	26	27	28	29	30	0
				Total	18					Total	18					Total	17

April 2012						May 2012						June 2012					
Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	4		1 mq	2	3	4 S	4					1	0
9	10	11	12	13	5	7	8	9	10	11	5	4	5	6	7	8	0
16	17	18	19	20	5	14	15	16	17	18	5	11	12	13	14	15	0
23	24	25	26	27	5	21	22	23	24	25	5	18	19	20	21	22	0
30					1	X	29	30	31) SM		3	25	26	27	28	29	0
				Total	20					Total	22					Total	0

LEGAL PUBLIC SCHOOL HOLIDAYS		
Labor Day	Mon.	9/5/11
Columbus Day	Mon.	10/10/11
Veterans Day *	Thur.	11/11/11
Thanksgiving Day	Thur.	11/24/11
Christmas Day	Sun.	12/25/11
New Year's Day	Sun.	1/1/12
M.L. King's Birthday	Mon.	1/16/12
Lincoln's Birthday *	Sun.	2/12/12
Presidents' Day	Mon.	2/20/12
Casimir Pulaski Day *	Mon.	3/5/12
Memorial Day	Mon.	5/28/12
* = Waived Holiday (Student Attendance Day)		

Pupil Attendance Days are noted with numbers.
 Start of School Year = (
 End of School Year =)
 Non-attendance Days= Shaded cell
 Legal School Holidays = Shaded cell with X
 Institute Days = O
 Parent-Teacher Conference Days = PT
 School Improvement Days = S
 Half-day student attendance =

Days in Qtr.	Days in Semester
Qtr. 1 42	86 mq= Midquarter Q= QUARTER SM= SEMESTER
Qtr.2 44	
Qtr. 3 46	
Qtr. 4 42	

School Year Begins August 23rd
School Year Ends (If No Snow Days) May 31st

Total Student Days: 174

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.johnsburg12.org) or at the District Administration Center, located at:

Johnsburg School District 12
District Administration Center
2222 W. Church Street
Johnsburg, IL 60051
(815) 385-6916

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

Mr. Thomas Low, President
Mr. Scott Rowe, Vice President
Mrs. Melissa Tinsley, Secretary
Mrs. Karen Baird, Member
Mr. Gary Barla, Member
Mrs. Michelle Martin, Member
Mr. Steven Rooney, Member

The School Board has hired the following administrative and leadership staff members to operate the school district:

Dr. Dan Johnson, Superintendent
Mr. David Lawson, Business Manager
Mr. Richard Schisler, Director of Student Services
Mrs. Fran Milewski, Assistant Director of Student Services
Mr. Derek Straight, Curriculum Director
Mr. R.J. Gravel, Director of Instructional Technology
Mr. Chris Dupre, Director of Buildings and Grounds
Mrs. Robbin Pierce, Transportation Specialist
Mrs. Anna Wolk, Food Service Coordinator

Mrs. Cathy Neiss, Principal, Ringwood School Primary Center

Mrs. Melanie Junge, Principal, James C. Bush Elementary School

Mrs. Nancy Hurckes, Principal, Johnsburg Junior High School

Mr. Eric Dohrmann, Assistant Principal and Athletic Director, Johnsburg Junior High School

Mr. Kevin Shelton, Principal, Johnsburg High School

Mrs. Kim Hinley, Assistant Principal, Johnsburg High School

Mr. Jim Herff, Assistant Principal, Johnsburg High School

Mr. Trevor Leopold, Athletic Director, Johnsburg High School

Ms. Colleen Joyce, Director of Guidance

Our buildings and facilities for the District are located at:

Ringwood School Primary Center

4700 N. School Road
Ringwood, IL 60072
(815) 728-0459

James C. Bush Elementary School

2117 W. Church Street
Johnsburg, IL 60051
(815) 385-3731

Johnsburg Junior High School

2220 W. Church Street
Johnsburg, IL 60051
(815) 385-6210

Johnsburg High School

2002 W. Ringwood Road
Johnsburg, IL 60051
(815) 385-9233

Administration Center

2222 W. Church Street
Johnsburg, IL 60051
(815) 385-6916

Directors Center

2117 W. Church Street
Johnsburg, IL 60051
(815) 344-2803
(815) 344-5908

Transportation Facility

Skyhawk Drive near Hiller Park
Johnsburg, IL 60051
(815) 385-5767

New Student to District Enrollment and Registration

Students who are new to Johnsburg School District 12 (never enrolled or attended Johnsburg School District schools) must complete a registration packet at the District Administration Center. The registration packet includes the following forms:

- Request for Student Records from Previous Schools
- New Student Registration Form
- Annual Student Registration Permission Forms (i.e. Acceptable Use Policy, Permission to Publish Student Information, Emergency Permission to Transport)
- Proof of Residency (Utility Bill, Tax Bill, Home Owner's Policy or Mortgage / Lease Document)
- Payment Voucher
- National School Lunch Program Application
- Emergency Form
- Lunch Control Card
- Health Information Request
- Walk or Ride Form

District Administration Center staff members will aid all parents in completing this process. New students who are enrolling at Johnsburg High School will also need to complete an entrance interview with a high school guidance counselor. Parents interested in enrolling in the pre-kindergarten program, as well as those with kindergarten students will need to make a screening appointment with Ringwood School Primary Center. These screening appointments occur in the spring and summer prior to the school year beginning in August.

Current Student in District Enrollment and Registration

Parents need to register their students each summer preceding their child's attendance in August. General registration of all students is primarily an online process. Advanced notice for registration dates is announced through the school's communication methods explained in the proceeding section.

Returning Student Enrollment and Registration

Parents with children returning to Johnsburg School District 12 after a period of time enrolled in another educational institution will need to visit the District Administration Center to complete a registration packet. All returning students will need to produce proof of residency prior to beginning school. Proof of residency can include one of the following: Utility Bill; Tax Bill; Home Owner's Policy; Mortgage / Lease Document. Additionally the District will request an Illinois Withdrawal for Student in Good Standing Form from the previous institution.

Communications Procedures

Johnsburg School District 12 supports direct and clear communications to our community members and parents. Seeking answers to questions or resolutions to problems is encouraged through traditional communication methods starting with the teacher and the building principal. If a parent or community members has a concern that is not satisfied at the local school level, individuals are encouraged to contact the District Superintendent, Dr. Dan Johnson at (815) 385-6916 or via e-mail at djohnson@johnsburg12.org.

Methods of Communication

Our District uses several methods of communication that take advantage of available technology resources that the District has acquired. In addition, our schools and District offices commonly use traditional methods of communicating when suitable. Each of these methods is explained within this section to inform our parents and community members of the different methods that our schools and District offices utilize to communicate.

Skyward Message Center

Our student information database, Skyward, allows schools and faculty members to send e-mails to parents based on the information provided during the registration process in the Fall. E-mails that are sent out always include your child's name in the body of the message to limit the likelihood of these important messages being captured by your internet service providers SPAM folder.

AlertNow Telephone Messages

Johnsburg Schools subscribe to a service called AlertNow, that enables our faculty and staff to contact each household by telephone with a pre-recorded message. When the system is utilized, a telephone call will be received by each parent with a telephone number within a designated 30-minute time period. The AlertNow system recognizes when a voicemail system answers the call, and will not play the message until the voicemail greeting has concluded. In addition, if a phone line is busy the system will attempt to contact the household four (4) additional times in an effort to reach each household.

Web Site Parent Corner

Our District website (accessible at, www.johnsburg12.org) and all of our school websites feature a **Parent Corner**. The contains all of the special event notifications, school and District notices, forms and resource information for parents and community members. Parents are encouraged to regularly visit the Parent Corner for the latest information regarding your child's school.

Info 12 Quarterly Newsletter

Info 12 is the official newsletter of Johnsbury School District 12. This publication is distributed four times annually (September, December, March, June) via US mail to all households within the District boundaries. This newsletter features articles from each of the District departments and school buildings, and is written as a resource for community members and parents.

US Mail and E-Mail

Our offices and utilize US mail when corresponding with parents that do not have access to electronic messages (e-mail). We also utilize US mail when corresponding with parents and community members in situations where US mail is required by law, or in situations deemed appropriate by the Board of Education or Administration. Due to the rising costs in postal services, the District has made efforts to decrease the amount of correspondence we send using traditional US mail methods, and supplement much of our correspondence with e-mail.

Telephone Calls

Schools and District offices are encouraged to contact parents and community members via telephone whenever an issues arises that would be best communicated by voice communication. Often times these communications will also be submitted via other forms of communication (e-mail and / or US mail).

“Backpack” Publications

Our schools receive a variety of publications or correspondence items that are sent home with students in their “backpacks”. Some items sent home include: community advertisements, school event information, discipline referral forms.

Common Situations Warranting Mass-Communication

There are several situations that are commonplace in a school environment, where the District has outlined a set of communications expectations for administrators, faculty and staff members. These situations have been defined below.

Situation	Communications Expectation
Emergency School Closing	<p>In cases of bad weather and other local emergencies, an automated telephone call system will be activated and notices will be placed on the front page of the District website and all school websites. School closings for any reason will be announced by 6:30 AM.</p> <p>If we dismiss early for an emergency, all after-school functions are automatically cancelled.</p>
Cancellation of School Activities	<p>If a school activity needs to be cancelled, a notice will be posted on the school website and a message will be sent through electronic mail to all parents in the school. Additionally, parents may receive an automated phone message through the AlertNow System.</p>

Medical Issue or Illness Present in School Building	In the case of a medical issue or illness that has been deemed serious by the school administration and / or the Illinois Department of Public Health, a notice will be immediately posted on the school website. Additionally, a notice will be sent home with students either through electronic mail or in a backpack flyer.
Disruption in Transportation Service	If a disruption in transportation service occurs, parents will be contacted by telephone to notify them of any incident or service delay that has occurred.
Parent Events and Important Notifications Regarding Enrollment and Assessments	All parent notifications for currently enrolled students will be sent electronically unless paper notifications have been requested by the family at time of registration. In addition to the electronic messages, parents will also receive reminder phone messages through the automated AlertNow system.

Visitors

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

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

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

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Dr. Dan Johnson, Superintendent.

Animals on School Property

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

School Volunteers

All school volunteers must complete the “Volunteer Information Form” (accessible from our District website in the **Parent Corner**) and be approved by the school 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.

Some volunteer opportunities for parents include:

- Assisting classroom teachers during classroom activities;
- Coordinating events and activities during classroom parties;
- Chaperoning field trips;
- Assisting with field day activities;
- Supporting PTO-sponsored events;
- Assisting with extra-curricular activities.

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 using the list in the school directory. Neither staff members nor the office will release addresses and phone numbers of students who are not listed in the school directory.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and in original packaging. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration or use of a microwave, 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.

Some recommended* treats and snacks include:

- Fruits
- Applesauce (Unsweetened) and Fruit Cups
- Dried Fruit
- Vegetables
- Whole Wheat Bread, Crackers or Cereals
- Popcorn
- Tortilla Chips
- Granola Bars
- Nuts or Trail Mix

* Derived from the Center for Science in the Public Interest, 2011

Video and Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Director of Student Services or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal of your child's school either by e-mail or telephone.

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

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

If you have any questions regarding your child's food allergies and would like to speak to a school official, please contact the nurse at your child's school. If you need further assistance, please contact the Student Services Office located in the District Administration Center.

Care of Students with Diabetes

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

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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.

Attendance

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

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

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. A building administrator must approve pre-arranged excused absences. The school may require documentation explaining the reason for any student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction / Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Grading and Promotion

School report cards are issued to students on a semester basis for pre-kindergarten and kindergarten; and a quarter basis for grades 1 - 12. Reports cards are automatically provided in paper form for students in pre-kindergarten thru grade 4, they are also available electronically for grades 3 and 4. Report cards are accessible electronically through Skyward Family Access for students in grades 5 – 12. If you have a student in grades 5 – 12, you may fill out the Request for Paper Correspondence Form available on the District website. For questions regarding grades, please contact the classroom teacher.

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

District Grading Scale

For students in Pre Kindergarten and Kindergarten, a report is sent out twice a year at the end of the second and fourth quarters. For students in grades 1 – 2, the academic year is divided into four quarters. A report card is issued each quarter and 5, 4, 3, 2, 1 and N/A assessments are given. On the report card students will find an assessment for each standard that is evaluated.

The following is the evaluation criteria used to evaluate each standard in grades Pre-Kindergarten – 2:

5	Exceeds Standard	Consistently grasps, applies and extends key concepts, processes and skills. Works beyond stated goals.
4	Meets Standard	Grasps and applies key concepts, processes and skills. Meets stated goals.
3	Approaching Standard	Beginning to grasp and apply key concepts, processes and skills Working towards stated goal.
2	Approaching Standard with Support	Beginning to grasp and apply key concepts, processes and skills Working towards stated goal with support.
1	Needs Support	Not grasping key concepts, processes and essential skills. Areas of concern that requires support.
N/A		Not Assessed at this Time

For students in grades 3 – 12, the academic year is divided into four quarters. A report card is issued each quarter and A, B, C, D, and F grades are given. On the report card the student will find an achievement grade which compares his/her work with what he/she is capable of doing for each subject.

The following is the achievement (10-point) grading scale for grades 3 – 12:

A	90% - 100%	Student's work is outstanding in his/her achievement of the expectations and objectives of this class (Outstanding)
B	80% - 89.9%	Student's work exceeds the expectations of this class (Above Average)
C	70% - 79.9%	Student's work meets expectations and objectives of the class (Average)
D	60% - 69.9%	Student's work only partially fulfills expectations and objectives of this class (Below Average)
F	59.9% and Below	Student's work does not meet the minimal standards for the class (Unacceptable Performance)

Basically, reporting occurs in two areas: (a) cognitive is skill development which relates performance of objectives and reflects on what he/she has learned and (b) non-cognitive includes study habits, social behavior, attitudes, participation and completion of assignments.

A special effort is made to notify parents as early as possible when a student's progress and accomplishments are below expected levels of performance. Mid-term progress reports are used if a student is in danger of receiving an evaluation mark indicating work is below expected standards or teacher expectation. This report is mailed to parents and may be used at any time the student's performance merits it.

In addition to student progress reports, parent teacher conferences (P.T.C.'s) are scheduled twice a year (refer to school calendar for exact dates). Individual conferences can be scheduled with your child's teacher any time throughout the year, however, and is encouraged if you have any questions about your child's progress.

Placement

The primary goal of student placement is to achieve class balance. To achieve this goal, many factors require consideration. The initial consideration in placement is to have students in classrooms where program design meets individual special needs. Following program and need priorities, the rule of thumb is to create heterogeneous classes that have a balance based on student performance, behavior and interest.

Past practices have led to the misconception that parent requests for a specific teacher are honored. This is not the case. It has become increasingly more difficult to honor requests, if they are made. The primary goal in placement is for the coming year principal to balance classes based on student academic, behavioral and social needs, as best described by the child's current year teacher/s, and the program organization needed to meet those needs.

The placement procedure is an elaborate one completed manually by the educational team. Placement is not the result of random computer generated lists. Because of this, parent requests for a specific teacher cannot be granted. If you feel that in spite of these limitations a specific placement is needed for your child, describe the needs of your child in detail and request in writing the environment you desire for your child to meet those needs. Please focus only on the environment in which you feel your child is most successful. These descriptive requests must be submitted to the building principal by spring break.

Parents are asked to not put their child's current year teacher on the spot by asking them to make a teacher recommendation for the next year. Teachers don't have the opportunity to observe their colleagues directly in terms of classroom instructional performance. That is the principal's responsibility. It puts an individual in an awkward position when asked to identify another specific individual teacher. Keeping classroom load balance is a key to maximizing all teachers' time to spend with individual students. Everyone has their strengths and weaknesses and matching students to an environment that meets their needs is crucial. The principal has the best overall perspective to create balanced class loads.

Identification of Students

Because we recognize this need, an Accelerated and Enriched Program (A & E) was established in our District in 1968. The following criteria are used to identify the talented students within Johnsbury School District 12.

Criteria A: Classroom Observation

Classroom teachers are asked to evaluate students on the basis of the classroom teacher behavior checklist.

Criteria B: Testing Situation

Classroom teachers and school administration complete an A & E Matrix that consists of the following information:

Data from Grade 2

Local Assessments
Classroom performance
AIMSweb Testing (Benchmarking Assessments)

Data from Grades 3 – 5

Local Assessments
Classroom performance
AIMSweb Testing (Benchmarking Assessments)
ISAT Results (Reading, Math, Writing)

*Note: The A & E teacher has the pre-emptive right to extend a student's enrollment in the program despite the qualifying point total.

Results of these assessments are used to be certain that students at all levels and in all programs receive appropriately challenging materials in the Johnsborg Schools. Selection for the accelerated and enriched program will be made based on a point system (i.e.: a matrix). Our selection procedure is reviewed yearly to better serve our students. Parents or community members wishing information about this testing or any other aspect of the District's A & E program are invited to call the Curriculum Director at (815) 344-5908.

Homework

Homework consists of activities designated by the teacher to be done outside the regular classroom in order to further the educational pursuits of the curriculum. Homework as referred to in this policy refers to tasks that are considered appropriate to be assigned to students or completion in study hall or at home. Homework is not to be considered the completion of work that was expected to be done during the school day. The completion of work that students have neglected to do during the regular school setting will add time to the expected normal homework assigned on a regular basis by the teacher.

Purpose of Homework

There are many valid purposes of homework. Homework can be practice examples of an assignment that has already been taught. It can be a preparation activity for a new concept. Homework can be an extension of class activities that urges the student to do an imaginative application of the concept. Homework can also have the valid purpose of providing for communication to the parents of the type and level of work that their sons and daughters are doing in the classroom. This is especially true when we enlist the parents as fellow readers with their sons and daughters at the early grade levels.

Expectations of Amounts of Homework

The purpose of this policy is to set a reasonable guide for parents and staff as an appropriate expected amount of homework at each grade level. It is noted that on any given night, the amount of suggested homework may vary due to the particular needs of the teacher or the students in the classroom. It should also be noted that at the junior and senior high level the amount of homework will vary depending on whether the students have a study hall and/or to some degree the nature of the elective courses they have chosen. The guideline for the amount of homework that parents should expect their sons and daughters to be assigned each evening is as follows:

1st grade	-	15 minutes per night
2nd grade	-	20 minutes per night
3rd grade	-	25 minutes per night
4th grade	-	30 minutes per night
5th grade	-	35 minutes per night
6th, 7th and 8th grade	-	45 minutes per night
9 th – 12 th Grade	-	60 minutes per night

Every student in grades 3 – 12 is provided an agenda on the first day of school. The agenda is to be taken home each day, so the parent/guardian can review assignments, homework and/or topics of study.

Summary

It is a goal of the District's homework policy to encourage students to extend the learning environment from the classroom into their homes. It is our purpose to unite with parents in sharing some of the topics that are being discussed and learned in the classroom. This effort by students and their families will contribute to the raising of expectations for the performance of the individual students and the entire school system.

Exemption from Physical Education Requirement

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in a recognized school athletic team and the student does not have a designated study hall period;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact our Director of Student Services.

Early Graduation for Johnsbury High School Students

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Students must petition for graduation prior to the conclusion of their seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to conclusion of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Graduation Requirements for Johnsbury High School Students

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. A minimum of 23 credits is required to graduate from Johnsbury High School and each semester of a class is worth .5 credits. It is required that students take a minimum of six credits per semester.
2. Completing all District graduation requirements.
3. Completing all courses described below, as determined by when the student entered the 9th grade.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Taking the Prairie State Achievement Examination

All students are also required to earn the designated credits as identified below:

- 4 credits of language arts.
- 2 credits of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
- 3 credits of mathematics, one of which must be Algebra I and Geometry.
- 2 credits of science.
- 2 credits of social studies, of which at least 1 credit must be U.S. History and .5 credit of American Government.
- 1 credit chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- 3.5 credits of Physical Education/weight training.
- .5 credit of Health
- .5 credit of Consumer Education

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program.

Fines, Fees and Charges; Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. The Fee Waiver Application Form can be obtained available on the District website in the **Parent Corner**. For more information, please contact the District Administration Center at (815) 385-6916. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the business manager or the applicable building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

Student Insurance

The school district has purchased a standard accident insurance program that covers your child for injuries incurred while participating in school sponsored and supervised activities, including sports. This program pays benefits with no deductibles. Because accidents also occur away from school, our district has approved for your consideration the following plans:

- **24 HOUR COVERAGE:** Around the clock accident coverage for your child anywhere in the world; protection during vacation, weekends, and school days, as well as all travel.
- **24 HOUR DENTAL ACCIDENT COVERAGE:** Brochures and applications for these plans will be available at our August registration.

These plans provide secondary coverage and will pay benefits after your primary health insurance has concluded participations in the claim. If you have any questions, please call the plan administrator, ZEVITZ-REDFIELD & ASSOCIATES, 312-346-7460 and 847-374-0888.

School Lunch Program

Lunch is served every school day in each building except when there is early dismissal. A student may bring a sack lunch from home or may purchase a school lunch for \$2.50 and/or milk for \$0.35. Lunch may be purchased on a weekly basis for \$12.50.

Menus with complete nutritional information for our lunch program are accessible from each school website. To access current and upcoming lunch menus, select the **Lunch** option under the **School Information Menu** on any of our school's websites.

Free or reduced price meals are available for qualifying students. For an application, please contact the the Directors Center at (815) 344-3803.

Bus Transportation

The district provides bus transportation to and from school for all students. Students will be assigned to a bus stop based on the information provided at the time of registration. Parents will have the opportunity to define a pickup location that is not their home address, but can only select one stop for all five school days. All transportation information is accessible from each school's website. To access your child's transportation information, select the **Parent Corner** graphic on any school website page, and log into **Skyward Family Access**. If you have issues with logging in, please contact your child's school office.

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 bus conduct report, student bus problems will be investigated and handled by the building administration.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
2. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
3. Do not move from one seat to another while on the bus.
4. Keep all parts of the body and all objects inside the bus.
5. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
6. Enter and exit the bus only when the bus is fully stopped.
7. Use emergency door only in an emergency. In the event of emergency, stay on the bus and await instructions from the bus driver.
8. Keep the bus neat and clean.
9. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
10. Eating is not permitted on the bus.
11. Parents will be liable for any defacing or damage students do to the bus.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

For questions regarding school transportation issues, contact the District's Transportation Specialist at (815) 385-5767.

Student Parking at Johnsburg High School

Students may park their vehicles in the front and rear parking lots of Johnsburg High School in their assigned parking space. Vehicles must be parked between the lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Non-numbered parking spots or those designated as visitor spaces are not for use by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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

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

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

Visitor Parking

Each of our school buildings and office locations have spaces available for visitors. Some of our buildings have designated parent or visitor parking spots. We remind our visitors that vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Immunization, Health, Eye and Dental Examination

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

Eye Examination

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

Dental Examination

All children entering 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. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

Student Medication

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

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 District Authorization to Distribute Medication 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed a District Authorization to Distribute Medication Form available on the District website in the **Parent Corner**. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Guidance and Counseling for High School Students

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Guidance and Counseling for Elementary and Junior High Students

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

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, 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.

Communicable Disease

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 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.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- 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.

- Depending on the situation, the entire school community will be notified of the disease and the steps the District is taking to prevent the spreading of any disease.

Head Lice

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

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

General Building Conduct

Students shall not arrive at school more than 45 minutes before classes begin, and students. While students are at school or school activities the following rules shall apply, and failure to abide by the rules may result in discipline:

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

Prohibited Student Conduct

The following conduct is prohibited:

1. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
2. Using, possessing, distributing, purchasing, or selling:
3. Any illegal drug, controlled substance, or cannabis (including
4. marijuana and hashish).
5. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
6. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
7. 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.
8. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
9. 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.

10. 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.
11. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
12. Using or possessing an electronic paging device.
13. Using a cellular telephone, 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. All cell phones and similar 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
14. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
15. Disobeying rules of student conduct or directives from staff members or school officials.
16. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
17. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
18. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
19. Being absent without a recognized excuse.
20. Being involved with any public school fraternity, sorority, or secret society.
21. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
22. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
24. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, 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 phone.
25. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.

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.

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.

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 an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

School Dress Code and School Appearance

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

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

Individual Student-Related Communication and Discipline Matrix

Situations will arise when a school employee will need to communicate with the parents of a child. These situations may be related to several situations that have been outlined below, along with the related communication expectations. Additionally, a discipline matrix is listed outlining **potential** disciplinary actions that **will be considered** for the violation that occurs. We remind our parents that each situation is evaluated by a building administrator on a case-by-case basis, taking into consideration individual student needs.

Bullying

Bullying is when one person repeatedly uses power in a willful manner with the intent of hurting another person. Repeated exposure over time to negative actions – verbal, written, electronic, or physical aggression, social alienation or intimidation of others is considered bullying. Allegations of bullying will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to Detention(s) • Parent Contact • Social Work Contact for Perpetrator and Victim 	<ul style="list-style-type: none"> • Student Conference • 2 Hour Wednesday Detention(s) • Parent Contact • Social Work Contact for Perpetrator and Victim 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Friday Detention to 4 Day OSS • Possible loss of social privileges • Parent Contact • Social Work Contact • Guidance Counselor Contact for Perpetrator and Victim
Second Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Detention(s) to ISS(s) • Parent Conference • Social Work Contact for Perpetrator and Victim 	<ul style="list-style-type: none"> • Student Conference • 2 Hour Wednesday Detention(s) to ASDA(s) • Parent Contact • Social Work Contact for Perpetrator and Victim 	<ul style="list-style-type: none"> • Student Conference • 5-9 Day OSS • Loss of social privileges • Parent Conference • Social Work Regularly Scheduled Contact • Participate in bullying intervention program
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Conference • Problem Solving Team Referral 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • ISS(s) to 3 Day OSS • Parent Conference • Social Work Contact for Perpetrator and Victim • Review by Board of Education for Possible Expulsion 	<ul style="list-style-type: none"> • Student Conference • ASDA to 5 Day OSS • Parent Conference • Review by Board of Education for Possible Expulsion 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Parent Conference • Review by Board of Education for Possible Expulsion

Dangerous Behavior

Dangerous behaviors are those that reasonably could result in injury to self, another student or staff member. Allegations of dangerous behavior will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to Detention(s) • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 1 Hour Detention(s) • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Friday Detention to 4 Day OSS • Possible loss of social privileges • Parent Contact • Possible Social Work Contact
Second Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Detention(s) to ISS(s) • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 2 Hour Detention(s) to ASDA(s) • Parent Contact • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 5-9 Day OSS • Loss of social privileges • Parent Conference • Social Work Contact
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Conference • Problem Solving Team Referral 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • ISS(s) to 3 Day OSS • Parent Conference • Social Work Contact • Review by Board of Education for Possible Expulsion 	<ul style="list-style-type: none"> • Student Conference • ASDA to 3 Day OSS • Parent Conference • Review by Board of Education for Possible Expulsion 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Parent Conference • Review by Board of Education for Possible Expulsion

Fighting

Fighting is aggressive, hostile, physical contact between students. Students who retaliate to defend themselves will receive consequences as well. Allegations of fighting will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to Possible Detention(s) • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 3 Day OSS • Parent Contact • Possible Police Involvement • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 5-9 Day OSS • Parent Conference • Possible Police Involvement • Social Work Contact • Possible Loss of Social Privileges
Second Referral	<ul style="list-style-type: none"> • Student Conference • 1-3 Day OSS • Restitution / Apology • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • 1-3 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 3-5 Day OSS • Parent Conference • Possible Police Involvement • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Parent Conference • Police Involvement • Social Work Contact • Loss of Social Privileges • Review by Board of Education for Possible Expulsion Considered
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • 3-5 Day OSS • Restitution / Apology • Parent Conference • Social Work Contact • Problem Solving Team Referral 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • 3-5 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 5-10 Day OSS • Parent Conference • Police Involvement • Social Work Contact • Review by Board of Education for Possible Expulsion 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Parent Conference • Police Involvement • Social Work Contact • Loss of Social Privileges • Review by Board of Education for Possible Expulsion

Harassment

Harassment means any unwelcome advance(s) of a verbal or physical nature that interferes with a student's school performance or creates a hostile, intimidating or offensive environment for the student. Harassment is typically an act repeated over time. Examples of prohibited conduct include name-calling, using racially embedded words, derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice. Allegations of harassment will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to Detention(s) • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 1 Hour Detention • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Friday Detention to 4 Day OSS • Possible loss of social privileges • Parent Contact • Possible Social Work Contact
Second Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to 1 Day ISS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Detention(s) to 1 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 2 Hour Detention to 1 Day OSS • Parent Contact • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 5-9 Day OSS • Loss of social privileges • Possible Police Contact • Parent Conference • Social Work Contact
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • 1-3 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • 3-5 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 3-10 Day OSS • Parent Conference • Social Work Contact • Review by Board of Education for Possible Expulsion Considered 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Possible Police Contact • Parent Conference • Review by Board of Education for Possible Expulsion

Inappropriate Behavior

Inappropriate behavior is any action, behavior, or activity that does not conform to normal expectations in the school setting or infringes upon the rights of a member of the school community. Allegations of inappropriate behavior will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to Detention(s) • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 1 Hour Detention • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Friday Detention to 4 Day OSS • Possible loss of social privileges • Parent Contact • Possible Social Work Contact
Second Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Detention(s) to 1 Day ISS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 2 Hour Detention to 1 Day OSS • Parent Contact • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 3 Hour Friday Detention to 9 Day OSS • Possible loss of social privileges • Parent Conference/Contact • Possible Social Work Contact

Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to 1 Day ISS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • ISS to 3 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • ASDA to 10 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 1 Day OSS to 10 Day OSS • Parent Conference • Review by Board of Education for Possible Expulsion Considered
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Insubordination / Disrespect

Insubordination is the failure / refusal to respond to or carry out a reasonable request by authorized school personnel. **Disrespect** is to call any member of the school or district staff derogatory names, dishonor, or abuse verbally or in writing; disregard for authority; uncooperative behavior. Allegations of insubordination / disrespect will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to Detention(s) • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 2 Hour Detention • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Friday Detention to 4 Day OSS • Possible loss of social privileges • Parent Contact
Second Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Detention(s) to 1 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • ASDAs to 3 Day OSS • Parent Contact • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 3 Hour Friday Detention to 9 Day OSS • Possible loss of social privileges • Parent Conference/Contact • Possible Social Work Contact
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • Loss of Privileges to 1 Day ISS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Restitution / Apology • ISS to 5 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 1 to 10 Day OSS • Parent Conference • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • 1 Day OSS to 10 Day OSS • Parent Conference • Review by Board of Education for Possible Expulsion Considered

Smoking / Possession of Smoking Paraphernalia / Material

The use of or possession of tobacco products on school property including cigarettes, cigars, pipes, tobacco, or smokeless or “chewing” tobacco is prohibited. This includes all smoking paraphernalia. Circumstances may result in referral for Gross Disobedience and Misconduct. Allegations will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Loss of Privileges • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • 1 Day ISS to 3 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1-5 Day OSS • Possible Police Involvement • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Detention to 4 Day OSS • Possible Police Involvement • Possible loss of social privileges • Parent Contact or Conference

Second Referral	<ul style="list-style-type: none"> • Student Conference • 1 Day ISS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1-5 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 5-10 Day OSS • Possible Police Involvement • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • 4 – 9 Day OSS • Police Involvement • Possible loss of social privileges • Parent Conference
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • 1-3 Day OSS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 5-10 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact • Inform Board of Education and Recommend Additional Suspension(s) or possible Expulsion or Alternative Placement 	<ul style="list-style-type: none"> • Student Conference • Possible Police Involvement • Parent Conference • Inform Board of Education and Recommend Additional Suspension(s) or possible Expulsion or Alternative Placement 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Police Involvement • Loss of social privileges • Parent Conference • Review by Board of Education for Possible Expulsion Considered

Possession / Use of Drugs / Alcohol / Prescription Drugs including Paraphernalia or Look-A-Likes

User of possession of a drug related substance. This includes but is not limited to, marijuana, amphetamines, barbiturates, alcohol, caffeine pills and look-a-likes, prescription medications or inhalants, and any drug paraphernalia (pipes, rolling papers). Allegations will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Parent Conference • Police Involvement • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • 1-5 Day OSS • Police Involvement • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • 5-10 Day OSS • Police Involvement 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • Police Involvement • Loss of Social Privileges • 10 Day OSS with Possible Review by Board of Education for Possible Expulsion • Suspension may be reduced to 5 Day OSS upon completion of parent-initiated substance abuse assessment within one week of incident.
Second Referral	<ul style="list-style-type: none"> • Student Conference • 1 Day ISS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • 10 Day OSS or 6 Day OSS with a parent-initiated substance abuse assessment within one week of incident. • Police Involvement • Social Work Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • 10 Day OSS or 6 Day OSS with a parent-initiated substance abuse assessment within one week of incident. • Police Involvement 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • Police Involvement • 10 Day OSS with Review by Board of Education for Possible Expulsion or Outplacement
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • 1-5 Day OSS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • Police Involvement • Social Work Contact • 10 Day OSS with Review by Board of Education for Possible Expulsion or Outplacement 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • 10 Day OSS with Review by Board of Education for Possible Expulsion or Outplacement • Police Involvement 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • Police Involvement • 10 Day OSS with Review by Board of Education for Possible Expulsion or Outplacement

* The transfer or transaction of any drug-related substance may result in 10 day suspension and possible expulsion.

Theft

Theft is the act of taking or acquiring property of others or other school property without consent / permission. Allegations of theft will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Loss of Privileges • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • Detention(s) – 3 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1 Hour Detention to 5 Day OSS • Possible Police Involvement • Parent Contact or Conference 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Detention to 4 Day OSS • Possible Police Involvement • Possible loss of social privileges • Parent Contact or Conference
Second Referral	<ul style="list-style-type: none"> • Student Conference • 1 Day ISS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1-5 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1-9 Day OSS • Possible Police Involvement • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • 4 – 9 Day OSS • Police Involvement • Loss of social privileges • Parent Conference
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • 1-3 Day OSS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 5-10 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact • Inform Board of Education and Recommend Additional Suspension(s) or possible Expulsion or Alternative Placement 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Possible Police Involvement • Parent Conference • Inform Board of Education and Recommend Additional Suspension(s) or possible Expulsion or Alternative Placement 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Police Involvement • Loss of social privileges • Parent Conference • Review by Board of Education for Possible Expulsion Considered

Threatening Behavior

Threatening behavior is the act of physical, verbal, written communication or gestures that jeopardize the well being, health or safety of any person. Based on the seriousness of the threat it may be considered Gross Disobedience and Misconduct on the matrix. Allegations of threatening behavior will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Loss of Privileges • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • Detention(s) – 3 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1 Hour Detention to 5 Day OSS • Possible Police Involvement • Parent Contact or Conference 	<ul style="list-style-type: none"> • Student Conference • 1.5 Hour Detention to 4 Day OSS • Possible Police Involvement • Possible loss of social privileges • Parent Contact or Conference
Second Referral	<ul style="list-style-type: none"> • Student Conference • 1 Day ISS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1-5 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 1-9 Day OSS • Possible Police Involvement • Parent Conference 	<ul style="list-style-type: none"> • Student Conference • 4 – 9 Day OSS • Police Involvement • Loss of social privileges • Parent Conference

Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • 1-3 Day OSS • Parent Conference • Social Worker Contact 	<ul style="list-style-type: none"> • Student Conference • 5-10 Day OSS • Possible Police Involvement • Parent Conference • Social Worker Contact • Inform Board of Education and Recommend Additional Suspension(s) or possible Expulsion or Alternative Placement 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Possible Police Involvement • Parent Conference • Inform Board of Education and Recommend Additional Suspension(s) or possible Expulsion or Alternative Placement 	<ul style="list-style-type: none"> • Student Conference • 10 Day OSS • Police Involvement • Loss of social privileges • Parent Conference • Review by Board of Education for Possible Expulsion Considered
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Bus Conduct Referrals

The Johnsburg School District 12 Transportation Department reports student discipline matters through bus conduct reports submitted to the school building administration. Either the school principal or their designee will meet with the student to address any bus conduct issues and assign any discipline. Only school building administrators will issue consequences or bus suspensions. Allegations of bus misconduct will be investigated and consequences may follow as a result of an investigation.

	Ringwood School Primary Center	James C. Bush Elementary School	Johnsburg Junior High School	Johnsburg High School
First Referral	<ul style="list-style-type: none"> • Student Conference • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Contact • Warning to 1 Hour Detention 	<ul style="list-style-type: none"> • Student Conference • Parent Contact • 1.5 Hour Detention up to Bus Suspension
Second Referral	<ul style="list-style-type: none"> • Student Conference • Parent Contact 	<ul style="list-style-type: none"> • Student Conference • Parent Contact • Detention(s) 	<ul style="list-style-type: none"> • Student Conference • Parent Contact • 1 Hour Detention 	<ul style="list-style-type: none"> • Student Conference • Parent Contact • 3 Hour Friday Detention to 5 Day Bus Suspension
Any Subsequent Referral	<ul style="list-style-type: none"> • Student Conference • Parent Contact • 5 – 10 Day Bus Suspension 	<ul style="list-style-type: none"> • Student Conference • Parent Contact • 5 – 10 Day Bus Suspension 	<ul style="list-style-type: none"> • Student Conference • Parent Contact • 5 – 10 Day Bus Suspension 	<ul style="list-style-type: none"> • Student Conference • Parent Conference • 5 – 10 Day Bus Suspension

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 authority to give permission. 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.

School-Specific Activities

Ringwood School Primary Center and James C. Bush Elementary School Holiday Activities

- All classrooms in these buildings have three (3) special activity days, which are held on Halloween, Christmas, and Valentine's Day.
- On Halloween, costumes may be worn by kindergarten through fourth grade students. (Students must dress at school. Students are not allowed to wear their costumes on the bus.)
- At Christmas time, individual buildings have selected voluntary donation activities to replace grab bag gift activities. Students and parents are notified via bulletin of activity selected.
- Refreshments and games (if included) on special activity days are planned and prepared by volunteer room parents, sponsored by the P.T.O. Each child makes a donation at the beginning of the year that covers the cost of special activities and refreshments.

Eighth Grade Great America Trip

The eighth grade class trip has customarily been taken near the end of the school year. This event is planned for all eligible eighth graders. A letter concerning cost, date, etc., is sent in April. Eligibility for the trip is based on several factors, including behavior, and all fines, fees and charges being paid. Academic eligibility and mitigating circumstances regarding a student's eligibility are at the discretion of the principal. Students are expected to attend school on this day. Students not eligible to participate in the graduation ceremony due to academics may not be eligible to attend the 8th grade dance or go to Great America for the 8th grade trip. (See district retention policy.) Any student not eligible, who goes to Great America, will serve 10 hours of school service when the school year is over. Please refer to the Johnsbury Junior High School Student Handbook for additional specific information on activities, graduation, etc.

Instructional Technology 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.**

Unacceptable Use

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

- 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;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- 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;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- 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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that if you are provided with an electronic mail (e-mail) account, messages associated with that account are not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties

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

Indemnification

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or 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. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

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

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- For each re-publication (on a Web site 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.
- Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

The Johnsburg School District 12 E-mail system is owned and controlled by the school and district. E-mail can be provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- 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.
- Use of the electronic mail system constitutes consent to these regulations.

Use of Personal Technology Devices

Johnsburg School District 12 operates a wired and wireless local area network that provides access to the external Internet. Access to these networks is provided primarily through District-owned resources. Students that are permitted by the classroom teachers and school administration to utilize their own personal technology devices for curricular purposes must abide by the following policies:

- For reading purposes, students are permitted to possess and utilize single-function devices such as the Amazon Kindle.
- For curricular purposes only, students may be permitted to possess multifunction devices such as the Barnes and Noble Nook or Apple iPad or iPod with the permission of their classroom teacher(s) and school administration.
- Students are not permitted to utilize a multifunction device (iPhone, Blackberry, Android Device, etc.) during the school day with cellular capability that may be distracting to the educational environment.
- Students are not permitted to access the school's wireless network (known as Johnsburg Wireless), without the permission of the Instructional Technology Department. Students are never permitted to access the school's wired local area network without the express permission of the Director of Instructional Technology.

Students who choose to bring and/or use personal technology devices to school, do so at their own risk; the District and school will not assume any responsibility if these items are lost, stolen, damaged or corrupted. In no situation are students required to bring personal technology devices to school.

Guidelines for Student Distribution of Non-School-Sponsored Publications for Johnsburg High School Students

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:

- 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.
- 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.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- 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 a copyright;
 - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Parent and Student Handbook;
 - Is reasonably viewed as promoting illegal drug use; or
- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, 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 a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Guidelines for Student Distribution of Non-School-Sponsored Publications for Ringwood School Primary Center, James C. Bush Elementary School and Johnsborg Junior High School Students

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:

- 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.
- 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.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

- 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 a copyright;
 - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - Is reasonably viewed as promoting illegal drug use; or
 - Is primarily prepared by non-students.
- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, 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 a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or
- Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by 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" includes school liaison police officers.

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

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

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

Students

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

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.

Attendance at School Dances for Johnsburg High School Students

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under age 20.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

- Use, possess, distribute, purchase, or sell tobacco materials;
- Use, possess, distribute, purchase, or sell alcoholic beverages;
- Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon;
- Vandalize or steal;
- Haze other students;
- Behave in a manner that is detrimental to the good of the school; or
- Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Attendance at School Dances for Johnsburg Junior High School Students

During the school year the junior high sponsors dances as social events designed to provide a healthy atmosphere in which our young people can socialize. These events are well supervised.

- All school rules will be in effect during the dance.
- Students cannot leave the school building before the end of the dance unless accompanied by an adult, or given approval to leave the dance.
- Students not picked up within 15 minutes after the dance may forfeit their opportunity to attend the next dance.
- Students must be in attendance at school to attend the dance.

Athletic Rules and Code of Conduct for Fifth Grade – High School Students

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district.

If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IHSA and IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA [or] IESA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

Johnsburg Junior High School follows the no pass – no play rule. This means that students may not have any failing grades (grades designated with *F*). Eligibility is determined weekly each Thursday for the following week. Eligibility guidelines begin Monday and last through Sunday.

Johnsburg High School follows a mandated eligibility process as outlined by the IHSA. The criteria state that if a student has two (2) failing grades (*F*) as posted by their teacher on a Friday, that student will be ineligible beginning the Monday proceeding the eligibility check through Sunday.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions. This acknowledgement is good for one academic year.

Students participating in IHSA recognized sports at Johnsburg High School must also have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances; and
2. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco

product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect for Johnsburg High School Students

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Rules in Effect for Johnsburg Junior High School Students

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Education of Students with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 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 Director of Student Services.

Discipline of Students with Disabilities

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

Exemption from Physical Education Requirement for Students with an IEP

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

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

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

Certificate of High School Completion

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

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.

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

- 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;
- Sexual behaviors or attitudes;
- 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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

Student Records

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

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the registrar (for grades pre-kindergarten – 8th grade at the District Administration Center; for high school grades at the Johnsbury High School office).**

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

- The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
- The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.

- The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
- The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should indicate this request during the student registration process, or by contacting the Johnsborg High School's registrar.

Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to request any of the above information, please contact the District Administration Center.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3 through Junior in High School will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- 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, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests; encourage students to relax on testing day.

Homeless Child's Right to Education

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

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

Information about services to support homeless students and families can be obtained by contact the District Student Services Office at (815) 385-6916.

Sex Education Instruction

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

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

Parent Involvement (Title I)

The school annually has a meeting for all parents/guardians for students who participate in Title I programs, which takes place during the school year.

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

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

The school provides parents/guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and timely responses to suggestions.

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

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

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Curriculum Director.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Curriculum Director.

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

English Language Learners

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

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

For questions related to this program or to express input in the school's English Language Learners program, contact the Curriculum Director.

School Visitation Rights

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Director of Buildings and Grounds
2222 W. Church Street
Johnsburg, IL 60051
(815) 344-2803

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.

Sexual 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.

Violent Offender Community Notification Laws

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

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

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