

Murrayville Woodson Elementary Handbook

Jacksonville School District #117
516 Jordan
Jacksonville, IL 62650
217-243-9411

Superintendent: Les Huddle
Assistant Superintendent: Carol Kilver

Board of Education

Mindy Olson, President
Ken Heaton, Vice President
Beth Fender, Secretary
Mike Lonergan
Steve Cantrell
Craig Albers
Jennifer DeWitt

Business Partners of Murrayville Woodson Elementary School

Mason's Market
First State Bank of Winchester

Murrayville Woodson Elementary School

Ms. Jennifer Dukes, Principal
307 Masters Street
Murrayville, IL 62668
Phone: 217-882-3121
Fax: 217- 882-2302
www.jsd117.org

School Attendance Times

Regular Dismissal – 7:50am - 2:15 pm
Half Day Dismissal – 7:50am -12:00 Pm
Drop Off / Pick Up – 7:45am / 2:15pm

Staff Members

Mrs. Diana Phillips, Kindergarten
Miss Ashley Lewis, 1st grade
Mrs. Alaina Rueter, 2nd grade
Mrs. Jessica Tate, 3rd grade
Mrs. Erica Helmich, 4th grade
Mrs. Gina Lowe, 5th grade
Mrs. Horton, 6th grade
Mrs. Monica Dixon, Physical Education and Health

Support Staff

Mrs. Caren Helmich, Secretary
Mrs. Heather Rhea, Kindergarten Aide
Miss Katie Symons, Reading Aide
Mrs. Diana Lewis, Media/Library Aide
Mr. Jim Baker, Head Custodian
Mrs. Pam Rees, Custodian
Mrs. Jilda Evans, Cook
Mrs. Sue McKinnon, Noon Supervisor

Other District #117 Staff Supporting Murrayville Woodson Elementary School

Mrs. DeeAnna Darr, Speech
Mrs. Melinda Reed, Band/Orchestra
Mrs. Kristine Camphouse, Band
Mrs. Janet Helmich, Vocal Music
Ms. Meg Lorton, Social Worker
Mrs. Molly Velikis, Art
Mrs. Leslie Colwell, Nurse

Transportation Department

Matt Hilsabeck
217-245-6624

Murrayville Woodson Bus Drivers

Mrs. Sharon O'Dell
Ms. Carolyn Bartz
Mr. Gerald Zoeler

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loss.

TO ALL STUDENTS AND PARENTS:

Educational Philosophy

Jacksonville School District #117 will provide an educational environment that promotes excellence and values every student.

Belief Statements

- The key to success is supported by a strong family, school and community partnership.
- Communication, Cooperation, Technology and Academic Growth are key ingredients to student success.
- All students deserve the opportunity to learn because education is highly valued.
- High educational standards, and the support to meet them, are critical to student achievement.
- All students have a shared responsibility for their own learning.
- The School District must manage financial assets in an efficient and effective manner.
- Developing lifelong learners will prepare students to adapt to future challenges.
- All staff will engage in results-driven professional development and training for continuous improvement.

Mission Statement

The Jacksonville Unit School District, a recognized leader in progressive education, engages and equips all students to achieve their unique potential through broad and diverse learning experiences.

ELEMENTARY HANDBOOK

BOOK RENTAL FEES

At the time of registration, each pupil will be assessed the book rental fee set by the Board of Education. These fees will be used to purchase textbooks and supplemental materials that will be used in the classrooms. Please contact your school for more details about these fees.

The student will be required to reimburse the district the cost of a book(s) in case of unusual damage or

BREAKFAST, LUNCH AND MILK PAYMENT

Parents may send money (any day of the week) to be applied to their child's account. Parents should pay in advance weekly, monthly, or for any amount during the year. The cost for a school lunch is \$1.75 each day (40 cents for reduced). Milk is offered for lunch at a cost of 35 cents per carton. Breakfast costs \$1.00 each day (30 cents for reduced). Breakfast will be offered each morning at 7:20 am. Breakfast will not be served after 7:35 am.

Since running account balances will be kept, parents are to make regular payments during the year to maintain a positive account balance. We strongly recommend that checks be used. Be sure to include the student's name, teacher, and what the money is for (lunch \$) on the envelope

This lunch account procedure was never intended to provide credit. The school will not allow a negative balance to exceed \$8.50. When \$8.50 indebtedness is reached, the account will be frozen and no additional charges will be allowed. Children will not be allowed to eat a Type A lunch at that point. Weekly balance statements will be sent home with your child. Call the school if you have any questions.

An application for free or reduced price lunches, as provided through the Federal School Lunch Program, is available upon request. These forms are available from your school office. Approval for free meals also includes payment of expenses for field trips. Your free lunch student may bring home an announcement for an upcoming field trip, which requests payment to cover expenses. The letter is intended for information purposes only.

INSURANCE

School insurance may be purchased at the time of registration. Two types of policies are available. The basic policy covers students during school hours, including the time in which they are traveling to and from school on the bus. Those who participate in intramural sports are also covered with this policy.

Twenty-four hour coverage is also available.

AGE OF ENTRANCE

Kindergarten

Any child whose fifth birthday is on or before September 1 of the current school year may enter kindergarten. Exception: any student who moves into the district and is currently enrolled in kindergarten in another state and whose fifth birthday will occur during the current school year. All students entering kindergarten for the first time must provide a birth certificate for our verification of the birth date, as required by law. The birth certificate will NOT be kept. It will be copied and returned.

First Grade

Any child whose sixth birthday is on or before September 1 of the current school year may enter first grade. Exception: any child who has attended a public or private Kindergarten for a full school year and whose sixth birthday will occur during the current school year may enter first grade.

Fines, Fees, and Charges:

Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of the 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 or 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. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

Dependent Children).

3. The building principal will give additional considerations where one or more of the following factors are present:
 - An illness in the family/
 - Unusual expenses such as fire, flood, storm damage, etc.;
 - Seasonal employment;
 - Emergency situations; or
 - When one or more of the parents/guardians are involved in a work stoppage.

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

DISTRICT ATTENDANCE PROCEDURE

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 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.

National studies show that the average number of school days that most students miss is six. The Illinois School Code and Juvenile Court Act consider an absentee rate of more than 5% of the last 180 school days (or an average of 9 days per year) to be at risk of not completing an education.

There is a close relationship between student attendance and academic success. If a student is not in the classroom, valuable information is lost, some of which can never be made up. School personnel and parents need to work together to ensure that students attend school on a regular basis. State aid is also directly associated to the number of students in attendance on a daily basis. The policy adopted is

oriented toward resolving student absenteeism in a cooperative fashion.

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

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call (882-3121) the school by 9:00 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 the 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.

Absences are excused for:

- Illness of a student
- Death in the family or of a close friend
- Critical illness of a near relative (mother, father, brother, sister, grandparent or corresponding step relation)
- Observance of family's religious holiday or for religious instruction
- Dental or medical appointment when prior arrangements have been made

If the absence is excused, the student will be given make-up privileges for the day(s) missed.

Absences are unexcused for

- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives

- Minor aches and pains (persistence may indicate a more serious problem)
- Other, as determined by the administrator

If the absence is unexcused, it may result in no make-up privileges.

Pre-planned Absences:

Whenever possible, the Jacksonville School District recommends that vacations are taken during school holidays or breaks. Not only is your student missing out on valuable information from the classroom, but the financial support of the district is impacted as well. **State aid is directly associated to the number of students in attendance on a daily basis.** If, for a valid reason, a parent is aware that their student is going to be out of school prior to the absence, a pre-arranged absence form must be completed. The above guidelines will determine if the absences are considered excused or unexcused. The procedures for making homework plans prior to the pre-arranged absence or making this work up upon return is up to the discretion of the teacher and building principal.

Release Time for Religious Instruction / Observation

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.

Absenteeism and Student Placement

Students with a history of frequent absences are at risk of not being eligible for special programs or extra-curricular activities. Attendance can impact on a student's placement, ability to play sports, participate in clubs and organizations, or receive special support programs. Attendance histories can also be taken into consideration during promotion and retention decisions. Therefore, it is imperative that parents and school together work to ensure those students attend school on a regular basis. Students with chronic attendance problems will be considered truant. Along with their parents, truant students will be referred to the truancy official of the Regional Superintendent of Schools.

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.

Attendance reports will be reviewed at least quarterly. **Once a student has missed six (6) days, a letter informs parents/guardians and concern is shared about their student's attendance. When a student has missed ten (10) enrolled days** for the year, a letter is mailed to the parents stating that for the remainder of the school year a licensed physician's medical excuse will be required for a student to have an excused absence.

Upon request, identified at-risk families may be referred to the Truancy Officer for follow-up. Parent and student contacts will be made by phone or home visit to discuss the attendance concerns. Failure to produce a desirable change in the student's school attendance after the following efforts have been made will result in a referral to the Morgan County Truancy Officer for possible prosecution.

ABSENTEE/HOMEWORK REQUEST PROCEDURES

When your child is absent for two consecutive days, the teacher may send homework. If you desire to pick up your child's homework or have it picked up, please notify the school before 9:30 A.M. so the teacher can have it ready for you when school is dismissed. All homework is to be picked up in the office.

TARDY PROCEDURE

If you bring your child to school, please make every effort to have your child at school by the start of the day. It is very important that each child is in his or her classroom prepared for class by the first bell. When students arrive late to school, it is disruptive to their routine and to others. Students that are tardy miss important instruction time. **When students arrive after the 7:50 am starting bell, parents must accompany student to the office to prior to going to class. The teacher will not allow the student to enter class without having first checked into the office. Beginning with the 3rd tardy, a student will lose part of his/her recess. After a**

student accumulates 5 tardies for the year, he or she will lose recess for the days when he/she is tardy.

AFTER SCHOOL PROGRAM

The Murrayville Woodson community offers an after school program. The program runs from 2:15-5:15 pm. Academic assistance is provided to students in the program. The Program's Coordinator is Kayla Anders. Please contact the school office for more information.

BICYCLES

Students who ride bikes to school are to walk the bike on and off school grounds. Bikes are to be parked as soon as the student arrives at school. It is recommended that all bicycles be locked to the bike rack in front of the school.

SCHOOL VISITATION

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

Visitors must sign in, identifying their name, the date and time of arrival and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. In recognizing the importance of the academic setting and as a courtesy to teachers, please prearrange a time to visit. This should not be considered a time to have a conference with the teacher. Cell phones must be turned off while you are in the school building. Parents should leave all items such as lunches, notes, and projects in the office. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Parents may join their children for lunch in the cafeteria. Please wait for your child to join you in the

cafeteria. **Please do not disturb the classroom.**

If there are individuals who are not to visit and/or remove your child from school, current legal documentation must be on file in the office indicating such restrictions.

EMERGENCY INFORMATION

In order to keep the records of students current, the following changes should be reported to the office: name, address, phone numbers, place of employment, emergency numbers, and bus changes.

Due to the many illnesses and accidents children have, it is imperative that the school has accurate emergency contact numbers including cell phone numbers. Answering machines are ineffective in an emergency. Emergency records are maintained in the office and are to be updated any time you feel it necessary to change the name or phone numbers.

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/guardians with a sex equity or equal opportunity concern should contact the building principal.

INVITATIONS and GIFTS

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

Students who wish to celebrate their birthday at school may bring a store purchased; prepackaged, "take home snack" that will be passed out at the end

of the school day. He or she may also choose to donate a book to the classroom library. The teacher will personalize this gift with the child's name and year.

TELEPHONE USAGE / CELL PHONE POLICY

We ask that messages be left for students only in an emergency. If there are changes in after school arrangements, please inform the school before a student's lunch period. Every effort will be made to deliver important messages. The use of telephones by students will be restricted to emergencies. Confusion over after school activities such as intramurals is not considered an emergency. Each student must have the permission of a teacher or the office staff before using a phone.

The possession and use of cell phones are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker.
2. They must be turned **off** during the school day unless (a) the supervising teacher grants permission for them to be used, (b) use of the device is provided in a student's IEP, or (c) if needed during an emergency that threatens the safety of students, staff or other individuals.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. The School District is not responsible for the loss or theft of any electronic device brought to school.

SCHOOL VOLUNTEERS

All volunteers are to complete the "Volunteer Form" annually and be approved by the school principal prior to assisting at the school. Forms are available in the office and on the school web site. Some teachers utilize parent volunteers in the classroom. Individual teachers make this decision. Teachers who desire parent volunteers will notify parents. The library is always in need of parent volunteers. Contact the Library/Media Aide. For school-wide volunteer opportunities, please contact the building principal. Volunteers are to check in at

the office to receive their visitor badge before going to the classroom.

CLASS PARTIES

Classroom parties for the entire school will be held for both Winter and Valentine's Day, as well as at the end of the year. These holiday parties are planned in conjunction with parent volunteers, which are organized by the PTO.

FIELD TRIPS

Field trips are a privilege for students. The classroom teacher prearranges field trips. At the time of registration, parents are asked to sign a permission form for field trips. The classroom teacher will notify parents about each field trip. All students are required to ride the bus to and from the field trip destination unless prior approval has been given by administration. 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 permissions 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.

CHAPERONE GUIDELINES FOR FIELD TRIPS

Prior to assisting a trip, all chaperones must complete the "Volunteer Check Form." Field trips are an extension of classroom learning. They offer a wide variety of experiences, which enhances the learning of our students. Providing a safe environment for our students during these trips is an added responsibility for teachers and chaperones. These guidelines are designed to help all chaperones provide a safe and educationally successful trip for our young learners. The classroom teacher may provide additional guidelines.

1. Chaperones are responsible for the students

the teacher has assigned to them. Chaperones are to know where their students are at all times and are never to leave students unattended.

2. Chaperones are to escort students to the restrooms and whenever possible, accompany them into the restrooms. Male and female chaperones may need to assist each other at these times.
3. Chaperones are to see that their students abide by the time schedule that is outlined for the field trip.
4. Chaperones must insure that all of their students follow the necessary and applicable safety rules on and off the bus.
5. If a student should become ill or injured, the chaperone is to notify the teacher immediately available. The chaperone is to give the responsibility of the rest of the group to another chaperone and take care of the child in need.
6. Chaperones are to direct their students to behave in a manner that allows them to best benefit from the trip. Students are to be respectful and courteous at all times. Any behavior problems are to be dealt with in a firm, consistent, and fair manner. The teacher should be informed of any behavior problems as soon as possible.
7. Chaperones are to assist the students in learning during the field trip. They are to help students understand displays, speakers, etc.
8. Chaperones are expected to follow all policies and guidelines.
9. Chaperones cannot bring other children on field trips.
10. Please refrain from bringing money for extra items such as food and gifts.

ASSEMBLIES

In-school assemblies and other school programs are

arranged by the teachers and/or the PTO with the approval of the principal. Some performances are by local groups and some are by professional groups. School-wide Award Assemblies occur quarterly. Information will be shared in the school's monthly newsletter.

EMERGENCY CLOSING

During inclement weather, please listen to any local radio or television station daily to be advised of school closings or early dismissals. (WLDS-AM 11.80; WEIA-FM 107.1; WJIL-AM 15.5; WJVO-FM 10.5) School closings for any reason will be announced by 6:30 A.M. In addition, Jacksonville has implemented an automated call-out system which will call the student's phone numbers on record for school closings. If bad weather occurs during the day (after school has begun), please listen to local stations, as the decision to dismiss will be announced prior to 11:00 A.M.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. In the event of an early dismissal, unless the school is otherwise notified, students will ride home on the same bus they rode to school in the morning. **DO NOT CALL THE SCHOOL EACH TIME THERE IS AN EARLY DISMISSAL.** If we dismiss early for an emergency, all after-school functions are automatically cancelled.

EMERGENCY BUS ROUTE INFORMATION

If it becomes necessary to run emergency bus snow routes in rural areas, the emergency routing will be in effect in for both the morning and the afternoon runs. In this case, parents are to be at the emergency stop to pick up their students. Drivers are instructed to not let students off the bus if a parent/caretaker is not present.

The following are the emergency snow routes:

1. Along Lynnville Road at 7:15-7:30, across to Winchester Blacktop and back to Route 67.
2. Woodson at 7:20-7:25.
3. Along Nortonville Blacktop at 7:25 and then to Murrayville.
4. Start on Route 67 to the Greene Count line at 7:15 and then along route 67 to Murrayville.
5. Start on Route 267 at the Scott County line at

7:30 and then along Route 267 to Murrayville.

6. All express runs from Murrayville to Turner, Routt and Jacksonville High School. Our Saviors and other schools in town will run as usual.

MUD ROUTES (SOFT ROAD CONDITIONS)

Parents should be aware that county maintained roads may be temporarily closed because of soft road conditions. District #117 buses will not travel on roads posted as closed. If the school is made aware of these closings in advance, every effort will be made to notify parents.

RECESS ATTIRE

We go outside every day unless it is raining or extremely cold. Students need to come to school dressed appropriately to play outside during recess. They should be dressed for cold weather (hats, scarves, mitts, boots, etc.). Please help your children dress appropriately for the weather.

WEATHER POLICY

Students will go outside during lunch recess whenever possible. However, the temperature/wind-chill is monitored throughout the school day. When it is considered dangerous at the time students would be outside, students will have recess inside where they will be supervised in their individual classrooms.

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 building principal or

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

READING INITIATIVES

The ability to read and understand what is read is vital to school success. Students who are struggling in reading are given the opportunity to participate in a wide range of reading programs. A reading specialist, teacher or parent may recommend a student to be screened for reading concerns and possible interventions. Parents may discuss these options with their child's teacher or the principal.

FINE ARTS

Fine Arts are an integral part of our school curriculum. Specialists are employed in these areas.

In art class, we attempt to motivate children to see, sense, recall, and to be more aware of their expanding and changing environment. Children create with paint, crayon, pastels, clay, yarn, cloth, paper, and other materials.

In music class, we attempt to develop a sense of respect for, and appreciation of music. Finding and using a child's singing voice is important in the development of music skills, attitudes, understandings, and achievements. Reading music, instrument recognition, melody playing, chord playing, and part-singing are included in the curriculum. Instrumental instruction is introduced to upper elementary students.



ELEMENTARY PHYSICAL EDUCATION

Our primary aim in elementary physical education is to help each child develop proficiency in movement skills through a wide variety of activities. The emphasis is not on extremely high degrees of skill but on efficient performance in many skills. Our physical education program is sequential with

emphasis in the primary grades upon developing adaptability, flexibility, variability, and variety in the use of basic motor skill patterns.

In the upper grades, we change to the development and refinement of specific skills in a variety of games and athletic activities. Students need to wear appropriate footwear each day for P.E. class.

SAFE TOUCH / SEX EDUCATION

The school provides prevention education / personal safety (sexual abuse prevention) to individual classrooms in an age appropriate and non-threatening manner.

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. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

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 the 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 Assistant Superintendent of Curriculum and Instruction at 243-9411.

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.

For more information, please contact your school's office and request the Homeless Liaison.

LIBRARY & MEDIA CENTER

The library center provides books for students to read for leisure as well as books and reference materials for their school projects. The Librarian Aide instructs students on the use of the learning center materials, such as the use of the computer card catalog, care of books, and the use of reference materials.

The learning center was developed to assist teachers and students in their everyday school life and to provide a central area for proper storage and maintenance of materials to supplement the curriculum.

The Library/Media Aide supervises the computer schedules for students and teachers. The Aide also supervises students as they work on individual projects, choose library books, or use the learning center technology.

ACCEPTABLE USE POLICY - TECHNOLOGY

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. Students are provided assisted technology instruction. The instruction may also consist of distance learning (INTERNET). Such instruction will be under the direct supervision of a teacher or adult supervisor. Students are not to provide their name, phone number or address to any site on the Internet or other wide area network. The professional staff will provide training in the appropriate use of technology. An Acceptable Use Policy agreement form must be signed prior to use of district technology equipment and services. (The complete Acceptable Use Policy is available on the District website and upon request

at each school.)

HOMEWORK

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

In the upper elementary grades, homework is an important student activity that contributes to educational progress and achievement. Homework is a task initiated and/or motivated in the classroom related to the objective of the subject studied. Teachers will review and communicate grade level procedures regarding late or missing homework.

ASSIGNMENT NOTEBOOK

All students in grades 3-6 are required to maintain an assignment notebook. These are provided at Registration or in the school office for \$5.00. If a student loses his/her notebook it will be the responsibility of the student/parent to purchase a new one. Parents are strongly encouraged to review their student's assignment notebook daily.

GRADING AND REPORT CARDS

School report cards are completed quarterly, with the exception of kindergarten where reports cards are provided in Quarters 2-4. A copy of the report card will be issued to non-custodial parents upon request. For questions regarding grades, please contact the classroom teacher.

GRADE PROMOTION/RETENTION

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



CHAIN OF COMMAND

At times parents have concerns about how things are handled in classroom or school. District Policy

outlines how such concerns should be handled.

Step One: Speak to teacher, coach, or supervisor who has direct command of the concern or situation.

Step Two: If concern is not resolved through Step One: speak with the supervisor of personnel from Step One: athletic director, Principal, Director,

Step Three: If concern is not resolved through Steps One and Two: Speak to the 3rd tier supervisor of administrative personnel (Central Office)

Step Four: If concern is not resolved through Steps One, Two and Three, speak with 4th tier; The Board of Education. The BOE member, in consultation with the BOE President and Superintendent will redirect the individual back to the appropriate level or request that the concern be placed on the BOE Agenda for full Board discussion.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-6 will take the ISAT (Illinois Standard Achievement Test) in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Parents will receive the results of the ISAT testing, as soon as they are available, usually in the fall of the next year.

In addition, students in 2nd grade are given the Otis-

Lennon School Abilities Test, and all students K-6 are given the NWEA Assessment three times per year (fall, winter and spring).

Parents desiring an explanation of test results should schedule a conference with their child's teacher.

ANIMALS ON SCHOOL PROPERTY

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

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. For information on home or hospital instruction, contact the building principal.

PARKING

The school has specific locations available for school visitor parking which are located at both the north and south side of the school. Those dropping off and picking up their students may do so in the appropriate locations. The morning drop off window begins at 7:20 am and ends at 7:40 am.

Vehicles MAY NOT be parked or located in 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.

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

SCHOOL NURSE

There is a school nurse available to each school and he/she is available as needed during school hours for any emergency situations that occur.

When a child is unable to go outside or participate in physical education class, the parent or guardian should send a note, which states the reason, to the teacher. If your child is to remain inside or not participate in physical education for more than three days, a note from your doctor will be required, and should be sent or brought to the nurse early in the morning.

HEARING AND VISION SCREENING

Students in the following grades will be screened for vision and hearing: Kindergarten, first and fifth grade students will be screened for hearing. All students in grades K-3 will be screened for vision.

Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. Parents and teacher are notified if the child fails the screening. The nurse should be contacted if at any time during the year a parent is suspicious of a hearing or vision problem.

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:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

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.

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.

PROCEDURES FOR MEDICATION

Medication required by a student shall generally not be administered at school by a District employee. Medication shall be defined as drugs that are prescribed by a licensed physician, physician assistant, or advanced practice registered nurse having authority to prescribe such medications. The medications shall be those required during school hours that are necessary to provide the student access to the education program. This policy includes all over-the-counter medications sent from home. Over-the-counter medications listed on the signed parent permission form may be given without prior physician approval.

However, students recovering from temporary illness or students on permanent medication who require medication during the school day, may have medication brought to school by following these

guidelines:

1. A Medication Authorization Form or written statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration shall be required.
2. Written permission from the parent to administer the drug shall be required.
3. Medication shall be brought to school by the parent and/or guardian and personally delivered to the school nurse or adult office personnel in the original medicine container with the current pharmacy label attached. The name of the student and the names of the physician and pharmacy shall be indicated on the containers.

PROCEDURE FOR BRINGING MEDICATION TO SCHOOL

Medication may be transported by the student only if it is impossible for an adult to bring it personally to the school by following these steps:

1. A parent or guardian should call the school the day before sending the medicine to inform the nurse that the student will be transporting medication to school. If the parent/guardian is unable to call the day before due to a weekend or holiday, the parent may telephone the nurse the morning of the return to school to inform her/him that their student is bringing medication to school.
2. The notification must include the name, quantity, and consistency (tablet, capsule, liquid, or inhaler) of the medication.
3. The medication container should be in a sealed envelope with the student's name and the quantity that is contained in the container.
4. The student must deliver the envelope to the nurse as soon as she/he arrives at school.

STORAGE OF MEDICATION

Medication will be stored in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area. Long-term medication may be brought to school in doses for one month. The prescription should be attached to the medicine container. The school nurse will administer medication; however, if the school nurse is unavailable a substitute registered nurse, school administrator or his/her designee will administer the medication after being instructed by the school nurse as to the procedure of administering and recording of

the medications. This does not prohibit any school employee from providing emergency assistance to students.

ADMINISTRATION OF MEDICATION

Medication shall be administered by the School Nurse or designee. All medications shall be stored in an appropriate locked cabinet.

A student may possess medication prescribed for asthma or anaphylactic reaction for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed an "Asthma/Anaphylactic Medication Self-Administration Form." If the student is responsible for self-administration, the School District is not responsible for the medication storage or monitoring of medication expiration dates. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by the student. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by the student.

This procedure shall be allowed after the following conditions have been met:

1. A written release of liability from the parent/guardian.
2. Completed Asthma/Anaphylactic Medication Self-Administration Form
 - a. Name and purpose of medication
 - b. Prescribed dosage
 - c. The times or special circumstances which the medication is to be used.
 - d. Physician certification the student is capable to carry and self-administer the asthma/anaphylactic medication.
3. Written permission from the doctor.

In all cases, the school retains the discretion to reject a request for administering medicine.

RECORDING OF MEDICATION

Each dose of medication shall be documented on a

specific and individual form. This form will be filed in the student's individual health record. Documentation shall include date, time, dosage, route of administration, and signature or initials of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record on a specific form.

Parents must pick up any unused medication at the end of the treatment regimen and/or at the end of the semester. If the parent does not do so by the end of each semester, the school nurse will dispose of the medication. Medications that are destroyed will be done in the presence of a witness and documentation made of student's name, medication, and date destroyed. Inhalers are a part of prescription medication and must not be kept in lockers, book bags, or on the student. The student has access to the nurse's office within a sufficient amount of time to get and use an inhaler. If a student must carry an inhaler, a self-administration form must be completed by a physician and parent/guardian.

IMMUNIZATIONS

State law requires immunizations of all school children against rubella, measles, diphtheria, tetanus, polio and mumps. Children entering kindergarten must have a chickenpox vaccination or proof of having had the disease. Whooping cough immunization is required for children six years of age and younger. If proof of immunization is not submitted by the first day of school, we shall exclude that child from school. The school code permits the following exception: if for medical reasons one or more of the required immunizations must be given after the first day of school, a statement from the doctor as to why the immunization is not completed is required. The school district does not offer an immunization program. Parents may take their child(ren) to his or her physician or the County Health for any immunization that will be needed.

MEDICAL EXAMINATION

State law requires a medical exam for all children upon initial entrance into school, sixth and ninth grade. Only physicians licensed to practice medicine in all of its branches shall be responsible for performance of the health examinations. (School

Code 27-8.1) Dental exams are required for kindergarten, second and sixth grades. Physical exams for initial entrance into school and sixth grade must be on file by the first day of the student's attendance. If a child does not comply, then we shall exclude that child from school until such time as the child presents proof of having had the required health examination.

ILLNESS / INJURIES

Children who do not feel well or become injured are directed to go to the nurse's office for assessment. Depending on his/her need, students are either sent home or back to class.

HEAD LICE

Murrayville Woodson will observe the recommendations from the Illinois Department of Public Health in regard to head lice:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested student(s) will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. Prior to being allowed to return to school the student must be rescreened for lice/eggs/ The student should be accompanied to school by the parent/guardian at which point the school nurse or principal will determine if the student is free of head lice and eggs (nits).

RESPONSE TO INTERVENTION (RTI)

Students enter our schools with many abilities and many needs. The goal of the entire staff is to help each child be successful. It is our primary task to determine each child's strengths and weaknesses and help each grow to his or her full potential. Many steps are taken to insure that each student's education is meaningful.

RtI is a process designed to help schools match student needs to research based interventions. Student progress is monitored on a frequent basis. The information gained from the RtI process is used by school personnel to make decisions regarding the student's educational program. More information can be obtained about the RTI process on the school's website or by contacting the building principal.

TALENTED AND GIFTED SERVICES

Gifted students' needs in all K-6 classrooms will be met through instructional differentiation delivered by a flexible grouping model. Additional supports/strategies are provided to teachers as needed by the District's TAG coordinator.

EDUCATION of CHILDREN with DISABILITIES

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

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguard Available to Parents of Students with Disabilities" may be obtained from the school office.

If a student is not achieving the desired level of success with accommodations and consultations, educational concerns may be brought to a Student Assistance Team (SAP) for further input from the team of psychologists, teachers, social workers and administrators. A referral for special education testing may be made by administrators, teacher, parent, or SAP team member. With parental permission, the child can be tested by our special education staff. The results of the testing are discussed with the parents, teacher(s), and special education staff to determine if the child has a need for special services. If it is determined that the child has a special education need, the child will receive services from our special education staff.

Many different delivery systems are used to insure that a child is receiving the help necessary for success. The method of delivery of special education services is determined by the needs of the individual

child. Some children are able to receive their special education assistance in a regular education classroom with the special education teacher and classroom teacher working collaboratively to support the child in his or her learning. Some students receive direct instruction outside of the classroom to gain the skills necessary for success.

Of special note is the availability of Early Childhood screening and diagnostic services. Any parent of a child 3 years of age or older who suspects his/her child may need special help should contact the District's Early Childhood Center.

DISCIPLINE of STUDENTS with DISABILITIES

It is the policy of Jacksonville School District to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services. The Jacksonville School District believes that behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. A fundamental principle is that positive, nonadversive interventions designed to develop and strengthen desirable behaviors should be used whenever possible.

The District also recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

EXEMPTION from PHYSICAL EDUCATION REQUIREMENT

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

1. 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
2. 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.

REQUEST to ACCESS CLASSROOM or PERSONNEL for SPECIAL EDUCATION 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 school principal.

STUDENT PRIVACY PROTECTIONS

SURVEYS FOR THIRD PARTIES

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

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

SURVEYS REQUESTING PERSONAL INFORMATION

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.

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

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.

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.

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 a school program are available from the school upon request.

ACCESS TO CLASSROOMS

Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption,

reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. In recognizing the importance of the academic setting, please prearrange a time to visit in advance. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request.

Visitors must comply with

- a. School safety, security, and visitation policies at all times.
- b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
- c. Visitors may not disrupt the educational process.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relates 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.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law required 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://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/>.

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, organization, 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 building principal.***

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

1. 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.
2. 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.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted with consent in the case of directory information and to school official with legitimate educational or administrative interests. Disclosure is also permitted with 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 of the discharge of their official duties who request information before adjudication of the students; and in other cases permitted by law.
4. 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
5. The school principal is the official record custodian. The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated there under by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(e); 50-4(e)).
6. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations.
A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(f) and 50-4(f); Rules, Section 375.10)
7. Parents or any person specifically designated as a representative by a parent have the right to:
 - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official record custodian. A student shall have the right to inspect and copy his/her school student permanent record. The school charges 35 cents per page for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, par. 50-5)
 - b. Have present at the option of the parent or the school, a qualified professional, who may be psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, Par. 50-5 (b))

(If further information is needed regarding student records,

please contact the school or visit the District web page to request the Policy on Student Records.)

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 receive any of this information, please contact the District Office.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur annually. Students are required to be silent and comply with the directive 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.

SECURITY

The main office entrance will be the official entrance to the school building. To insure the safety of all our students, all other doors will be locked. **All parents and visitors must report to the main office to sign in when entering the building and receive a visitor's badge before leaving the office area; visitors must sign out in the office when leaving the building.** All students arriving late or leaving early must sign in and out in the office. (Students are not to be picked up in the classroom.)

SCHOOL BUS MONITORING SYSTEM

A video monitoring system may be in use on some of the Jacksonville School District buses. When this system is present, a camera will provide a visual and audible record of the activities on the bus. If a

discipline problem is recorded, a referral will be made to the building administrator. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

STUDENT DROP OFF & PICK UP

Please use the designated parent drop off area at each school, or park in the visitor parking lots and walk your child safely to the school. **Do not park or drop off your child in the bus lane.** See the front page for drop off times.

Please make prior arrangements before 11:00 am when you know you will be picking up your child. For safety reasons, parents must attend to younger children at all times. Please do not allow younger children to wander unsupervised.

ELEMENTARY DISCIPLINE CODE

SCHOOL CLIMATE EXPECTATIONS

PBIS SYSTEM:

(Positive Behavior Interventions and Supports)

The Jacksonville School District's goal is to provide a safe and positive learning environment for the students, teachers and staff through the implementation of Positive Behavior Interventions & Supports (PBIS) System. In addition, we will reduce behavior problems that interfere with student learning. PBIS is a school-wide system that will help improve consistency in expected behaviors, resulting in students being safe and prepared to learn.

PBIS is a data-driven, proactive systems approach for establishing the behavioral supports and social environment needed for all students in a school to achieve social, emotional, and academic success. It conforms to the behavioral system of the Response to Intervention (RTI) model. In PBIS, behaviors will be taught just like academic skills are taught. Our focus is to build a positive environment in our schools and classrooms. The District has chosen three core behavior expectations that can be applied to all school settings.

1. Be Respectful
2. Be Responsible
3. Be Safe

A complete *Matrix of School Behavior Expectations* is provided during the first week of school. It can also be viewed on the school's website.

Each classroom will use a "stop light" system to monitor individual student behaviors. An ongoing focus on positive behavioral choices will be provided to all students. However, should problem behaviors occur, your child's teacher will communicate directly with you. Substantial or consistent behavioral concerns will be addressed by the principal/assistant principal. Students referred to the office for behavioral concerns will receive consequences outlined in the Parent Student Handbook.

Some students may require additional supports to promote a Respectful, Responsible, and Safe learning environment. For these students, Murrayville Woodson will offer individual behavior management plans and/or the following: Check-In/Check-Out (CICO), and Mentoring.

- Check-In Check-Out (CICO) - CICO is a targeted intervention that stems from a positive, proactive approach encouraging students to do their best each day and follow the 3 district-wide expectations; be respectful, be responsible, and be safe. CICO pairs students with a team of individuals who provide support both at the beginning and end of the day to do their best. It also provides a chance for that student to receive 1:1 feedback from the teacher based on scores from a daily progress report that show how well the student is following the 3 school-wide expectations. CICO is an opportunity that provides students a chance to connect with staff members and teachers.
- Mentoring- Students can be paired with a staff member in order to provide a meaningful relationship and connection aimed at helping the student reach his or her potential.

By teaching these core behavior expectations, the district wants to equip all students with the knowledge necessary to achieve their unique potential. .

Behavior Guidelines

The administration, faculty, and staff believe all students can behave appropriately. Misbehavior is a matter of choice. Every student is responsible for his/her actions.

Pupils enrolled in the Jacksonville schools shall be subject to the discipline code of the District. Pupils of the District on a school day whether at school, on the way to or from school, or in public away from the school premises should conduct themselves in a manner as not to be detrimental to the welfare of the school or any of the pupils or teachers thereof.

In order to assist students in knowing what type of behavior is expected of them, the following guidelines should be noted and observed:

- Be courteous and respectful to others.
- Keep your hands, feet, and objects to yourself.
- Follow directions from all school personnel.
- Report to classes on time.
- Arrive to class with all required material, including homework.
- Gum is not to be brought to school.
- Writing or passing notes is not allowed during the school day.
- Walk quietly and respectfully through the halls at all times.
- No head coverings, including hats, scarves or hoods shall be allowed in the school building except for sincerely held religious purposes and with express written permission of school administration.
- Students will use the computer as outlined in the Acceptable Use Policy.
- Murrayville Woodson has a Closed Campus.

Student's personal property:

- Students are encouraged to not bring personal property such as electronic hand held games, remote control cars, trading cards and audio equipment to school. School personnel are not responsible for personal property.

Cell phones and Other Electronic Devices are subject to the following rules:

- a. Using or possessing an electronic paging device or using a cellular telephone, personal digital assistants (PDAs) or other

electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules.

- Trading of personal items such as toys, CD's, and trading cards are not allowed.
- Inappropriate clothing that interferes with learning will not be allowed. (See School Attire)
- Book bags, duffel bags, back packs, purses, and coats, etc. must be left in hall lockers or designated area at the start of the school day.

Prohibited Student Conduct

Behaviors that interfere with a safe and productive learning environment for our students will not be tolerated. Misbehaviors will be handled by teachers, administrators and/or classified supervisory personnel. Behaviors that threaten the safety and/or learning of others shall be referred to administration.

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. 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.

- e. "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.
- f. 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.
- g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a 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.
5. Using or possessing an electronic paging device.
6. 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.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

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 or backpack; (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.

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

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

COURSE OF DISCIPLINARY ACTION

To insure a safe and productive learning environment, the following disciplinary actions are available to classified supervisory personnel, teachers, and administration:

- Verbal reprimands
- Loss of privileges
- Conference with student
- Behavior contract
- Detention: Recess and/or Lunch
- Conference with parents by phone or in person
- Letter or note written by child, teacher or supervisor
- Temporary removal from classroom
- In-School detention

In the continuing effort to provide a safe and productive learning environment, the following disciplinary actions are available to the administration.

- Conference with students/parents
- Seizure of contraband

- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes”, alcohol or weapons.
- Suspension of bus privileges
- Suspension of 1 to 10 days in school or out of school
- Referral to school counselor / outside agency
- Restitution in cases of school property damage
- Recommendation to school board for expulsion
- Other actions deemed appropriate

While under supervision of school personnel, students are expected and required to behave in an orderly and appropriate manner. Students will respect the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct. Demonstration of gross disobedience or misconduct may result in suspension and/or expulsion from school in accordance with the provisions of The School Code, School District rules and regulations, and other applicable laws.

The ILCS 5/10-22.6 provides parents or guardians of a suspended student an opportunity to a hearing for any suspension. The purpose of this hearing is to allow parents who believe their child has been unjustly treated, an opportunity to appeal the suspension. If you request a hearing, it must be done in writing to the superintendent or building principal within ten (10) days of the suspension.

HARASSMENT/ BULLYING

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying, harassment, or initiation of any type will not be tolerated.

Bullying is a form of aggression and has several forms:

Physical: punching, shoving, poking, strangling, hair-pulling, beating, biting, etc.

Verbal: name-calling, teasing, and gossip.

Emotional: rejecting, terrorizing, humiliating, manipulating friendships, ostracizing, peer pressure, etc.

Sexual: sexual harassment, unwanted touching, etc. Sexual abuse can be same gender and cross-gender.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a staff member they trust (teacher, counselor, administrator, etc). Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Proven and/or patterns of bullying type behavior will have serious consequences, including suspension. Parents and/or students who are aware of such behaviors are to report their concerns immediately to the appropriate school officials.

STUDENT SEARCH PROCEDURE

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.

SCHOOL ATTIRE

A student's style of dress must not interfere with the educational process or student safety. Appropriate dress will be determined by health and safety factors that substantially and materially disrupts the educational process. Parents will be contacted by the administration if they feel the student violates this rule. Vulgar, obscene or inappropriate words or graphics including gang symbols, on shirts, torn clothing, revealing clothing, (halter-tops, bare midriiffs, sagging pants, tank tops, short shorts/skirts, etc.) should not be worn. No head coverings, including hats, scarves or hoods shall be allowed in the school building except for sincerely held religious purposes and with express written permission of school administration. Garments that advertise or promote alcoholic beverages and/or drinking establishments, tobacco products or drugs are not acceptable attire. Shoes with wheels ("Wheelies") shall not be worn at school.

SCHOOL TRANSPORTATION GUIDELINES

Your child's bus stop will be communicated to you prior to the start of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

If your child needs to ride a different bus for any reason, send a note to the office or call prior to 11:00 am.

Please observe the prior to 11:00 pm time when changing transportation for your student. After 11: pm, messages may not get to the classroom. Unless otherwise notified, students will be required to follow their established daily transportation plans.

The school bus driver must devote 100 percent of their time driving the school bus and, should not be distracted by the conduct of the passengers. Each year millions of pupils are transported to and from school safely. This is possible only because the students understand how to act safely on the school bus. Everyone, (the classroom teacher, parents, and the riders themselves), has a part in helping the driver maintain order.

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

Parents will be informed of any and all inappropriate student behavior on the 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.

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.

The following instructions are issued from the Illinois State Board of Education.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Be careful approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.

7. Keep hands and head inside the bus at all times. Do not throw anything out of the windows.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Keep books, packages, coats and all other objects out of the aisles.
13. Leave no books, lunches, or other articles on the bus.
14. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children.
15. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
16. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder on the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
17. Observe the same rules and regulations on other trips under school sponsorship as you serve between home and school. Respect the wishes of the chaperones as appointed by the school.
18. Students at the school bus stop are expected to follow the rules of the school. Infractions at the bus stop will be reported as bus riding infractions.
19. Parents will be liable for any defacing or damage to the bus by their child.

BUS DISCIPLINE PROCEDURES

The following are considered steps of a progressive discipline policy that may begin with step one to step three, depending on the seriousness of the incident in question.

1. The bus driver will give verbal warning and other appropriate action whenever students fail to comply with rules. Students may be given assigned seating.
2. When there continues to be repeated offenses, the bus driver will complete a written Bus Incident Report to the administration, and parents will be informed. Other appropriate consequences may apply.
3. The administrator has the authority to suspend the offending student from riding the bus, for up to ten consecutive school days.

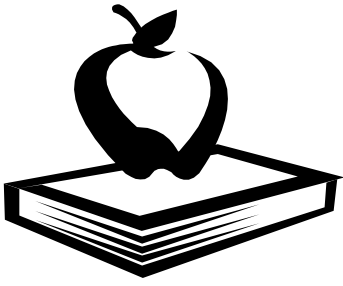
Student may be suspended from riding the school bus for up to 10 consecutive school days for engage in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on the bus, the school board may suspend the students from riding the school bus 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. For questions regarding school transportation issues, contact the Director of Transportation.

ADMINISTRATIVE DISCRETION

The Administration reserves the right to make any rules that are necessary and proper to ensure order and to protect the health, life, and safety of the faculty, employees, and student body. Communication to students and parents will be made should such changes occur. This Handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules, and regulations.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the student and/or parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

**REFERENCE BOARD POLICY NUMBER 7.190
FOR A COMPLETE COPY OF THE
JACKSONVILLE SCHOOL DISTRICT
BEHAVIOR/DISCIPLINE CODE**



Glossary

The following definitions apply to all K –6 students in attendance in district instructional and support programs as well as school sponsored activities and events.

Academic Dishonesty Cheating on tests or assignments, copying term papers and other projects, forging signature of teacher and/or parent/guardian.

Arson The malicious, intentional attempt to burn any property.

Assault and Battery Attempting to cause and/or causing injury to another student or staff member.

Closed Campus Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of dismissal for the day, unless permission to leave is granted by the parent/guardian and a building administrator.

Coercion The act of compelling by pressure or threat, dominating, restraining, or controlling forcibly.

Conference A meeting conducted among students, parents, and/or school officials where participants may be notified either verbally or in writing of misconduct.

Controlled Substance Any alcoholic substance, illicit drugs or look-alike drugs, any potential mind-altering substance or prescription medications.

Defiance of School Authority Refusal to comply with reasonable requests of school personnel.

Detention Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.

Disorderly Conduct/Horseplay To inappropriately disturb the educational environment. A breakdown in the orderly process of instruction and/or school activity.

Disrespect Display of rudeness or being discourteous toward others.

Due Process A student has the right to tell what happened from their point of view.

Fighting Engaging in physical contact for the purpose of inflicting harm to another person.

Forgery The false making or alternation of a written document or another person's name or signature.

Harassment/Bullying To annoy repeatedly. Words and/or actions directed toward an individual, which are intended to harass that individual.

In-School Suspension Removal of the student from the regular academic setting or a restriction of privileges. Student remains at school but in an alternative positive learning environment.

Intimidation Threats or verbal comments with the intent to cause fear.

Insubordination An action involving open or persistent defiance of authority and/or school rules and regulations.

Intoxicating Agent Any substance used to excite or stupefy to the point where physical and mental control is diminished.

Look-Alike Drugs and Weapons Any material or substance that has the appearance of or is similar to the real thing.

Lying Intentionally giving untrue information.

Loss of Privileges Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.

Obscene Statements and/or materials that school officials find offensive.

Paraphernalia Accessories, apparatus, or equipment that may be used in the manufacture, utilization, or promotion of a controlled substance and marijuana.

Possession Includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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 student's locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Profanity Use of vulgar or obscene language, lewd or indecent gestures or clothing.

Referral A written notice of alleged misconduct.

Reprimand Warning given or disciplinary action taken by school personnel for student misbehavior.

Suspension of Bus Riding Privileges Temporary exclusion of a student from school transportation

Sale of Intoxicants or Look-Alike Substances The transfer of ownership from one person to another for a price or item of value of an intoxicant or look alike substance.

Sexual Harassment Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance or creates an intimidating, hostile, or offensive working climate. To annoy, beleaguer, bother, molest, persecute or tease another student.

Suspension (Out of School) Removal of the student from school for a specified length of time, not to exceed ten school days.

Temporary Instructional Alternative (TIA) Removal of the student from the regular academic setting or a restriction of privileges.

Theft Taking property that does not belong to that person.

Tobacco Dried leaves of plants used for smoking, chewing, and/or snuffing.

Trespass The unauthorized presence of an individual on private or school property.

Truancy The intentional absence from school, without legitimate cause.

Vandalism Destroying, mutilating, and/or defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse Disrespectful language and/or language which is threatening in nature to a staff member or a student.

Vulgarity The use of offensive language, repulsive language, and/or profane language.

Weapons A weapon shall be defined as any object used or which could be used with the intent to do harm.

