

JACKSON

CHARTER SCHOOL
ROCKFORD CHARTER SCHOOL ORGANIZATION

STUDENT HANDBOOK



2018 -2019



315 Summit St • Rockford, IL 61107



facebook.com/jacksoncharterschool



JacksonCharterSchool.org

Table of Contents

PARENT LETTER	3
SCHOOL INFORMATION	4
ATTENDANCE POLICIES	5
ABSENCES	5-8
TARDINESS	9
TRUANCY POLICY	9-10
TRANSPORTATION	
CHANGE OF TRANSPORTATION	10-11
PICK UP AND DROP OFF	11
EARLY DISMISSAL	11
INSTRUCTIONAL PRACTICES	
HOMEWORK	11-12
ASSESSMENTS	12
PARENT/TEACHER CONFERENCES	12
PROMOTION POLICY	12
PARENT INVOLVEMENT	13
FIELD TRIPS	14
ATHLETIC PROGRAM	14-15
HEALTH SERVICES	16
HEALTH CONCERNS	16
MEDICATION	17
MEDICAL REQUIREMENTS	17-18
FOOD ALLERGY POLICY	18
GENERAL INFORMATION	18
TEXTBOOKS, LIBRARY BOOKS, AUDIO/VISUAL EQUIPMENT & Other School Materials	18
CELL PHONES AND OTHER ELECTRONIC DEVICES	18-19
ARTICLES NOT TO BE BROUGHT TO SCHOOL	18-19
DRESS CODE	20-22
GIRL UNIFORM	21
BOY UNIFORM	21
GYM UNIFORM	22
SPIRIT FRIDAY WEAR	22
CICS JACKSON DISCIPLINE CODE	23-31
MINOR OFFENSES	23-24
MAJOR OFFENSES	24-25
TEACHER AUTHORITY	25
TRANSPORTATION REFERRALS	26
SUSPENSION AND EXPULSION	27-28
BEHAVIOR PLANS	29
JACKSON BULLYING POLICY	29
PROCEDURAL GUIDE FOR STUDENTS WITH DISABILITIES	30
ACCEPTABLE USE OF TECHNOLOGY	31-34
I. GENERAL PROVISIONS	32
II. USE OF INTERNET, COMPUTER ACCESS AND ELECTRONIC MAIL	32
III. GENERAL INFORMATION	33
IV. PARENT/GUARDIAN CONSENT FOR USE OF CICS NETWORK	34
V. STUDENT ACKNOWLEDGEMENT AND INTERNET TEST	34
VI. WAIVER OF PRIVACY, MONITORING, ENFORCEMENT	34
NOTIFICATION OF RIGHTS UNDER FERPA	34
NON-DISCRIMINATION POLICY	35
TITLE IX GRIEVANCE PROCEDURES	36
EQUAL EDUCATION OPPORTUNITIES	36

Dear Parent/Guardian:

Jackson Charter School asks all parents/guardians to read this Handbook.

Why the Handbook is so important:

We firmly believe that our students' academic needs are best met when we work in *partnership* with parents and guardians in providing a consistent, safe and intellectually challenging environment. To do that, we have certain policies and procedures in place that are designed to be both reasonable and equitable. They govern how we treat one another, and how we address disputes when they arise. We are honored that you have made a *choice* to become a part of our school community, and we recognize that your decision is based on your understanding of our work and of our commitment to each and every student we serve.

We ask you to take time to read and review the policies and procedures contained in this Handbook. We do so for a very specific reason: we want to share with you the rules we live by at our schools, and we want to make sure you are fully aware of them and the purpose each serves. Occasionally, rules or policies are violated, and when they are, we also need to ensure that every affected student, parent and guardian is aware of the consequences. Although behavioral consequences are reasoned and reasonable, we don't want anyone in our school community "blindsided" or feeling misled. Consequently, to ensure a shared understanding of—and commitment to—our rules, policies and consequences, we ask that you read this Handbook, sign the form at its very end, and return that signed form to us.

Please know that your signature on the form is not required for your child to attend any of our schools. His or her attendance itself establishes a presumption that the Handbook has been read.

Finally, please know too that we welcome you to contact us at any time should a question or concern arise from anything you read in this Handbook, or any activity at our schools.

Shavina Pierre
Jackson Charter School Principal
315 Summit St.
Rockford, IL 61107
(815)-316-0093
www.jacksoncharterschool.org

SCHOOL HOURS

Student Arrival	7:20 a.m.
Breakfast	7:20-7:30 a.m.
Class Begins	7:30 a.m.
Student Dismissal	2:20 p.m.

DAILY SCHEDULE

7:20 a.m.	School doors open
7:20 -7:30 a.m.	Breakfast
7:30 a.m. - 2:20 p.m.	Instructional Day
2:20 p.m. - 2:30 p.m.	Dismissal

BREAKFAST INFORMATION

Breakfast begins at 7:20 a.m. and ends at 7:30 a.m. Students must arrive prior to 8:00 a.m. in order to eat breakfast.

SCHOOL ARRIVAL

Jackson assumes the supervision of all students at 7:20 a.m. and instruction begins promptly at 7:30 a.m. Once students arrive at school they may not leave the property unless they have been signed out by a parent or guardian in the school office.

SCHOOL DISMISSAL

Students are dismissed at 2:20 p.m. Parents/guardians are responsible for making sure that students are picked up on time.

MEETINGS WITH TEACHERS OR ADMINISTRATORS

Conferences with Teachers or Administrators should be arranged by appointment so that a special time is set aside for this purpose. You may send a written request with your child to the teacher, leave a voicemail for the teacher, telephone the office, or send an e-mail to the person you wish to meet with. Administrators and staff will not meet with any parent between 7:20 a.m. -2:30 p.m. unless the conference has been pre-scheduled.

VISIT THE CLASSROOM

We encourage you to schedule times to visit and volunteer in your child's classroom. Please contact your child's teacher to make these arrangements. Visitors must report to the main office when entering the school building unless they are attending a school event that is open to the public. Please be prepared to show an ID. Parents

and visitors must have a visitor's pass from the main office before they move around in the building.

On the first day of school all parents may accompany their students to the classrooms. After the first day of school, parents may NOT escort students to class.

CONTACT THE TEACHER

Phone calls from parents can be transferred to the room ***before*** 7:30 a.m. or ***after*** 2:30 p.m. All other messages should be left on the teacher's voicemail. Teachers will be unable to accept parent/guardian phone calls during instructional periods. Email is the best way to communicate with our school staff during a school day.

ATTENDANCE POLICIES

The progress and success of each student depends to a great degree upon regular attendance at school, for the entire school day. Good attendance is important because it is an employability skill that students should become familiar with and practice at an early age. Strict enforcement of attendance is one way of teaching and reinforcing these concepts. Regular attendance is necessary to insure maximum educational benefits. A student who is not present in school is not learning. Because excessive absences from class result in a lack of participation and interaction by the student with the teacher and class, Jackson Charter School adheres to the following attendance policy.

Please note: By state law, students must be in academic classes 300 minutes a day (not including any passing time) to receive a full day of attendance credit and 150 minutes to receive a half day attendance credit in grades 2 through 12. Students PK through 1 must be in academic class 240 minutes to receive a full day attendance credit and 120 minutes to receive a half day attendance credit.

1. Reporting of absences:

If a student will be absent from school, the parent/guardian must telephone the school office at 815-316-0093 by 8:30 AM **on the day of the absence**. Absences reported through electronic means will not be accepted. The parent/guardian must call each day the student is absent unless previous arrangements have been made. If the parent/guardian has not called in prior to two hours of the school day passing, our automated system will call the parent/guardian to inform him/her of the student's absence. If no contact is made with the parent/guardian on the day the student is absent, the administration will classify the absence as unexcused.

2. The determination as to whether an absence is excused or unexcused will be made by school administration according to Illinois law and school policy.

The Five Day Excused Absence Policy

Students who accumulate more than five (5) days of absences per semester must provide proof of the nature of the excused absence, in the form of a note from the doctor or excuse from school nurse, for the absence to be considered excused. Failure to do so will result in the absence considered unexcused.

Valid reasons for excused absences for the five day rule include illness of the student, injury, unavoidable accident or emergency, and anticipated absence with administration approval prior to the absence.

Excused absences not counted in the five (5) day rule are: religious holidays; medical appointments with written proof from doctor; funeral for family members; court appearance with written proof from court; extended serious/critical illness of student/family member; other absences as determined by the administration.

Students exceeding 10 days for any reason will be dropped.

Release for appointments:

Parents/Guardians are encouraged to make appointments during times that do not conflict with school and instructional time. Students will only be released to parents/guardians unless the parent/guardian has called the school prior to the student being picked up and provided the name of the person to pick up the student. Whoever is picking up the student should provide the school with a photo ID.

In order to be excused for an appointment, the following procedure must be followed:

Prior to the appointment the parent should call the school and give the following information:

- Name and grade of student
- Time of appointment
- Type of appointment
- Time to be released from school
- Approximate time of return to school

On the day of the appointment, students should come to the office and receive a pass in order to be excused from class at the designated time. The parent/guardian must sign the student out through the office. When the student returns, they must sign in back through the office, **with a written note statement from the doctor verifying the appointment. All appointments not verified by written proof from the doctor will be considered unexcused.**

Illness at school:

If a student becomes ill while at school, they must come to the office to use the phone to contact a parent/guardian. Students may not use pay phones, classroom phones, cell phones, or other electronic communications equipment for the purposes of calling home when ill.

Missed Assignments:

Students absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion in the allotted time frame, shall be given full credit. All makeup assignments must be completed within the restraints stated by the students homeroom teacher for missing assignments, or they will be recorded as a missing assignment, and given a grade of zero.

Unexcused absences:

All absences not previously classified are considered unexcused absences. Students who accumulate five unexcused absences can be referred to the truancy intervention programs of the Regional Office of Education.

The following are examples of unexcused absences. This is not an all-inclusive list.

- Lack of ride to school
- Missing the school bus
- Oversleeping
- Participation in non-school sponsored events
- Personal business
- Private vehicle breakdown or failure to start
- Truancy
- Out-of-School Suspension days

Trips/Vacations:

Research indicates that it is not educationally sound to remove your child from school for a trip or vacation. If this occurs, your child misses out on valuable interaction and contact with the teacher and other students. Student attendance days compose only **183 out of 365 days** in a calendar year -- please utilize the remaining non-attendance days for planning family trips/vacations.

HALF-DAYS

Please see our school calendar for a schedule of our half days, as dismissal times may vary.

All students must be picked up no later than 30 minutes past dismissal time. Please check with school administration to obtain the schedule for after school offerings. Those students not picked up after 30 minutes of the dismissal time may be taken to the local police station and DCFS may be contacted.

TARDINESS

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore, it is imperative that students are punctual. The school day starts at 7:50 a.m. **A student is considered tardy when he/she arrives to class after the bell has rung – 7:50 a.m.** Please know that six tardies equals one absence. These absences will count as unexcused. Any unexcused absences will count towards Truancy.

TRUANCY POLICY

The Illinois School Code requires all students ages 7 to 17 to attend school. The Regional Office of Education acts as the truancy officer for our campus and works closely with the school to track and assist families with issues related to truancy so they can avoid court. Should that route not be effective, the Regional Office of Education requires court petitions to be filed. The following is the truancy policy:

- Step 1: After a student accumulates 3 unexcused absences a letter will be sent home with the student informing the parent/guardian of absences.
 - A notification letter is mailed home to notify parents/guardians of the absences.
 - A copy of the school attendance policy will accompany the notification letter.
 - Parents/Guardians should call school to confirm receipt of the letter.

- Step 2: After a student accumulates 6 unexcused absences, a letter will be sent home with the student informing the parents/guardian of the absences, and a mandatory meeting will be set by the Student Support Team to discuss the truancy policy and interventions that may help the family eliminate or reduce absences.
 - A certified notification letter is mailed home to notify the parents/guardians of the absence.
 - A copy of the school attendance policy will accompany the notification letter.
 - A Student Support Manager will contact the parent/guardian to attend a mandatory meeting to create an intervention plan for attendance. Failure to attend the meeting will result in the matter being forwarded to Step 3.
 - The parent/guardian will receive a call to confirm the meeting time and location.
 - The Intervention Attendance Plan will be written during this meeting.

- Step 3: After a student accumulates 9 unexcused absences a letter will be sent home via certified mail informing the parents/guardians of absences and a mandatory meeting will be set by the Student Support Team to discuss the truancy interventions in place and to modify them as necessary.
 - A 2nd certified notification letter is mailed home to notify parents/guardians of the absences.
 - A copy of school attendance policy will accompany the notification letter.
 - The Student Support Manager or Truancy Officer will contact the parent/guardian for a mandatory meeting to create an intervention plan for attendance. Failure to attend the meeting will result in the matter being forwarded to Step 4.
 - The parent/guardian will receive a call to confirm the meeting time and location.
 - The Intervention Attendance Plan from Step 2 will be revised during this second meeting.
 - The parent/guardian must attend a mandatory class “The Correlation of Student Attendance with Student Achievement.

- Step 4: After a student accumulates 12 unexcused absences a letter will be sent home via certified mail informing the parent/guardian of the absences and that a petition will be filed with the Regional Office of Education for Truancy Court. A phone call to DCFS will also be made at this time.
 - A 3rd certified notification letter is mailed home to notify the parent/guardian of the absences.
 - A copy of the school attendance policy will accompany the notification letter.
 - The Truancy Offer will forward the matter on for Educational Neglect/Truancy Petition.

An absence may only be excused if documentation from a doctor, dentist, court date, or funeral is provided to the main office within 24 hours of the absence. Parents should still call the main office to inform the school of the reason for the absence. Once the documentation is submitted, the absence will convert over to an excused absence. Please note that 3 tardies will accumulate and equal 1 unexcused absence.

TRANSPORTATION

CHANGE OF TRANSPORTATION

All changes of transportation need to be **phoned in** no later than 1:00 p.m. No change will be permitted or relayed to a teacher after 1:00 p.m. Students will not be pulled off busses to accommodate last minute transportation changes.

Students are not permitted to ride a different bus home without written consent from the parent or guardian and only in cases of emergency. In case of an emergency, the parent or guardian requesting permission for the change must write a note. All notes must be given to the main office for approval before 1:00 p.m. on the day the change is to take place. The school principal will grant approval after all necessary parties have been contacted and verified.

PICK UP AND DROP OFF

Students transported by parents or guardians should pick up and drop off through the south entrance (Crosby Street), Door M. If your student is tardy and arrives to school after 7:30 a.m., please use the rear entrance, Door G, and report directly to the office for a tardy slip.

South entrance (Crosby Street), Door M, will open at 2:20 p.m. as teachers bring their pick up students outside. Please do not go to the classrooms to pick up your student.

Main entrance doors will not open after 1:50 p.m. to allow the staff to prepare students for dismissal without disruption. Parents or guardians should pick up their children prior to 1:50 p.m.

EARLY DISMISSAL

If your child needs to be excused from school before the regular dismissal time, an authorized adult must submit a request *prior* to 9:00 a.m. on the day of dismissal.

Main office staff may only release your child to an adult (18 years of age or older) whom the parent authorizes on the Student Emergency Contact Card. Please update this information as your family situation changes. All information will be kept confidential in the student's file.

Early dismissals will not be granted after 1:50 p.m.

INSTRUCTIONAL PRACTICES

INSTRUCTIONAL MODEL

Consistent with our mission and vision, Jackson implements a blended learning model using a combination of face-to-face, online, collaborative and independent learning. We supplement literacy and math instruction with research based, online learning programs that differentiate and personalize instructional pathways for each student. Our classrooms are outfitted with 21st century technology in a 2:1 or 1:1 model so that students are able to build digital literacy as well as content knowledge aligned with standards.

HOMEWORK

At Jackson Charter School we believe students should extend their school experiences through skill reinforcement and enrichment activities to enhance the skills being taught in the classroom. Homework assignments will reflect the needs, abilities, and interests of students and will be assigned by the discretion of the teacher on an as needed basis.

Some examples of homework teachers may choose to send home include unfinished classwork, reading logs and sight word logs. Parents may request additional practice activities to be sent home by the teacher at any time throughout the school year.

ASSESSMENTS

All students at Jackson will be given standardized assessments, at the beginning, middle, and end of the school year. The students will participate in the NWEA MAP (Northwest Evaluation Association, Measures of Academic Progress) assessment. 3rd - 8th graders will take reading, math, and science assessments, and kindergarten - 2nd grade will take the reading and math assessments. Our students in grades 3-8 will also take the Partnership for Assessment of Reading and Science of Readiness for college and careers (PARCC) test in the spring. Along with the standardized state assessments, all students will be given formal and informal assessments in all subject areas. Teachers will use the data from these assessment to help guide classroom instruction for all students, and help measure growth throughout the year.

PARENT/TEACHER CONFERENCES

Student report cards are issued three times during a school year. Report cards will be given out at conferences or mailed home. Conferences will be held two times per year. Our objective in parent teacher conferences is to collaborate and continue to foster the partnership in your child's education. Parents or teachers may also request a conference with any or all of their child's teachers anytime through the school year. At Jackson we expect 100% parent/guardian participation at parent teacher conferences.

PROMOTION POLICY

During the 4th quarter, the MTSS (Multi-tiered Support System) team and the Campus Leadership Team will meet to make decision on whether a student should be promoted to the next grade level. These decision will be based upon student grades, attendance, progress made in the current school year and teacher professional input. Evidence will be collected and prepared before the 4th Quarter promotion meetings. Each case will be handled on an individual basis with director's discretion.

If there is a student that is at risk for retention, it will be communicated to the parents on or before 3rd Quarter scheduled conferences along with planned supports for student success. School personnel will consider the following criteria in determining student advancement or retention.

- Individual academic progress made during the school year
- Attendance
- Teacher input
- Prior and current years NWEA scores
- Conduct
- Student effort
- Proficiency in reading and writing English at the appropriate grade level

- Parent support
- Student maturity
- Homework assignments

PARENT INVOLVEMENT

Parent involvement is crucial to the education of your child here at Jackson. We consider parent involvement to be everything you do to support your child's education:

1. Sending him / her to bed at an appropriate hour
2. Preparing his / her clothing for school
3. Checking completed homework, when necessary
4. Asking him / her about their day at school
5. Participating in school assignments that involve the family
6. Reading with or ensuring your child is reading daily
7. Taking family field trips
8. Talking about your own educational experiences and your wishes for your child's education
9. Attending school functions, serving on any committees or parent associations
10. After a suspension or behavioral concern, parents may be asked to meet with the school administrative staff prior to the student's re admittance to school

It is a requirement at Jackson Charter School that parents attend at least two parent-teacher conferences. All parents are highly encouraged to participate or become involved in one of the following ways:

Parents are encouraged to become part of our PTO. This group is just one way parents can have a voice in our school. The PTO plans school fundraising opportunities and assists the school with other after school activities, including Spooky Reading Night and Turkey Bingo. Meetings are held regularly and the board meets monthly. Contact the school office for more information on how to be part of this group.

Parents may also volunteer in many ways on campus. Volunteers can attend field trips with their child's classroom, assist with classroom activities and assist with school wide activities on an as needed basis. A volunteer packet must be completed and is available in the school office.

FIELD TRIPS

Cultural and educational field trips are scheduled during each school year for all grade levels. These trips are planned to enhance your child's educational experience. Field trips are school days and are, therefore not optional.



Permission slips from parents/guardians must be signed and returned to the classroom teacher before the student may participate in the trip.

Chaperones - The ratio of chaperone to student is:

- Kindergarten- 2nd grade- 1 parent/ guardian for every 6 students
- 3rd-8th grade- 1 parent/ guardian for every 10 students.
- Teachers count as 1 chaperone for every trip.

Each chaperone is directly responsible for their group of students and should check in with the classroom teacher as needed. Chaperones should follow the directions and guidelines set forth by classroom teachers on the trip. Each of the groups will follow the same set of rules. Any questions regarding the rules and responsibilities should be directed to the teacher.

Dress Attire-Students attending a field trip are required to wear their complete Jackson uniform, unless otherwise noted in the field trip/permission slip sent home to parents prior to the field trip. Chaperones are also expected to dress responsibly and uphold all Jackson expectations.

In the event that a student may need additional support to ensure a successful field trip, administration reserves the right to request parent attendance.

ATHLETIC PROGRAM

It is our belief that a child's participation in athletics is important in the development of character, teamwork, self-discipline, healthy living, integrity, respect for others, and positive competitive behavior. Participation in the program is voluntary and the following expectations will be strictly enforced:

Expectations:

1. The athletic program(s) will not interfere with/disrupt the academic programs of the school.
2. The student athlete must show respect for coaches, team members, opponents and the officials of the sport. The athlete is also expected to demonstrate respect toward the spectators and play by the rules of the game.

3. The athlete must be present and on time for all practices and games. It is the responsibility of the athlete to notify the coach if he/she is unable to attend a practice or a game.
4. The athlete is expected to return his/her uniform in good, clean, and reusable condition.

Blatant disrespect and disregard of the expectations mentioned above will result in limited or revoked playing time and the potential withdrawal of the student from the athletic team and competition.

Responsibilities:

- A student must have parental approval to participate on the team. A permission slip will be sent home to parents/guardians at the beginning of the athletic season.
- A student must have a sports physical exam and be in good physical health according to a licensed physician prior to joining the team. The physical form must be on file before participation will be granted. Forms are available in the school office.
- A student must be in good academic standing, strictly following the eligibility policy.
- Any student who has been suspended for a Major offense may be automatically ineligible to participate in games for the duration of the suspension or season. Parents will be contacted by the School Principal or Student Support Manager if this applies.

Eligibility Policy

In order to participate in co-curricular activities, students must meet the following requirements:

- All students in grades 5 through 8 participating in co-curricular activities must have received a passing grade in a minimum of 5 classes the previous semester.
- Continued participation will require students to be passing 5 classes on a weekly basis with no unexcused classroom absences; including any student caught missing a class without being properly signed out in the main office.
- All students in grades 5 through 8 are automatically deemed eligible for the first year only.
- Once teams are established, weekly eligibility begins, and all students are required to be passing a minimum of 5 classes on a weekly basis, with no unexcused classroom absences.
- For students receiving services under the IDEA or Section 504 of the Rehabilitation Act of 1973, their IEP or 504 plan will be reviewed for proper implementation prior to determining ineligibility.

Ineligibility Period

In accordance with IHSA policy, the ineligibility period for failing to pass 5 weekly classes will begin the following calendar week, Sunday-Saturday. For example, if the grade report shows a student is not passing 5 classes on Thursday; this student

is ineligible to compete the following Sunday-Saturday. This student may continue to compete for the remainder of the week they become ineligible.

While ineligible, students may continue to practice with their team but may not dress for any co-curricular activity, scrimmage, exhibition match, etc.



HEALTH SERVICES

The classroom teacher refers students to the Health Office whenever symptoms indicate the possibility of illness, injury and/or pain. Minor injuries are treated at school.

Each child is required to have an Emergency Contact form on file. This form requires the names and phone numbers of 3 responsible persons, who are 18 years or older and can be contacted in case the parent/guardian cannot be reached. It is the responsibility of the parent/guardian to regularly update contact information through the school office.

HEALTH CONCERNS

Parents/guardians must keep their child home if the child has any of the following illnesses:

- Fever of 100 degrees or higher
- Vomiting
- Acute cold
- Sore throat
- Earache
- Swollen glands
- Severe cough
- Inflamed or red eyes
- Listlessness, weakness, drowsiness and/or flushed skin
- Headache
- A rash or skin eruptions of unknown origin

Children who become ill during the school day will be required to go home - as soon as possible. It is the parent's/guardian's responsibility to either pick up their child or make arrangements for a person listed on their student's emergency list to pick up their child. This **MUST** be done in a timely manner.

If a child is sick at home or is sent home from school for an illness, they are NOT to return to school until they are free of fever and/or symptoms, or the next school day, which ever comes first.

Parents/guardians are asked to contact the school regarding any problems concerning their child's health, medications, or communicable diseases.

If activities are to be limited after a serious illness or accident, a statement from a physician is required. The statement must indicate the length of time the limitation must be in place.

Children cannot be left in the classroom during recess without a teacher present. **All** children who attend school are expected to participate in recess. If a child is too sick to go outdoors for fresh air and exercise, the child should be kept at home. Exceptions will be made upon written request from a physician.

MEDICATIONS

Medications will be given during school hours **only if medically necessary** to maintain a student's health. Cough drops and cough syrup are **not** medically necessary at school.

Before medications can be given out at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school nurse's office or on the school website.

No medications will be given at school except for those which have been prescribed by a physician and which are needed to support the child in school. Any medication that is taken at school **must** be brought to the nurse's office by the parent/guardian in a container appropriately labeled by the pharmacy. This label must include:

- The student's name
- The prescribing physician's name
- The name of the medication
- Dosage instructions (how to administer, dose and frequency)
- The pharmacy phone number

If the student needs to take medication at school, the parent/guardian should bring the medication to school and not send it with their child. The parent/guardian is also responsible for picking up their child's medication if it has been discontinued. If the medication is not picked up in a timely manner, the medication will be thrown away. All medications that have not been picked up at the end of the school year will be thrown away.

Students cannot carry any type of medicines, pills, or inhalers unless the nurse has a note from the physician to carry these item(s) during the school day. The prescription for the medicine(s) must be on file with the nurse's office and must state that the child needs to keep the medicine with them during the school day.

MEDICAL REQUIREMENTS

All children entering kindergarten (or 1st grade if the child did not attend kindergarten) and students entering 6th grade **MUST** comply with the physical examination and immunization requirements of the state of Illinois. This documentation needs to be on file no later than first day of school of the current school year or the student will be excluded from school.

Any student who enrolls in school for the first time must also present a physical examination report and record of their immunizations, regardless of the grade they are entering. **These students are required to have a physical examination and a record of their immunizations on file no later than the first day of school.**

All Illinois school children in kindergarten, 2nd and 6th grades are required to have an oral health examination (a dental exam). A licensed dentist must perform the examination and he/she must sign the dental form to document the exam. **Each child must present proof of the examination by a dentist prior to the first day of school of the current year. The examination must have occurred within the last eighteen months.** Please contact the school nurse if you have any questions regarding this requirement.

All students entering kindergarten shall have an eye examination by a licensed physician or licensed optometrist by the first day of school of the current school year. A cumulative health record is kept for every student. In case of a transfer, the child's health record is sent to the new school.

FOOD ALLERGY REQUIREMENTS

Jackson will follow a food allergy policy to help prevent any health related emergencies for students with severe allergies. Campus leadership teams and school nurses will send home the food allergy policy at the beginning of the school year. **All parents and staff are expected to comply with the policy.**

GENERAL INFORMATION

Textbooks, Library Books, Audio/Visual Equipment & Other School Materials

All books are inspected and assigned to students at the beginning of the school year and are inspected and collected at the end of the school year. It is the responsibility of Jackson students to return textbooks, library books and any other school materials at the end of the school year in good condition. It is the responsibility of a parent/guardian to instill respect of property in their children. Thus, parents **MUST** assume responsibility for damage to or loss of textbooks, library books, audio/visual equipment or other school materials used by their child/children. Replacement or repair costs will be assessed for any lost or damaged materials. These costs must be paid in full, in cash, before a final report card will be issued, transfer of records sent, or registration accepted for the next school year. Teachers, in conjunction with the Principal, Instructional Coaches and Student Support Team, will determine these costs.

CELL PHONE AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices (including accessories) that are brought to school by a student:

- **MUST** be turned off before entering the building.
- **MUST** remain off and packed out-of-sight until deposited in the appropriate bin or container within



student's classroom or homeroom at the beginning of the school day.

- MUST be deposited in the bin provided in the student's classroom or homeroom each morning.
- Each bin will be stored in a locked and secure location throughout the school day or until retrieved by the student owner.
- Cell phones and other electronic devices (including accessories) shall be returned to students at the very end of the school day.
- NO EXCEPTIONS.
- Cell phones and other electronic devices lost, damaged or stolen are not the responsibility of Jackson Charter School.

While on an off-campus school event or field trip:

- Possession of personal cell phones and electronic devices is the responsibility of the student. Cell phones or other electronic devices lost, damaged, or stolen are not the responsibility of Jackson Charter School.

A student's failure to have a cell phone or electronic device turned off and packed-out-of-sight before depositing it in his or her classroom or homeroom bin, or a student's possession of a cell phone or electronic device while attending a school event or field trip, constitutes a Minor Offense. Any subsequent failure to have a cell phone or electronic device turned off and packed-out-of-sight while inside a school building constitutes a Major Offense, and the cell phone or device will be confiscated by the Principal or Student Support Manager until a parent/guardian conference occurs. The school expressly disclaims liability for any damaged, lost or stolen cell phones brought to school. The Principal of Jackson Charter School will determine specific consequences for subsequent violations of this policy.

“Electronic device” means any battery or electric-powered item not specifically authorized by the school, including but not limited to E-Readers, hand-held games, game systems, iPods, iPod Nanos, iPads, tablets, and similar devices.

Parents are urged to help children understand why these items are not to be brought to school and why.

STUDENTS ARE NOT ALLOWED TO USE CELLULAR PHONES (OR OTHER ELECTRONIC DEVICES) DURING SCHOOL HOURS, SCHOOL EVENTS, OR ON SCHOOL TRIPS. ALL COMMUNICATION BETWEEN STUDENTS AND PARENTS MUST BE DONE THROUGH THE MAIN OFFICE, OR BY AN AUTHORIZED REPRESENTATIVE OF JACKSON CHARTER SCHOOL.

ARTICLES NOT TO BE BROUGHT TO SCHOOL

Objects which create a safety hazard or which interfere with school procedure should not be brought to school. Items include toys, toy guns (including Nerf guns), and sports equipment.

Undesirable objects will be confiscated if brought to school without the teacher's permission. *Any money sent to school with your child should be kept to a minimum.*

The school is not responsible for any money that is sent to school with your child.

MARKING CLOTHING

Articles of clothing, boots, tennis shoes and lunch boxes should be marked with the child's name and grade, or room number, so they may be returned if lost.

DRESS CODE

The spirit of the Uniform Dress Code is to create the best possible learning community for all students. It is our belief that good dress and work habits reflect a proper school attitude. Students are expected to be dressed in their school uniform and groomed in a manner that will not be disruptive to the educational process, constitute a health or safety hazard, or violate civil law. They are required to be in proper school uniform dress code during school hours, while on campus, and on field trips, unless otherwise notified.

Dressing down on designated dress down days is a privilege. When dressing down, students may wear blue jeans, the appropriate colored shirt, and appropriate/safe shoes.

THE FOLLOWING ITEMS ARE NOT ALLOWED TO BE WORN IN SCHOOL:

- ◆ No sunglasses
- ◆ No tank tops
- ◆ No jeans (except when told otherwise)
- ◆ No tight pants (as determined by administration)
- ◆ No hair glitter/body glitter
- ◆ No hoop or dangling earrings (for safety reasons)
- ◆ No shoes or boots with heels
- ◆ No rollers/curlers
- ◆ No sagging pants
- ◆ No visible tattoos
- ◆ No hats or other head coverings, including sweatbands and handkerchiefs are permitted
- ◆ No sandals/flip flops
- ◆ No tight fitting shirts/tops
- ◆ No sleeveless shirts
- ◆ No hanging belts
- ◆ No cargo pants
- ◆ No jackets
- ◆ No shorts other than school gym shorts or uniform shorts

- ◆ **NO** boots - hiking, work boots, etc. may be worn during the school day. *Boots may be worn to school during the winter, but must be removed once in school and regular school shoes put on.*
- ◆ Excessively large chains, key chains, etc. may not be worn during the school day.

Students are expected to be dressed and groomed in a manner that will not be disruptive to the educational process, constitute a health or safety hazard, or violate civil law.

Items worn that have been determined by the administration as distracting to the educational process and/or cause a safety risk that are not listed above will be considered a dress code violation. If an item is questionable as to whether or not it is appropriate for school, it probably is not and should be preapproved by administration before a student wears the item to school.

*Final determination of appropriateness of student dress and measures taken to enforce the policy will be made by the Principal or designee.

*Contact the school for uniform purchasing procedures.

Students at Jackson are required to wear school uniforms every day. Students are not allowed to change clothing prior to exiting the building. The uniform policy is mandatory and all students are expected to be dressed in full uniform everyday. There will be no exceptions or adjustments to the uniform policy.

THE STANDARD UNIFORM

Boys K-5

- Solid khaki pants or shorts
- Navy blue polo shirt (short or long sleeve)
- White polo shirt (short or long sleeve)
- Navy blue sweater vest or navy blue cardigan must be worn with polo
- Dress or casual shoes
- Solid black or brown belt
- Solid black, brown, white, or navy blue socks

Girls K-5

- Solid khaki pants, skirt, skort, shorts or jumper

- Navy blue polo shirt (short or long sleeve)
- White polo shirt (short or long sleeve)
- Navy blue sweater vest *or* navy blue cardigan must be worn with polo
- dress casual shoes
- Solid black or brown belt
- Solid black, brown, white, or navy blue socks or tights

Middle School Boys

- Khaki pants or shorts
- White-collared button-up shirts (long or short sleeve)
- Navy blue sweater vest, cardigan *or* Navy blue blazer
- Solid black or brown dress casual shoes
- Solid black or brown belt
- Solid black, brown, white or navy blue socks
- Solid navy blue necktie or bow tie

Middle School Girls

- Khaki pants, shorts or skirts
- White-collared button-up shirts (long or short sleeve)
- Navy blue sweater vest, cardigan *or* Navy blue blazer
- Solid black or brown dress casual shoes
- Solid black or brown belt
- Solid black, brown, white or navy blue socks or tights

All bottoms must be at an appropriate length. All shorts, skirts and skorts must pass the finger length test. While standing, the bottom must reach 2 inches below the student's longest finger. If the length is not appropriate, parents will be contacted to bring alternative clothing.

SPIRIT FRIDAY WEAR

Students may wear the following on Fridays for Spirit Fridays:

- Jackson **Spirit Friday** T-Shirt
- Jackson **Spirit Friday** Hooded Sweatshirt
- Jeans

JACKSON DISCIPLINE CODE

MINOR OFFENSES

Minor offenses are offenses that disrupt the learning environment and/or distract from the educational process. Minor offenses will typically be handled in the classroom by your child's teacher. In the event a Minor offense becomes a frequently repeated behavior where classroom interventions & strategies are not helping the student redirect and/or correct the behavior, the classroom teacher may issue a referral. Minor offenses include the following:

- Eating, drinking or chewing gum outside of the cafeteria
- Running and/or making excessive noise in the hall or school building or premises
- Persistent tardiness to school or class
- Failing to abide by stated school rules or regulations
- Low-intensity use of profane, vulgar or obscene words, gestures or other actions which disrupt the school environment
- Insubordination/Defiance/Noncompliance - Low-intensity refusal to follow orders, directions or stated school rules/procedures.
- Disrespect - Low-intensity socially rude or dismissive messages geared toward adults or students
- Participation in acts that disrupt classroom or school activities
- Harassing, repeatedly annoying, impeding, or otherwise negatively interfering with another student
- Physical Contact - Engaging in non-serious but inappropriate physical contact, without intent to harm.
- Misuse of Property
- Unauthorized use of cell phones, pagers or other electronic devices
- Engaging in violations of the Jackson Acceptable Use of Technology guidelines

If a student is given an office referral for frequent and repeated minor offenses, the Student Support Manager may, at his or her discretion, issue a consequence up to a one day out-of-school suspension. Minor offenses may be deemed a major offense if, after receiving multiple office referrals and consequences, the student continues to exhibit the behavior(s). The degree of the suspension, whether in-school or external, as well

as length of suspension, shall be determined by Jackson administration and/or Board of Directors.

MAJOR OFFENSES

Major offenses include those student behaviors that very seriously disrupt the orderly educational process or causes/creates an unsafe environment in the classroom, in the school, at school sponsored events, and/or on the school grounds. These acts of misconduct include the following:

- Insubordination/Defiance/Noncompliance - repeated refusal to follow orders, directions or stated school rules.
- Leaving the classroom without permission
- Disrespect - Socially rude or dismissive messages geared toward adults or students.
- Disrupting the learning environment - Engaging in repeated, purposeful actions that disrupt the learning environment.
- Abusive Language - Engaging in verbal messages that are abusive, directed at another person to cause intentional harm, or a pattern of aggressive profane language
- Physical Aggression/Assault - Engaging in actions involving serious physical contact where injury may occur. Intentionally trying to hurt another person.
- Fighting - Student is involved in MUTUAL participation in an incident involving physical violence
- Threatening - Threatening the physical well being of any student or staff member
- Bullying, hazing or any aggressive, direct or technology-based behavior designed to cause psychological harm to another
- Harassment - The delivery of disrespectful messages directed to another person in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class
- Smoking or vaping on school property
- Arson
- Destruction of property/Vandalism - Participating in an action that results in the destruction or disfigurement of property
- Creating a false fire alarm
- Possession and or use of weapons- Any object that is commonly used to inflict bodily harm (real or look alike), and/or an object that is used or intended to be used in a manner that may inflict bodily harm, even though its normal use is not as a weapon

- Theft - A student is involved in being in possession of, having passed on or being responsible for removing someone else's property without that person's permission.
- Inappropriate Location - Student is in an area that is outside of school boundaries, as indicated by the schedule or teacher. i.e. leaving the classroom without express permission.
- Trespassing
- Participating in gang activity
- Inappropriate Display of Affection - any verbal or physical gestures/contact of a sexual nature to another student/adult whether consensual or nonconsensual
- Gang Affiliation - Student uses gestures, dress, and/or speech to display affiliation with a gang.
- Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, contraband or look alike contraband/drugs
- Engaging in repeated violations of the Jackson Acceptable Use of Technology guidelines
- Skipping Class - Student misses class without permission.
- Any act that endangers the safety of the other students, teachers or school employees

Students who commit any of these acts are subject to a minimum of a one day out-of-school suspension and parent-teacher conference and may, depending on the circumstances, be subject to the maximum penalty of expulsion. The degree of the suspension, as well as length of suspension, shall be determined by Jackson' staff and/or Board of Directors.

TEACHER AUTHORITY

A teacher must utilize corrective behavioral strategies and consequences for minor infractions that occur in their classroom or other location when students are under their responsibility and control, e.g. field trips, extra curricular activities.

A teacher may remove a student from the classroom for persistent or substantially disruptive behavior, after having made reasonable attempts to address the behavior without success, accompanied with a written disciplinary referral.

RESOURCE OFFICER OR CPI TRAINED STAFF

A teacher or other person providing related services to a student, whether or not licensed as a teacher, may use momentary periods of physical restriction by direct person to person contact designed to prevent a student from harming herself/himself or others. Physical restraint, however, shall not be used unless the individual utilizing the technique is currently certified.

ADMINISTRATOR AUTHORITY

Administrators have the same authority to address student conduct as teachers. In addition, administrators may use momentary periods of physical restriction to remove a disruptive student who is unwilling to leave the area voluntarily, or request assistance from appropriate personnel, e.g. security staff.

When it has been determined by a Principal or Student Support Manager that a student is in violation of the provisions of this Discipline Code, the Principal or Student Support Manager shall impose and document appropriate and available disciplinary measures, up to and including out-of-school suspension or recommendation for expulsion when supported by the evidence. The Principal or Student Support Manager shall be responsible for providing sufficient written notice to the parent any time a student is suspended out of school or recommended for expulsion.

STUDENT CONDUCT RECORDS

A discipline record will be maintained on each student. This record will include Student Discipline Code violations, interventions designed to assist the student in correcting behavior, and consequences assigned for inappropriate behavior. A parent or administrator may request, at any time, to review behavioral records. Access shall be granted consistent with rules governing the release of school student record information.

Jackson School will comply at all times with the federal due process requirements in its student discipline notification procedures and its disciplinary activities, and 105 ILCS 5/24-24. **TRANSPORTATION REFERRALS**

All students are expected to comply with RPS District 205 guidelines for behavior on the school bus. Disruptive behaviors include:

- Getting out of his/her seat while the bus is in motion
- Use of profanity
- Eating on the bus
- Bullying
- Physical altercations between students
- Failure to comply with bus safety expectations

Any student being disruptive on the bus will be subject the following:

- Write up by bus driver
- Conference with school administrative team
- Saturday Bus Safety class at RPS District 205 Transportation Center
- Bus suspension for a minimum of 3 school days

Students who continue to be disruptive on the bus will continue to be suspended off the bus for up to 9 days and could face removal from the bus for the remainder of the school year.

Parents are not allowed to get on the busses to discipline children. Any parent getting on the bus, other than for a field trip, may be subject to interventions by the Rockford Police Department.

SUSPENSION AND EXPULSION

When a student's misconduct results in the need to suspend or expel the student, the following procedures shall be followed:

- A. Suspension Not Exceeding Ten School Days:** Students suspended for ten school days or less shall be afforded due process in the following manner:

The student shall be given oral or written notice of the charges against him/her; an explanation of the basis for the accusation; and a chance to present his/her version of the incident, in writing, to the Principal. If unsatisfied with the response of the Principal, the student and guardian may present their version of events to the Executive Director, who manages the campus.

- B. Suspension In Excess of Ten Days and Expulsion:** Students suspended for more than ten school days and/or expelled as a result of gross disobedience or misconduct shall be afforded due process in the following manner:

Jackson will request that the student's parents or guardian appear before the Rockford Charter School Organization's Board of Directors ("Board") or an executive committee made up of at least two (2) Board members. Such requests will be made by registered or certified mail and state the time, place, and purpose of the meeting. In addition to advanced written notice of the hearing, the student shall be afforded sufficient time to prepare for the hearing, the right to be represented by counsel, and the right to present evidence. The expulsion hearing need not take the form of a judicial or quasi-judicial hearing. In no event shall a hearing be considered public. Further, at the discretion of the Board, the hearing may be closed to those individuals deemed advisable, except the student, the student's parents or guardians, the student's attorney, at least one school official, and the Board's attorney at all times. Witnesses shall be admitted to a closed hearing only to the extent necessary to testify. In order for another student to act as a witness, signed written consent of that student's guardian must be obtained prior to the meeting.

In the event that any student is expelled from Jackson, by action of the Board or Executive Committee, Jackson School shall immediately notify RPS District 205 of such expulsion and shall provide RPS District 205, no later than five (5) days following the disciplinary action, the name of the student, the reason for the expulsion, and the period of time that the student will be expelled, including the dates of expulsion. RPS District 205 is not obligated to accept a student back into their

campuses if a student is expelled. If a student wishes to appeal his or her expulsion from Jackson, the parent and/or student may appeal in writing by sending a letter to the Executive Director stating why the parent and/or student feels the expulsion decision should be overturned. The Executive Director will discuss/review the student and expulsion decision and will notify the parent/student in writing of its decision.

SENATE BILL 100 (PA 99-0456) - EXCLUSION CONSIDERATIONS

Effective the 2016-17 school year, the Illinois School Code significantly modified the requirements related to the use of corrective measures that include exclusion from school. "School Exclusion" includes out of school suspension, bus suspensions, expulsions, or transfers to alternative learning schools. In addition to continuing to require individualized decision-making:

A variety of behavioral interventions, strategies and consequences generally will be used with students, as appropriate and available, before resorting to use of School Exclusion.

Where applicable, School Exclusions will only take place in compliance with the rules of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act:

1. Out of School Suspension or Bus Suspension of 1-3 Days: Student's continuing presence would: (a) pose a threat to school safety, or (b) a disruption to other students' learning.
2. Out of School Suspension 4-10 Days; Bus Suspension of 4 or More Days; Expulsion: Student's continuing presence in school would: (a) pose a safety threat to other students, staff, or members of the school community, (b) substantially disrupt, impede, or interfere with the operation of the school, and (c) appropriate and available behavioral and disciplinary interventions short of School Exclusion have been exhausted.
3. 45 School Day IAES: Student eligible for special education: (a) engages in a dangerous weapons or drug offense or misconduct that causes substantial bodily injury, as defined in IDEA, irrespective of whether the misconduct is related to the student's disability (administrator decision, with approval of Executive Director of Special Education and General Counsel) or (b) engages in disability related behaviors which pose an ongoing safety risk if the student were to remain in school (by order of a hearing officer).

- All reasonable efforts will be made to resolve safety threats and address disruptions before determining the student's continuing presence warrants recommendation for School Exclusion.

STATE REPORTING (ISBE AND LOCAL LAW ENFORCEMENT)

Jackson School is required to report certain incidents to the Illinois State Board of Education through the School Incident Reporting System (SIRS) related to student attendance.(105 ILCS 5/26-3a.)

- Students who no longer attend school due to: expulsion, withdrawal (for reason other than transfer), removal for non-attendance, and chronic and habitual truancy.
- Students who have re-enrolled or returned to regular attendance.

Additionally, the following incidents are required to be reported to appropriate law enforcement authorities, who then periodically report to the ISBE.

- Battery to staff (105 ILCS 5/10-21.7)
- Drug offenses (105 ILCS 5/10-21.1A)
- Firearm offenses (105 ILCS 5/10-27.1B)

Additionally, local law enforcement will be notified consistent with the provisions when a student is suspected of having engaged in criminal conduct other than that noted above. Information regarding students with disabilities reported to local law enforcement may be shared with appropriate authorities, consistent with IDEA and the Family Educational Rights and Privacy Act.

BEHAVIOR PLANS

Any student who continues to be disruptive will be placed on a behavior plan. The plan will be developed in a parent conference with the classroom teacher and members of the administrative team. Upon completion of the plan, all parties will sign the document and it becomes a binding agreement between students, parents and the school. Parents/guardians will be given a copy of the plan.

Should a student not be successful with the plan as established, a review of the plan will happen and revisions will be made. Continued violations of the plan will result in the student being brought to a disciplinary hearing. Should the student not be successful after the hearing, the plan will be revised again. Continued violations of the plan created in the disciplinary hearing will result in the student being brought before the Board in a expulsion hearing.

JACKSON BULLYING POLICY

Bullying is a form of harassment. Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted (cyberbullying), or emotional abuse, or through attacks on the property

of another. It may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior in Jackson and is prohibited.

Cyberbullying takes many forms, which may include:

- Flaming- sending angry, rude, or vulgar messages
- Harassment- repeatedly sending a person an offensive message
- Cyber stalking- harassment, threats of harm, intimidation
- Denigration- sending or posting harmful, untrue, or cruel statements
- Masquerading- hiding your identity when sending messages
- Outing- sending or posting private material about a person
- Phishing/Trickery- engaging in tricks to solicit embarrassing information
- Exclusion- intentionally excluding a person from an on-line group
- Bashing- routinely posting racist remarks or gossip online
- Spamming- flooding the Internet with multiple copies of the same message

Students engaged in any act of bullying that is in any way connected to any activity sponsored or supported by Jackson will be disciplined in accordance with the Jackson Code of Conduct. Students found to have violated this policy may be subject for the full range of disciplinary consequences as specified in the Code of Conduct, including suspension and expulsion.

Any person believing that he or she has been subject to any act of bullying, as set forth in this policy or otherwise, should contact the Principal. Be assured that we take such reporting seriously and retaliation due to such reporting is strictly prohibited.

PROCEDURAL GUIDE FOR STUDENTS WITH DISABILITIES

School officials may suspend students with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, as long as students with disabilities are being provided with special education services, in-school suspensions do not count towards the 10-day limit. Directors do not have to suspend students with disabilities for the mandatory periods set forth in this Code for a single offense. The director has discretion to be flexible in the amount of days of suspension given to each special education student with disabilities. Students with disabilities can be suspended in excess of 10 school days in certain circumstances. **In order to suspend a student with a disability in excess of 10 school days, the Office of Due Process and Mediation MUST first be consulted for approval:**

1. Provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an

Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the student.

2. The IEP team must:
 - a. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of the student's disability if:
 - i. The student was given appropriate special education supplementary aids and intervention strategies; and
 - ii. The disability does not impair the ability to control behavior.
 - b. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
 - c. Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

If the student's behavior is not a manifestation of the disability, school officials may apply Jackson Code of Conduct, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended without providing appropriate educational services for more than 10 consecutive or cumulative school days in a school year.

ACCEPTABLE USE OF TECHNOLOGY

This Student Acceptable Use Policy ("Policy") sets forth the standards governing Jackson authorized users' access to local, state, national, and international sources of information through the Internet, the Jackson network, and computer and electronic mail ("e-mail") access. This Policy sets forth the rules under which student users may continue their access to and use of these resources. This Policy promotes the ethical, legal, and school-related use of the Internet, Jackson network, electronic mail, and computer access. This Policy is in compliance with the Children's Internet Protection Act.

Access to the Internet, Jackson network, computer, and electronic mail is a privilege that is provided to student users for educational purposes. These resources provide students with effective means of communication and research and should be used in a manner that does not violate the Jackson School Policy established by the Rockford Charter School Board of Directors.

I. GENERAL PROVISIONS

Authorized Users: Jackson provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Jackson uses filtering and blocking technology to protect against materials that are obscene, pornographic, or harmful to minors. Jackson may make Internet access to e-mail available to students on the Jackson networks as an educational resource. It is a general policy of Jackson to promote the use of computers in a manner that is responsible, legal, and appropriate. Student use of the Jackson network is a privilege. A student's failure to adhere to the Policy will result in the revocation of the student's access privileges. Should a student's access privilege be revoked, there shall be no obligation on the part of Jackson to provide a subsequent opportunity for access to the Jackson network.

Jackson uses filtering software to screen Internet sites for materials that are obscene, pornographic or harmful to minors. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general it is difficult to avoid at least some contact with this material while using the Internet. Users accessing the Internet do so at their own risk and Jackson, the Rockford Public Schools (RPS), and the City of Rockford are not responsible for material viewed or downloaded by users from the Internet. If a student gains access to inappropriate, obscene, pornographic, and/or harmful material, Jackson, RPS and the City of Rockford will not be liable. To minimize these risks, your use of the Internet, the Jackson network, computer devices, and electronic mail is governed by this Policy.

II. **USE OF INTERNET, COMPUTER ACCESS AND ELECTRONIC MAIL** Improper use of the Internet, computer access, and electronic mail is prohibited. Uses of the Internet computer access and electronic mail that are prohibited include the following:

1. Use of the Jackson network for, or in support of, any illegal purposes
2. Use of the Jackson network for, or in support of, any obscene or pornographic purposes; this includes the retrieving or viewing of any sexually explicit materials, failing to use the Internet, computer access and email in a manner consistent with this Policy
3. Violation of any provisions of Illinois School Student Records Act, which governs students' right to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores
4. Use of profanity, obscenity, or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities
5. "Reposting" or forwarding personal communications without the author's prior consent

6. Copying commercial software in violation of state, federal, or international copyright laws
7. Using the Jackson network for financial gain or for the transaction of any business or commercial activities
8. Plagiarizing (claiming another person's writing as your own) any information gained on or through the Jackson network or any other network provider
9. Using the Jackson network for political lobbying
10. Intentionally disrupting the use of the Jackson network for other users, including disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information
11. Providing access to the Jackson network to violate any provisions of the Jackson Code of Conduct
12. Using a modem to dial into any online service provider, Internet Service Provider (ISP) or connect through a Digital Subscriber Line (DSL) while connected to the Jackson network, as this poses a security risk to the Jackson network

III. GENERAL INFORMATION

The privilege of using the Jackson network is free to students of Jackson. The student to whom an account on the Jackson network is issued is responsible, at all times, for its proper use. A responsible Student User of the Jackson network:

1. May keep a free account on the Jackson network as long as he or she is a student enrolled at Jackson
2. May use the Internet to research assigned classroom projects
3. May use the Internet to send e-mail to other users of the Jackson network and to people around the globe
4. May use the Internet to explore other computer systems
5. Does not give his or her password to another person
6. Understands that none of his or her communications and information accessible through the Jackson network is considered private or confidential, and Jackson reserves the right to access all user accounts, at any time, including student email
7. Understands the Policy before logging on
8. Understands that if the Policy is violated, the student's account on the Jackson network will be revoked
9. Understands that if he or she is removed from the Jackson network by a school faculty member, that he or she has the right to appeal the removal within thirty (30) days, in writing, to the principal of the school; the Jackson Principal's decision shall be final
10. Understands that if he or she is removed from the Jackson network, there shall be no obligation to provide a subsequent opportunity to access the Jackson network

IV. PARENT/GUARDIAN CONSENT FOR USE OF JACKSON NETWORK

Prior to the activation of a student's account on the Jackson network, the parent or guardian of the student must provide written authorization (located on the first page of the community handbook).

V. STUDENT ACKNOWLEDGEMENT AND INTERNET TEST

All students to whom an account on the Jackson network has been assigned shall sign a form acknowledging the requirements of the Policy on student acceptable use, and verifying his or her successful completion of the Jackson Network Student Internet Orientation.

VI. WAIVER OF PRIVACY, MONITORING, ENFORCMENT

Users do not have a personal privacy interest in anything created, received, or stored on the Internet, Jackson network, or electronic mail systems, as these systems are neither secure nor private.

Users expressly waive any right to privacy in anything created, stored, and/or received while using Jackson computer equipment or Internet access. Users consent to allow Jackson personnel to access and review all materials created, stored, sent, or received by the User through any of the Jackson network or Internet connections.

Jackson has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet, Jackson network, and electronic mail use to ensure that these resources are being used for educational and school-related purposes, consistent with this Policy.

When a faculty member determines that a student has made an inappropriate use of computer equipment or the Internet, the faculty member may remove the student from the Jackson network. The student may appeal the decision to the Principal of Jackson within 30 days of revocation.

NOTIFICATION OF RIGHTS UNDER FERPA

For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

NON-DISCRIMINATION POLICY

Jackson Charter School shall comply with all federal and state laws and regulations prohibiting discrimination. Specifically, it is the policy of Rockford Charter School Organization Board of Directors that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental status, marital status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any education program or activity.

TITLE IX GRIEVANCE PROCEDURE

Any student or employee of Rockford Charter School Organization who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any school sponsored education program or activity on the basis of sex shall attempt promptly to resolve the situation by (1) discussion with the building Principal, (in the case of a student), or the individual's immediate supervisor, (in the case of an employee). (2) If the complaint is not resolved under step 1, the complainant may file a written complaint with Jackson Schools' Chief Compliance Officer, who, for the 2018-2019 Academic Year is:

Roxanne Sosnowski
6735 Vistagreen Way, Suite 300
Rockford, IL 61107
815-900-7272
roxanne@sosnowskiszeto.com

The complainant shall provide a copy given to the school principal or supervisor involved. The Chief Compliance Officer shall arrange a meeting with parties involved to review the complaint within ten (10) days after the meeting(s).

If the complaint is not resolved under step 2 the complainant may file an appeal in writing with the secretary of the Jackson School Board of Directors, indicating the nature of disagreement.

The Jackson School Board of Directors shall consider the complaint at the earliest appropriate meeting, at which time the complainant shall address the board in public or closed session, as appropriate and lawful, concerning the complaint.

The Jackson School Board of Directors shall, within thirty (30) calendar days after the hearing, provide the complainant with a written statement of its decision, and action taken.

EQUAL EDUCATIONAL OPPORTUNITIES

Jackson School is committed and dedicated to the task of providing the best education possible for every child in the district, for as long as the student can benefit from attendance, and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Student may

be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

Complaints regarding the interpretation or application of this policy shall be referred to the Jackson Schools Chief Compliance Officer and processed in accordance with procedures established by Jackson Schools' authorizer, Rockford Public Schools. Jackson Schools' Chief Compliance Officer for the 2018-2019 Academic Year is:

Roxanne Sosnowski
6735 Vistagreen Way, Suite 300
Rockford, IL 61107
815-900-7272
roxanne@sosnowskiszeto.com