

# STUDENT Handbook

2026-2027



**Mission:** To empower our students to become global leaders who connect, explore and create through real-world learning experiences.

**Vision:** To foster a safe environment where integrated learning, strong families, and community partnerships embrace our students while inspiring them to shape the world.

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## **PARENT/GUARDIAN LETTER**

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 that you take the 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 school, and we want to ensure 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 reasonable, we don't want anyone in our school community "blindsided" or feeling misled. 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 our school. His or her attendance itself establishes a presumption that the Handbook has been read.

Finally, 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 school.

**Dr. Ebony Wrenn**  
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**Executive Director**  
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**Rockford, IL 61107**  
**(815)316-0093**  
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### **SCHOOL HOURS**

Student Arrival 7:50 a.m.  
Breakfast 7:50-8:10 a.m.  
Class Begins 8:10 a.m.  
Student Dismissal 4:00 p.m.

### **DAILY SCHEDULE**

7:50 a.m. School doors open  
7:50-8:10 a.m. Breakfast  
8:10 a.m. - 3:50 p.m. Instructional Day  
3:50 p.m. - 4:00 p.m. Dismissal

### **BREAKFAST INFORMATION**

Breakfast begins at 7:50 a.m. and ends at 8:10 a.m. Students must arrive prior to 8:30 a.m. in order to eat breakfast.

### **SCHOOL ARRIVAL**

Jackson assumes the supervision of all students at 7:50 a.m. and instruction begins promptly at 8:10 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 4:00 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, send a ClassDojo message, telephone the office, or send an email to the person you wish to meet with. Administrators and staff will not meet with any parent/guardian between 7:50 a.m. - 4:00 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/guardians may accompany their students to the classrooms. After the first day of school, parents/guardians may NOT escort students to class.**

### **CONTACT THE TEACHER**

Phone calls from parents/guardians can be transferred to the room **before** 7:50 a.m. or **after** 4:00 p.m. All other messages should be left on the teacher's e-mail or ClassDojo. Teachers will be unable to accept parent/guardian phone calls during instructional

periods. Email or ClassDojo is the best way to communicate with our school staff during a school day. In the event of an emergency, please contact the main office at 815-316-0093.

### **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 an important life 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 ensure 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, 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:**

Per Illinois law, students are allowed to take up to five (5) days off for mental or behavioral health, without a doctor's note. These days will be used prior to the accumulation of any other unexcused absences.

Students who accumulate more than five (5) days of absences per year must provide proof of the nature of the absence, for example, a note from the doctor, for the absence to be considered excused. Failure to do so will result in the absence to be considered unexcused. If a student is ill for two (2) or more consecutive days, prior to that student returning to school for instruction, parents/guardians should obtain a doctor's note certifying the student is well enough to return to school.

**Valid reasons for excused absences** 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; funeral for family members; court appearance; extended serious/critical illness of student; other absences beyond the control of the student as determined by the RCSO Board and administration, or other circumstances which cause reasonable concern to the parent/guardian for the mental, emotional, or physical health or safety of the student. **All excused absences require written proof/documentation.**

Students absent for ten (10) consecutive days or more for any reason may be dropped from our enrollment roster.

#### **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 if 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/guardian 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 will be called to the office for pickup once the parent/guardian has arrived at the school, where they must be signed out. When the student returns, they must sign back in through the office, **with a written note 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, if prudent, the student will first be sent to the school nurse for an evaluation. If after evaluation it is determined the student needs to be sent home for the day, the school nurse will contact the student's parent/guardian to pick up the student. Students may not use classroom phones, cell phones, or other electronic communications equipment for the purposes of contacting home when ill.

#### **Missed Assignments:**

Students absent from school for the above excused reasons shall be allowed to complete all coursework 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 coursework must be completed within the restraints stated by the student's homeroom teacher, or they will be recorded as a missing assignment, and given a grade of zero.

#### **Unexcused absences:**

All absences not previously classified or absences that would otherwise be considered excused which lack the appropriate documentation, 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

### **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.

### **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. Absent extenuating circumstances as determined by the School Principal, **a student is considered tardy when he/she arrives to class after the bell has rung – 8:00 a.m.** Please know that three (3) 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 6 to 17 to attend school. The Recruitment and Engagement Specialist acts as the truancy officer for our school, tracking student attendance information and assisting families with issues related to truancy so they can avoid court. In an attempt to curb unexcused absences, the Recruitment and Engagement Specialist will attempt to determine the underlying causes for student absenteeism which can include interviews with students, parents/guardians, and other school officials. Should that route not be effective, the Community and Family Engagement Specialist requires court petitions to be filed. The following constitutes Jackson's Truancy Policy:

### **a) Excused Absences:**

- a. A valid basis for an excused absence includes the following:
  - i. Illness/injury of the student or extended serious/critical illness of an immediate family member;
  - ii. unavoidable accident or emergency;
  - iii. anticipated absence with administration approval prior to the absence;
  - iv. Religious holidays;
  - v. Medical appointments with written proof from doctor;
  - vi. Funeral for family members;

- vii. Court appearance with written proof from court;
  - viii. Other absences beyond the control of the student as determined by the RSCO Board and administration; and
  - ix. Other circumstances which cause reasonable concern to the parent/guardian for the mental, emotional, or physical health or safety of student.
- b) Procedures for Unexcused Absences:
- a. Step 1:
    - i. After a student accumulates 3 unexcused absences a letter will be sent home with the student informing the parent/guardian of absences.
      - 1. A notification letter is mailed home to notify parents/guardians of the absences.
      - 2. A copy of the school attendance policy will accompany the notification letter.
      - 3. Parents/Guardians should call school to confirm receipt of the letter.
  - b. Step 2:
    - i. After a student accumulates ~~4~~ 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 Community and Family Engagement Specialist to discuss the truancy policy and interventions that may help the family eliminate or reduce absences.
      - 1. A certified notification letter is mailed home to notify the parents/guardians of the absence.
      - 2. A copy of the school attendance policy will accompany the notification letter.
      - 3. The Community and Family Engagement Specialist 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.
      - 4. The parent/guardian will receive a call to confirm the meeting time and location.
      - 5. The Intervention Attendance Plan will be written during this meeting.
  - c. Step 3:
    - i. After a student accumulates 5 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 Recruitment and Engagement Specialist to discuss the truancy interventions in place and to modify them as necessary.
      - 1. A 2<sup>nd</sup> certified notification letter is mailed home to notify parents/guardians of the absences.
      - 2. A copy of the school attendance policy will accompany the notification letter.
      - 3. The Recruitment and Engagement Specialist 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.
      - 4. The parent/guardian will receive a call to confirm the meeting time and location.
      - 5. The Intervention Attendance Plan from Step 2 will be revised during

this second meeting.

6. The parent/guardian must attend a mandatory class “The Correlation of Student Attendance with Student Achievement.

d. Step 4:

- i. After a student accumulates 10 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.
  1. A 3<sup>rd</sup> certified notification letter is mailed home to notify the parent/guardian of the absences.
  2. A copy of the school attendance policy will accompany the notification letter.
  3. The Truancy Officer will forward the matter on for Educational Neglect/Truancy Petition.

c) Additional Support Services:

- a. Where appropriate, the Recruitment and Engagement Specialist will also identify support services to be made available to truant/chronically truant students. These can include:
  - i. Student/Family Counseling;
  - ii. Community services; and
  - iii. Other services deemed appropriate for the Student.

Reminder: 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/Guardian 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 three (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 communicated to a teacher after 1:00 p.m. Students will not be pulled off buses 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 Executive Director will grant approval after all necessary parties have been contacted and verified.

### **Parent/Guardian Pick Up Tags:**

Parents’/Guardians’ Pickup Tags are to be hanging from their rearview mirrors, displayed when picking up their student(s). These large, easy-to-read tags will help keep school dismissal safe and organized. It is mandatory that all students have authorized adults display their tags when picking up children at school to accurately match students with the correct parents/guardians.

The safety of *every* student is of the utmost importance to us. We need your help to keep the school and your children safe. It remains our highest priority to have students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our pickup and drop-off procedures. Failure to do so creates chaos, frustration, and potentially dangerous conditions. Each family should discuss these new loading and walking procedures. Thank you for your continued support in making Jackson Charter School a safe and productive environment for all.

#### **Drop-Off:**

**Please do not drop students off on the opposite side of the street.** To protect your students from moving vehicles, there are designated staff to welcome your students as they exit the vehicle on the school side of the street.

**There is no playground supervision before school.** Playing on the playground in the morning is not allowed. Playground supervision will not be provided before school. Students must arrive no earlier than 7:50 AM. They will then grab their breakfast and proceed to their classrooms.

#### **Pickup:**

1. Parents/Guardians will be given a panther coded tag for each vehicle at Orientation. *If there are two or more children, you will get a tag for the OLDEST child.* We ask that you place the tag in the front windshield. If a tag is forgotten, you will be asked to pull into the parking lot and sign your student out and show ID in the main office.

2. Students will be dismissed at intervals depending on the grade level. Students will line up outside, if weather permits, on the black fence in the parent/guardian pick up area. Parents/Guardians will remain in their cars and students will be safely escorted to the car.

3. Parents/Guardians should not arrive earlier than their appointed time. Official time is 4:00 PM. If a parent/guardian arrives early, they will be asked to sit in their car at the “kiss and go” and wait for their students to be escorted out by an adult.

#### **General Precautions:**

- Be your child’s best example. Please be courteous and follow all safety guidelines at all times.
- No arrivals prior to 7:50 AM. No supervision is provided.
- Please DO NOT stop and park to drop off or pick up your students. This can be a very dangerous location and traffic quickly gets backed up onto Crosby Street. This makes it very unsafe for children to enter the school area. Please continue to drive up as close to the playground as you can. No students are permitted in the parking lot without being accompanied by an adult.
- Follow all directions from school safety personnel. They can see potential problems you may not.
- Students are to be picked up promptly at dismissal.
- Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on to see and be seen.
- Our local streets are very narrow. Please drive slowly and watch for children! ▪ Dogs are never permitted on the campus, including the parking lot. When picking up your

child, please leave dogs at home.

### **EARLY DISMISSAL**

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

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

Main office staff may only release your child to an adult (18 years of age or older) whom the parent/guardian 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.

### **Late Pick Up Policy:**

Student safety is the highest priority for Jackson Charter School. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

For that reason, we are concerned about students who are left after dismissal time or who are brought back to school because no one was available to pick the student up on time. The school is not, and cannot be, staffed to provide supervision for students in these situations; hiring extra personnel to supervise is beyond our financial resources. In addition, children can feel confused and apprehensive when they are not picked up on time.

When children are returned to school or not picked up within 15 minutes after school is dismissed, the child's parent or guardian will receive a letter each time this occurs. If a third incident occurs within 60 days, the Illinois Department of Children and Family Service (DCFS) will be contacted. If you wish, we can provide you with daycare information in the Rockford Area. Please contact our school office at 815-316-0093 for a list of daycare providers.

## **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 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 teacher on a daily basis (Monday through Thursday). The purpose of homework is for students to practice what they learned through direct instruction during the school day. In addition to the daily homework, it

is an expectation for all students to read for at least 30 minutes per night. We recommend a balance between students reading to parents/guardians and family members and parents/guardians reading to their students. Some examples of homework that teachers may send home include unfinished classwork, reading logs to track minutes read, skill practice pages, and sight word work. Parents/guardians 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.

Kindergarten - 2nd graders will take the reading and math assessments, and 3rd - 5th grade will take the reading, math, and science assessments. Our students in grades 3- 5 will also take the Illinois Assessment Readiness (IAR) 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 assessments 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 for parent teacher conferences is to collaborate and continue to foster the partnership in your child's education. Parents/Guardians 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 3<sup>rd</sup> trimester, the MTSS (Multi-tiered Support System) team and the Campus Leadership Team will meet to make decisions on whether a student should be promoted to the next grade level. These decisions 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 third trimester promotion meetings. Each case will be handled on an individual basis with the Principal's discretion.

If there is a student who is at risk for retention, it will be communicated to the parents/guardians on or before the last round of scheduled conferences, along with planned support 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/Guardian support
- Student maturity
- Homework assignments

### **PARENT/GUARDIAN INVOLVEMENT**

Parent/guardian involvement is crucial to your child's education here at Jackson. We consider parent/guardian 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, parents/guardians will be asked to meet with the Director of Climate and Culture prior to the student's re-entry to school.

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

Parents/Guardians are encouraged to become part of our Jackson Parent Taking Action (PTA). This group is just one of the ways parents/guardians can have a voice in our school. The PTA plans school fundraising opportunities and assists the school with other after-school activities, including Haunted Harvest 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/Guardians 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-5th 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/guardians 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/guardian 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, as defined by this Student Handbook, may be automatically ineligible to participate in games for the duration of the suspension or season. Parents/Guardians will be contacted by the School Executive Director 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 3 through 5 participating in co-curricular activities must have received a passing grade in a minimum of 5 classes the previous trimester. ● Continued participation will require students to be passing 5 classes on a weekly basis with no unexcused absences. For purposes of the Athletic Policy, any student caught missing a class without being properly signed out in the main office will be considered to have an unexcused absence.
- All students in grades 3 through 5 are automatically deemed eligible for the first year only.
- Once teams are established, weekly eligibility according to the above terms begins.
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- For students receiving services under the IDEA or Section 504 of the Rehabilitation Act of 1973, prior to any changes in eligibility of co-curricular activities, the student's IEP or 504 plan will be reviewed for proper implementation.

### **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 in which 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 and available to pick up the student 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:

- Uncoverable sores/lesions,
- Acute illness,
- Acute conjunctivitis;
- Diarrhea (defined as 4-5 loose stools in a 24 hr period)
- Respiratory illness or cough;
- Fever (defined as a temperature over 100.4 degrees)
- Incontinence;
- Uncontrolled scabies/ringworm;
- Unidentified skin rash;
- Migraines or headaches unrelieved by Tylenol or Motrin.

**Children who become ill with one of the above defined conditions 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 within an hour.

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 and/or no longer contagious.

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.**

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. The prescription for the medicine(s) must be on file with the nurse's office.

### **MEDICAL REQUIREMENTS**

All children entering kindergarten (or 1<sup>st</sup> grade if the child did not attend kindergarten) **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, 2<sup>nd</sup> and 6<sup>th</sup> 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 Emergency Action Plan, provided by a physician and signed by a parent/guardian, to help prevent any health-related emergencies for students with severe allergies. **All parents/guardians are expected to comply with this requirement.**

## **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/guardians **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 Executive Director, Instructional Coaches and Student Support Team, will determine these costs.

### **CELL PHONE AND OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices (including accessories) are permitted on school grounds but cannot be used during class. It is up to parent discretion as to whether the student should bring his/her cell phone to school. Students will need to leave their devices in their backpacks or have their devices locked up in the front office during the school day.

If a cell phone (or other electronic device) is confiscated from a student due to a violation of the school/classroom rules, the cell phone or electronic device will only be released to a parent/guardian and will not be returned directly to the student. Jackson Charter School disclaims any liability for damaged, lost, or stolen cell phones and other prohibited electronic devices.

Students may be allowed to bring cell phones on field trips or to other school-sponsored activities with express permission from Jackson.

Should a student violate the above cell phone/electronics policy, the Administration team of Jackson Charter School will determine specific consequences for each violation.

“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/Guardians are urged to help children understand why these items are not to be brought to school and why.

### **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, on school transportation, 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, an appropriate-colored shirt, and suitable shoes.

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

- ◆ No tank tops.
- ◆ No jeans (NO HOLES) **ONLY ON FRIDAY**
- ◆ No tight pants (as determined by administration).
- ◆ No hair glitter/body glitter; hair color permitted--at administrator discretion.
  - ◆ No hoop or dangling earrings (for safety reasons).
  - ◆ No shoes or boots with heels.
- ◆ No sagging pants.
- ◆ No visible tattoos.
- ◆ **NO** boots (e.g., 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.*
- ◆ No sandals/flip flops/**NO CROCS.**
- ◆ No tight-fitting shirts/tops. ◆ No sleeveless shirts.
- ◆ No hanging belts.
- ◆ No shorts other than uniform shorts. ◆ No hats or other head coverings, including sweatbands and handkerchiefs, are permitted
- ◆ No rollers/curlers/scarves/du-rags.
- ◆ No piercings outside of the ear.
- ◆ Huge chains, key chains, etc., may not be worn

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 the administration has determined to be distracting to the

educational process and/or pose a safety risk, and are not listed above, will be considered a dress code violation. If an item is questionable as to whether it is appropriate for school, it is likely not and should be pre-approved by the administration before a student wears it to school.

\*Final determination of appropriateness of student dress and measures taken to enforce the policy will be made by the Executive Director 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 before exiting the building. The uniform policy is mandatory, and all students are expected to be dressed in full uniform every day. There will be no exceptions or adjustments to the uniform policy.

## THE STANDARD UNIFORM

### Boys K-5

- Solid khaki or navy blue pants or shorts.
- Navy blue (or House Color) polo shirt (short or long sleeve).
- White polo shirt (or House Color) (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 or navy blue pants, skirt, skort, shorts, or jumper.
- Navy blue polo shirt (or House Color) (short or long sleeve).
- White polo shirt (or House Color) (short or long sleeve).
- Navy blue sweater vest *or* navy blue cardigan must be worn with polo.
- Dress in 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 most extended finger. If the length is not appropriate, parents will be contacted to bring alternative clothing.

\*While face masks are not currently required (as of August 1, 2025), it is possible that guidance from the IDPH and WCHD may change. Should this be the case, Jackson will send a communication to all parents with updated expectations regarding face masks and Coverings. Please contact the school administration if you have any questions or concerns regarding the face mask/covering dress code requirement.

## SPIRIT FRIDAY WEAR

Students may wear the following on Fridays for Spirit Fridays:

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

### HOUSE POLO SHIRTS

HOUSE color polo shirts may be worn any day of the week. **STUDENTS MUST WEAR THEIR HOUSE COLOR.** No logo is permitted. Other House colors may NOT be worn, and uniform bottoms must be worn Monday through Thursday.

## 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 that 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, but are not limited to, 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; and
- Engaging in violations of the Jackson Acceptable Use of Technology guidelines.

If a student receives an office referral for recurring minor offenses, the Student Support Specialists, in conjunction with the Administration, may exercise discretion in assigning consequences. These may include a restorative visit, parent meeting, a reversal of suspension (where a parent accompanies the student during the school day), or out-of-school suspension (OSS). Minor offenses may escalate into major offenses if, despite multiple referrals and consequences, the student continues to exhibit the problematic behavior. The severity and duration of any suspension—whether in-school or external—will be determined by the Jackson administration and/or the Board of Directors. Furthermore, restorative practices will be implemented as an intervention to address the behavior and assist the student in making positive changes.

### **MAJOR OFFENSES**

Major offenses include student behaviors that seriously disrupt the orderly educational process or create an unsafe environment in the classroom, school, at school-sponsored events, and/or on school grounds. These acts of misconduct include, but are not limited to, 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 - The student is in an area 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 non-consensual;
- 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;
- Conspiracy; and
- Any act that endangers the safety of the other students, teachers, or school employees.

Students who commit any of these acts may face at least a one-day out-of-school suspension and a parent-teacher conference, and depending on the circumstances, they could face the maximum penalty of expulsion. The severity and length of the suspension will be determined by Jackson's 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 locations when students are under their responsibility and control, such as field trips and extracurricular activities.

A student may be removed from the classroom by the administration for persistent or substantially disruptive behavior after the teacher has made reasonable attempts to address the behavior without success. These attempts must be documented via 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. Additionally, administrators may use momentary periods of physical restriction to remove a disruptive student who is unwilling to leave the area voluntarily or to request assistance from appropriate personnel, such as Student Support Specialists.

When the Director of Student Support and Engagement determines that a student has violated the provisions of this Discipline Code, the Director shall impose and document appropriate and available disciplinary measures, up to and including out-of-school suspension or a recommendation for expulsion, provided that such measures are supported by evidence. The Director of Student Support and Engagement shall be responsible for providing sufficient written notice to the parent/guardian any time a student is suspended from 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 guardian/, or an administrator, may request at any time to review behavioral records. Access shall be granted by the rules governing the release of school student record information.

Jackson Charter School will comply at all times with the federal due process requirements in its student discipline notification procedures and disciplinary activities, as outlined in 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 to the following:

- Write up by bus driver
- Conference with the 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 be suspended from the bus for up to 9 days and may face removal from the bus for the remainder of the school year.**

Parents/Guardians are not allowed to get on the buses to discipline children. Any parent/guardian getting on the bus, other than for a field trip, may be subject to intervention 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 Executive Director. If unsatisfied with the response of the Executive Director, the student and parent/guardian may present their version of events to the Executive Director, who manages the campus.

**B. Suspension Over 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 Executive Director. Such requests will be made by registered or certified mail and state the time, place, and purpose of the meeting. In addition to receiving advanced written notice of the hearing, the student shall be afforded sufficient time to prepare for the hearing, have the right to be represented by counsel, and be entitled 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. Furthermore, at the discretion of the Board, the hearing may be closed to those individuals deemed advisable, except for 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. For another student to act as a witness, written consent from that student's parent/guardian must be obtained before the meeting.

Suppose any student is expelled from Jackson by the action of the Board or Executive Committee. In that case, Jackson School shall immediately notify RPS District 205 of such expulsion. It shall provide RPS District 205, no later than five (5) days following the disciplinary action, with the name of the student, the reason for the expulsion, and the period during which the student will be expelled, including the dates of expulsion. RPS District 205 is not obligated to accept a student back into its campuses if a student is expelled. If a student wishes to appeal their expulsion from Jackson, the parent/guardian and/or the student may submit a written appeal by sending a letter to the Principal, stating why they believe the expulsion decision should be overturned. The Principal will discuss/review the student's expulsion decision and notify the parent/guardian/student in writing of the 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, including 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 the use of School Exclusion.

Where applicable, School Exclusions will 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) be 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 or no other appropriate or available interventions existed.
  1. Students who are out of School suspended for more than four (4) days shall be provided appropriate and available support services during the period of their suspension.
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).
4. 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 specific 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 reasons 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 must be reported to the 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 in accordance 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.

### **RE-ENGAGEMENT POLICY**

Before returning to full-time instruction, a student who has been suspended or expelled for an extended period must meet with the school Principal (or other designated Administrator) to discuss expectations and goals for the student's return. This meeting will include the Student's parent/guardian and other appropriate school personnel as designated by the Executive Director.

### **BEHAVIOR PLANS**

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

If a student is not successful with the plan as established, a review of the plan will be conducted, and revisions will be made. Continued violations of the plan may result in the student being brought to a disciplinary hearing. If the student is not successful after the hearing, further review of the plan will be conducted, and the team will determine if additional measures are available and/or necessary. The plan will be revised again. Continued violations of the plan created in the disciplinary hearing could result in the student being brought before the Board in an 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; therefore, bullying is not acceptable behavior in Jackson and is strictly prohibited.

*Cyberbullying* takes many forms, which may include:

- Flaming- sending angry, rude, or vulgar messages
- Harassment- repeatedly sending a person an offensive message
- Cyberstalking- 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 online group

- Bashing- routinely posting racist remarks or gossip online
- Spamming- flooding the Internet with multiple copies of the same message

Students engaging in any act of bullying that is in any way connected to an 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 to the full range of disciplinary consequences as specified in the Code of Conduct, including suspension and expulsion.

Any person who believes they have been subject to any act of bullying, as outlined in this policy or otherwise, should contact the Principal at either (815) 316-0093 or ewrenn@jacksoncharterschool.org. 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, as well as before- and after-school detentions, do not count toward the 10-day limit. Additionally, as long as students with disabilities are provided with special education services, in-school suspensions do not count toward the 10-day limit. Directors are not required to suspend students with disabilities for the mandatory periods specified in this Code for a single offense. The director has discretion to be flexible in determining the number of days of suspension to be given to each special education student with disabilities. Students with disabilities can be suspended for more than 10 school days in certain circumstances. **To suspend a student with a disability for more than 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 required, 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 will apply appropriate disciplinary measures, 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 four (4) consecutive or ten (10) 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"). This Policy sets forth the rules under which student users may continue to access and use these resources. This Policy promotes the ethical, legal, and school-related use of the Internet, Jackson network, electronic mail, and computer access. This Policy complies with the Children's Internet Protection Act.

Access to the Internet, Jackson network, computer, and electronic mail is a privilege provided to student users for educational purposes. These resources provide students with adequate means of communication and research. They 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 students with devices and network capabilities to enhance instruction through technological resources. Jackson uses filtering and blocking technology to protect against materials that are obscene, pornographic, or harmful to minors. Jackson may provide Internet access to email as an educational resource for students on the Jackson network. It is Jackson's general policy to promote the responsible, legal, and appropriate use of computers. 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. Generally, it is difficult to avoid some exposure to 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 *Jackson devices are for STUDENT USE ONLY!*** Improper use of the Internet, computer access, and electronic mail is prohibited. Uses of the Internet, computer access, and electronic mail that are not permitted 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 that consistent with this Policy;
3. Violation of any provisions of the 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 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; and
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 for its proper use at all times. 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 email to other users of the Jackson network and people around the globe (with the teacher's consent);
  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, he or she has the right to appeal the removal within thirty (30) days, in writing, to the Executive Director of the school; the Jackson Principal's decision shall be final; and
  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.

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network.

**IV. PARENT/GUARDIAN CONSENT FOR USE OF JACKSON NETWORK.** Before a student's account is activated on the Jackson network, the parent or guardian 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 must sign a form acknowledging the requirements of the Policy on Student Acceptable Use and verifying their successful completion of the Jackson Network Student Internet Orientation.

#### **VI. WAIVER OF PRIVACY, MONITORING, ENFORCEMENT**

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's 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 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 in writing to the Executive Director of Jackson Charter at [mwilliams@jacksoncharterschool.org](mailto:mwilliams@jacksoncharterschool.org) 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/guardians and students over 18 years of age ("eligible students") certain rights concerning their 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 an access request.

Parents/Guardians 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 access arrangements and notify the parent/guardian 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/guardian or eligible student believes are inaccurate.

Parents/Guardians or eligible students may request that the school amend a record they believe is inaccurate. They should write the School Executive Director [or appropriate school official], clearly identifying the part of the record they want changed, and specifying why it is inaccurate. Suppose the School decides not to amend the record as requested by the parent/guardian or eligible student. In that case, the School will notify the parent/guardian 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/guardian, or the eligible student when notified of their 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.

### Legitimate Education Interest:

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/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record to fulfill their professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student is seeking to enroll or has already enrolled.

Health or Safety Emergency Exception:

FERPA's health or safety emergency provision permits such disclosures, without the consent of the parent/guardian or eligible student, if necessary, to protect the health or safety of the student or other individuals. This exception to FERPA's consent requirement is limited to the period of the emergency. Generally, it does not permit a blanket release of personally identifiable information from a student's education records. Typically, law enforcement officials, public health officials, medical personnel, and parents/guardians are the appropriate parties to whom information may be disclosed under the health or safety emergency exception. Disclosures made under the health or safety emergency exception must be "in connection with an emergency," which means they must be related to an actual, impending, or imminent emergency, in the same vein as a natural disaster, a terrorist attack, a campus shooting, or the outbreak of an epidemic disease. Under the health or safety emergency exception, a school must determine whether to disclose personally identifiable information from education records on a case-by-case basis, based on a totality of the circumstances assessment of a threat to the health or safety of the student or others. Suppose the school determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that a party needs personally identifiable information from education records to protect the health or safety of the student or other individuals. In that case, it may disclose that information to an appropriate party without obtaining consent. The phrase "articulable and significant threat" means that if a school official can explain why, based on most up-to-date information available, the official reasonably believes, for instance, that a student poses a significant threat, such as a threat of substantial bodily harm to any person, including the student, the school official may disclose personally identifiable information from education records without consent to any person whose knowledge of the information will assist in protecting a person from threat.

- 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 applicable federal and state laws and regulations that prohibit discrimination. Specifically, it is the policy of Rockford Charter School Organization Board of Directors that no person, based on 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 based on sex shall attempt promptly to resolve the situation by (1) discussion with the building Executive Director, (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 2021-2022 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 to the school Principal or supervisor involved. The Chief Compliance Officer shall arrange a meeting with the 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 a written appeal with the Secretary of the Jackson School Board of Directors, specifying the nature of the disagreement.

The Jackson School Board of Directors shall consider the complaint at the earliest appropriate meeting. At this time, the complainant shall address the board in public or a closed session, as proper 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**

The Jackson School is committed and dedicated to providing the best education possible for every child in the district, as long as the student can benefit from attendance and their 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, as defined under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. A 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 2021-2022 Academic Year is:

Roxanne Sosnowski  
6735 Vistagreen Way, Suite 300  
Rockford, IL 61107  
815-900-7272  
[roxanne@sosnowskiszeto.com](mailto:roxanne@sosnowskiszeto.com)

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