

***FRANKLIN ELEMENTARY
SCHOOL***

2009-2010 HANDBOOK

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I. ATTENDANCE

ATTENDANCE POLICY

Illinois School Code 105 ILCS 5/26-1 Compulsory Attendance states that a child must *“attend some public school in the district wherein the child resides the entire time it is in session during the regular school term”* except for the following valid reasons: illness, observance of religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such circumstances which cause reasonable concern to the parent for the safety or health of the student.

In accordance with the Illinois School Code family vacations or trips do not constitute a “valid cause” for an absence and should therefore be listed as an unexcused absence.

All buildings must enforce and follow the Illinois School Code. Therefore, absences will be judged by the Building Administrator to be excused or unexcused.

Excused Absences include:

- Personal illness or injury
- Death in the family
- Religious holiday
- Family emergency

Unexcused Absences include:

- Oversleeping
- Transportation problems
- Business that could be held outside regularly scheduled school hours
- Vacations

Credit will not be granted for work missed during an unexcused absence.

Pre-arranged Absences:

To obtain a pre-arranged absence a student’s parent/guardian is required to give 48 hour notice in writing to the school office. The written notice should include reasons and dates of absences. A form for pre-arranged absences is available in the school office. The student is to use the form to notify teachers of the absence(s). Upon this notification, appropriate assignments may be given before the absence or after the absence. These assignments may be due before or upon the student’s return to school, as determined by the teacher. Credit is not given for assignments that are not submitted. **The building administrator may**

determine that a pre-arranged absence form is necessary for school sponsored events that take a student out of regular class.

Vacations are encouraged when school is not in session. Vacations during the school year interrupt the educational process and students do not receive the adequate instruction from the teacher. When it is necessary for a student to miss school for a vacation, the following procedure must be followed.

1. Student/parent brings written notification to school. School provides the pre-arranged form to student/parent.
2. Student completes pre-arranged form and submits to building administrator for approval. Student follows the building process for notifying teachers of the absence(s).
3. Teachers may provide the assignments before the absence or upon the student's return to school.
4. Upon return to school, the student will have 1 day for each day of absence to complete the assignments.
5. Any school work submitted after the deadline will be considered late and will be subject to the grading policy in place for the school/teacher regarding late work.
6. Pre-arranged absences for vacations will be recorded as unexcused in accordance with Illinois School Code. If a pre-arranged form is used while the student is on vacation, credit will be given for assignments provided the completed work fulfills the completion policy.

Absences After 10 Days:

As per District #117 policy, student's missing more than 10 days (excused or unexcused) of school must provide a doctor's note for absences that extend beyond the 10 days. Disciplinary consequences can be assigned for unexcused absences.

Contacting the School:

Please call us at 245-7005 by 8:45 a.m. if your child is going to be absent that day. If you are unable to contact the school and/or the school is unable to contact you, your child needs to bring a note to the classroom teacher giving (a) the date or dates of absences, (b) the specific reason for the absence(s), and (c) parent/guardian signature. Absences will be unexcused if the school receives no notification as to the cause of absence.

When a student is too ill to attend school, he/she is considered too ill to participate or observe after school activities.

The parent may request that a child who has been absent because of illness or injury be permitted to remain in the building during recess and/or be excused

from physical education for a day or two. As a rule, it is beneficial for the child to be out-of-doors at recess time. If there is doubt about making the request, the child's physician should be consulted. If the child is to remain indoors or be excused from physical education class for a longer period, a doctor's statement, supporting the request, should be submitted.

ILLNESS DURING SCHOOL

No student may leave school during the day unless he/she has permission from the office. A student who becomes ill during school should report to the office. If a student needs to leave school because of illness, he/she must report to the office before leaving the building. If a student is home for lunch and becomes ill, the school expects a parent to call and report the illness.

TIME SCHEDULE

7:30-8:00	Breakfast Period
7:45-8:05	Students Arrive to School
8:05	All Classes Begin
10:55-11:30	Grades 1 & 2 Lunch Period & Recess
11:20-11:55	Grades 3 & 4 Lunch Period & Recess
11:40-12:15	Grades 5 & 6 Lunch Period & Recess
2:30	Bus & Day Care Transportation Dismissal
2:35	Dismissal

Kindergarten Schedule

7:30-8:00	Breakfast Period at Franklin School
8:05	*Bus Pick-up at Franklin School
7:45-8:10	Students Arrive to Class at Central Office
8:15	Class Begins
10:50	Half-Day Dismissal
2:20	Bus Transports to Franklin School
2:25	Full Day Dismissal

* All kindergarten students who will be riding the bus from Franklin School to Central Office must arrive to Franklin School by 8:05 a.m.

Before School:

The school doors will be opened at 7:45 a.m. Children should not arrive before that time. Upon entering the school, children should go directly to their lockers and then to their classrooms. CLASSES WILL BEGIN PROMPTLY AT 8:05 A.M. Students who are repeatedly tardy and are late getting started with their work may be requested to "make-up" this time later in the day.

After School:

Bus and day care transported students will be dismissed at 2:30 p.m. All other students will be dismissed at 2:35 p.m. Students are to leave the classroom and proceed to the exits in an orderly fashion. There should be no running in halls, on stairs, or across the school yard. All students should leave the school premises by 2:45 p.m. unless they are being detained by a teacher. Please advise your children that they are leave school grounds promptly after school is dismissed.

Transportation:

It is important that the school be notified of any special transportation arrangements which parents have made for their child. We need to know if your child is to ride one of the day care vehicles, go with a babysitter, or ride with someone other than a parent or guardian. If for some reason you must send a "stranger" to school to pick up your child, please call the school and identify that person.

BAD WEATHER SCHOOL CLOSING

WJIL, WLDS, WEAI(FM), and WJVO(FM) radio stations announce the closing of school soon after receiving the decision of the district. This decision and announcement most often occur by 6:30 a.m. School may be dismissed early if weather conditions worsen on days school is in session. Parents are urged to listen to the radio for school closing or early dismissal times on days of severe weather conditions.

II. ENROLLMENT

RESIDENCY

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student.

Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency.

Residency can be established by providing school officials with the following:

Category I (one document required)

- Most recent property tax bill and proof of payment
- Mortgage papers
- Signed and dated lease with proof of the last month's payment

- Letter from manager and proof of last month's payment
- Letter of residence from landlord

Category II (two documents required)

- Driver's license
- Vehicle registration
- Voter registration
- Recent cable, electric, gas, or water bill
- Public aid card
- Current homeowners/renters insurance policy
- Current library card
- Receipt for moving van rental
- Mail received at new residence

ENROLLMENT PROCEDURES

All students attending Franklin Elementary School must be formally registered. In order to do this, parents must report to the school office, complete all necessary forms, and provide information requested, including phone numbers to be used in case of emergency and, where needed, documents verifying custody of children.

ENTRANCE AGE

To enroll in kindergarten or first grade at any time during a school year, a child must be five (5) or six (6) years old respectively, on or before September 1 of the current school year, in which case he/she may enter on the first day of school.

KINDERGARTEN PRE-REGISTRATION

All students who will be five years old on or before September 1 of the next school year are eligible to pre-register for kindergarten. Newspaper, radio, and newsletter announcements will give details regarding when to pre-register.

CHANGE OF ADDRESS/TELEPHONE NUMBER

If an address or telephone number changes during the year, please notify the office immediately of that change.

TRANSFER OF STUDENTS BETWEEN SCHOOLS

When students change residence within the school district during the school year, a Request for Transfer Form must be completed if the student resides in another attendance area and wants to remain in the current attendance area school. This form must also be completed for transfer requests not involving a change of residence. Class size, attendance record, and the reason for the request are some of the factors used in determining the approval or denial of the request. Forms are available at the school or Central Office.

GUIDELINES FOR STUDENT PLACEMENTS

Each year administrators carefully put together class lists for the following year. When they do, they consider many factors such as gender balances, ability and academic balances, and student relationships. To change these lists after they have been developed creates problems in structuring good class balance. The overall education picture and climate for all students must be a foremost priority. Honoring any requests, other than those with the most unusual needs, creates an inequitable situation. Therefore, parent requests for certain teachers will be honored only for the following reasons:

1. Special education needs and Title I (scheduling and/or equal load)
2. Retention in grade considerations
3. Unforeseen problems that occur over the summer that no one could have anticipated
4. Placement of twins
5. If, in the opinion of the principal, a change in placement is necessary for the overall health or well being of the student.

III. DISCIPLINE

SCHOOL WIDE DISCIPLINE PROGRAM

Franklin Elementary School's Discipline Program is a means of controlling student behavior in hallways, restrooms, the lunchroom, and on the playground. The Franklin Discipline Program components have been aligned with the Jacksonville District #117 Discipline Code. All students are informed of the school rules and of the consequences that follow if they choose to break them. In addition, each student will be given a rules sheet to take home. Parents are to discuss these rules with their child in order to reinforce the importance of making good choices in regard to behavior.

Learning self-discipline is an ongoing process, and it is the goal of the whole discipline program. Students will be making choices as to how they will behave during the school year with the goal being to make the best possible choice to meet their needs and not infringe upon the needs of others. Positive behaviors will be recognized and reinforced while negative behaviors will be recognized and extinguished by following through with consequences. It is imperative that

the school and home work together in this area to ensure that all students learn to accept responsibility for their actions.

Following are the general building rules that students will be required to follow during the time that they are in the building or on school grounds. Consequences will be given to students who break the rules. Each teacher will retain his/her classroom rules and consequences. The list includes, but is not limited to the following:

General Building Rules:

1. Students are to show good manners and use polite, appropriate words and actions. (No name calling, loud talking in halls or cafeteria, running in halls, cutting in line, throwing food or other inappropriate objects.)
2. Students are to follow directions the first time given. (No arguing, ignoring of directions, or having to be told a second time.)
3. Students are to respect people and property. (No talking back, swearing, teasing, fighting, hitting, kicking, vandalism, littering, deliberate misuse of property, endangering the safety of self or others.)
4. Students are to be honest and trustworthy. (No lying, cheating, stealing, skipping school.)
5. Students are to leave at home objects that would endanger self or others and items banned from school. (No knives, other weapons, tobacco products, dangerous substances, electronics, chewing gum.)

General Playground Rules:

1. Be polite, cooperative, and show respect for others.
2. Follow all directions given by supervisors.
3. Use all equipment in the manner intended.
4. Respect assigned areas, do not leave without permission, and line up properly when the whistle is blown.
5. Keep food and snacks off the playground.

In addition to the five general rules for the playground, students and parents are reminded of the following items:

- All visitors (adults, parents, etc.) should check in with the playground supervisors.
- Follow the rules for all games.
- Stay off the hill/Drain pipe in NW corner is off limits.
- Use hands on monkey bars - No climbing on top of them.
- No walking on teeter-totters - One student on each end only.
- No gymnastics, karate, tackle football, tag.

Positive Reinforcement:

Students who demonstrate unusually good behavior or show improvement in behavior are awarded with Fantastic Franklin Student Behavior tickets. These tickets are used for the awarding of certificates and for periodic drawings for prizes at assemblies. Other positive reinforcement programs include: behavior contracts, sticker charts, the Reinforcement and Praise program, quarterly good behavior assemblies, and special recognition by the principal.

Possible Consequences:

Students who choose to break the rules will receive the following possible consequences depending on the number and severity of offenses:

1) Verbal warning, 2) Partial loss of recess, 3) Total loss of recess, 4) Conference with the student, 5) Parent contact, 6) Stay after school, 7) Loss of privileges, 8) Student develops and writes strategies to correct the behavior, 9) In-school suspension, 10) Out-of-school suspension, 11) Others as needed. For specific listing of consequences for misconduct, please refer to the District #117 Behavior/Discipline Code pages at the end of this Handbook.

BULLYING

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District and School goal.

Roles and Responsibilities in Dealing with Bullying

Students: 1. Stay away from bullies. 2. Walk away when possible. 3. Stay safe in numbers. 4. Keep valuables in a safe place. 5. Ask the bully to stop. 6. Report incidents to an adult.

Parents: 1. Ask about the bully reporting system in your school. 2. Listen to your child intently. 3. Recognize bullying behaviors may be demonstrated by your child. 4. Model a life-long skill for your child. Work with school staff to resolve the issue in a positive manner. 5. Don't accept bullying behavior as a "rite of passage" that everyone must endure.

School: 1. Establish a bullying reporting system within the school. 2. Take all reports seriously. 3. Investigate all reports of bullying. 4. Teach District curriculum addressing bullying and social emotional learning standards. 5. Educate students and parents about the realities of bullying behavior.

Discipline of Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identifiable inappropriate behaviors. The following procedures which are stated in policy 7.230 shall be used when a student with disabilities is alleged to have engaged in misconduct.

Policy 7.230

I. Suspension for a Cumulative Period Generally Not to Exceed 10 Days in Any School Year

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period generally not to exceed 10 days in any school year.

II. Suspension Beyond 10 Days

The District shall promptly notify the student's parent(s) or guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s) or guardian(s) shall be advised as follows:

1. That the multi-disciplinary conference (MDC) team shall meet as soon as possible but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s) or guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct.
2. That the student's parent(s) or guardian(s) are requested to attend the multi-disciplinary team meeting and the date, time and location of the meeting.

III. MDC Determination

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to

determine appropriate alternative means of service delivery.

1. The Board may not expel a disabled student if the MDC Team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to disability-related.
2. Parent(s) or guardian(s) may object to a proposed change in their child's educational placement. If the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the students or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

Sexual Harassment

Sexual harassment of students is prohibited. Statements or acts that deny or limit the provision of educational aid, benefits, services, or treatment; or that makes such a conduct a condition of a student's academic status will be addressed through the JSD #117's sexual harassment policy.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Building Principal, Asst. Principal, Dean of Students, or Guidance Counselor.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Asst. Principal, or Dean of Students for appropriate action.

Student Dress and Grooming

Students are encouraged to be neat, clean, and to wear clothing that will not draw attention to themselves. Clothing that draws comments from other students, or attire that makes a student stand out or be subjected to comments from peers, often brings unhappiness to the wearer. If the student's attire is thought to be disruptive, the principal will remove the student from the area until a change can be made.

Some types of clothing are inappropriate for school. Among these are halters, short shorts, pants worn below the waist, and shirts with inappropriate printing or pictures.

It is important that children dress warmly in cold weather. It is recommended that during the winter parents listen to the radio or TV early in the morning to be

advised of any extreme weather conditions that might affect the way children should dress, especially if they walk to school or wait for a bus. Remember that school does not open until 7:45 a.m. In colder temperatures, students should wear heavier clothing because most recess breaks are held outside until frigid weather begins.

Parents are asked to exercise good judgment in the kinds of clothing they allow their child to wear to school.

IV. BREAKFAST AND LUNCHES

CAFETERIA PROCEDURES

7:30-8:00	Breakfast
10:55-11:30	Grades 1 & 2 Lunch Period & Recess
11:20-11:55	Grades 3 & 4 Lunch Period & Recess
11:40-12:15	Grades 5 & 6 Lunch Period & Recess

The Franklin campus is closed during lunch times. Students who wish to eat lunch at home must bring a note to the teacher each day that eating at home is requested. Students must have a parent/guardian pick them up in the office.

Breakfast is to be paid for daily. The cost is \$1.00 or .30 if approved for reduced priced meals.

Parents are requested to pay for lunches weekly or monthly. The cost is \$1.70 per day or \$8.50 per week. The money is collected on the first day of each week. Please put the money in an envelope with your child's name, amount of money, and the teacher's name written on the outside. Students who fall behind more than one (1) week in paying for their lunches will not be allowed to continue eating school lunches until the amount is paid.

For those students who bring their lunches from home, cartons of white and chocolate milk are available for .30 per carton. This milk money is to be paid each day in the lunch room during lunch period.

Students may not order and will not receive a second lunch unless it has been paid for in advance or on the day of purchase.

We must order by telephone the number of lunches we need for that day. For this reason, we need to know by 8:40 a.m. if your child will be arriving late. **LATE ARRIVALS WILL NOT BE INCLUDED IN OUR LUNCH COUNT UNLESS THE PARENT CALLS THE SCHOOL BEFORE 8:30 A.M.** If the school is not contacted, the child needs to bring a sack lunch from home.

CAFETERIA EXPECTATIONS

All students who eat at school will usually do so in the cafeteria area located in the basement.

The following behaviors are expected from the students in the lunchroom.

1. All talking in the lunchroom should be in low tones.
2. Whenever the lights are dimmed in the lunchroom, all students are to immediately stop talking and listen for an announcement.
3. Students are not to save seats for others.
4. Once seated, students are not to get up and move around the room. If something is needed, students are to raise their hands and a supervisor will help them.
5. Students will be expected to remove all normal refuse from the tables and floors.
6. Washrooms are to be used before the lunch period.

V. INSTRUCTIONAL

RtI (RESPONSE TO INTERVENTION)

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in the their school career.

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress**. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle, then more intensive interventions may be tried.

**This team – referred to as the “Student Assistance Program” of SAP – uses the insight and expertise of several different school staff members. SAP members contribute in different ways to the RtI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The SAP meets regularly to discuss and monitor student concerns.

What is the role of the Parent in Rtl?

Jacksonville School District #117 upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville School District greatly values the important role of the parent in the Rtl process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite parent to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

MEDIA CENTER (Library)

1. Students are allowed to check out a maximum of two (2) books at one time per week.
2. Books can be renewed for a one (1) week period.
3. Students having overdue materials from the media center are reminded of this fact by notes that are sent to the student's teacher. New materials will not be checked out until the overdue ones are returned.
4. Lost media center materials must be paid for. However, if the book is found after it has been paid for, the book can be returned and the money will be refunded. Damaged books must also be paid for.
5. Children are also encouraged to use the Jacksonville Public Library.

STUDENT TEACHERS

Since MacMurray and Illinois College are located in Jacksonville, Franklin Elementary School may have student teachers and tutor aides working in the building. Student teachers are offered the opportunity to participate in and instruct in as many phases of the educational program as possible, but the supervising teacher makes certain that such participation and instruction is of value to the students being taught.

SCHOOL SOCIAL WORKER SERVICES

Upon referral, the school social worker meets with students to discuss concerns in a confidential manner. At this point, the child is not considered to be placed in the School Social Work program (beyond classroom guidance). In the event that children are seen on a weekly or semi-weekly basis, whether individually or in a small group, parents will be contacted.

Small Group Counseling: These are special purpose groups covering topics such as self-concept, friendship, peer/family relationships, and social skills. Students are usually involved by referral by teacher, parent, or self.

Individual Counseling: Students may meet alone with the social worker to deal with personal, academic, and/or social concerns. Students are referred by parent, teacher, or by self-referral. Referral forms are available to all parents, teachers, and students in the school office. Students may refer themselves without parent knowledge.

FIELD TRIPS

Throughout the school year, students will be involved in educational field trip activities. Prior to each field trip, a parent permission form must be signed and returned to the school.

ANNUAL ACHIEVEMENT AND ABILITY TESTING

The primary concern of the school is to help each student develop to the fullest extent of his/her abilities, skills, interests, and personalities. Teachers can help each child best when they understand each child as fully as possible – what the child already knows, how fast he/she will learn, what interests the child has, and what kind of person he/she is. By simply seeing children in school; however, teachers learn only part of what they need to know to help each as much as possible. To aid them in obtaining a fuller understanding of the students with whom they work, the following tests are given which provide additional information about each child and about the differences that affect what and how the child learns.

Group Testing

Grade 2	Otis-Lennon School Abilities Test
K-6	Stanford 10 Achievement Test
Grades 3, 4, 5, & 6	Illinois Standard Achievement Test (ISAT)

SCHOOL IMPROVEMENT PROCESS

In 1985 the Illinois Legislature passed the School Reform Act. That law along with related legislature outlines a procedure to be followed for school improvement by all public schools in the state.

In essence the plan focuses on 30 goals for learning in the areas of language arts, mathematics, science, social science, fine arts, and physical education and health. These goals are referred to as the Illinois State Goals for Learning.

There are Learning Standards for each of the State Goals and Learning Benchmarks which define progress at five grade or developmental levels for each standard. Each school must align its curriculum to the State Goals and Learning Standards and then design and/or select a variety of assessments for determining how well the students at each grade level are measuring up to the targeted levels of expected performance.

Assessment results are analyzed and subgroups of students within each grade level are identified. As the faculty plans for improvement, they answer such questions as these: How well did our whole grade level do? Which subgroups within the grade level did not meet our expectations? Why? What modifications in materials, instructional techniques or services should we make to help this group or subgroup perform at a higher level?

These questions and others are answered on an ongoing basis. The process is repeated every year to ensure 1) all students' needs are being met as much as possible, and 2) all students are learning. A copy of the Franklin School Improvement Plan is available for viewing in the office. Parents and the community will receive information each year as to how well the students in each grade level are performing in relation to the mandated goals.

STUDENT RECORDS

Permanent Records include:

Basic identifying information: name, address, birth date and place, gender, names and addresses of parents.

Academic information: transcript, grades, class rank, graduation date, grade level achieved, scores on college entrance exams, scores on State assessments at the high school level.

Health and Attendance: attendance records, accident reports, and health records

May also include: honors and awards, participation in school-sponsored activities or athletics, offices held in school organizations.

No other information may be placed in the student permanent record.

Temporary Records

Student Temporary Record means all information not required to be in the student permanent record and shall consist of the following:

- Scores received on State Assessment administered in the elementary level.

- Information regarding serious infractions that related in expulsion, suspension or the imposition or punishment or sanction.
- Information under the Abused and Neglected Child Reporting Act
- Student Assistance Program documentation
- IEP

Temporary records may also consist of: family background information, intelligence test scores, aptitude test scores, reports of psychological testing including information on intelligence, observation, or interviews, elementary and secondary achievement test results, participation in extracurricular activities, including any offices held in school sponsored clubs or organizations.

Notification to Parents and Students of Their Rights Concerning Student's School Records

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.
7. The right contained in this statement: No person may condition the granting to withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing of any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the State law.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-460

IDENTIFICATION OF STUDENTS FOR GIFTED PROGRAM

The Stanford 10 Achievement Test is given each year in the Jacksonville School District #117 schools for Grades K-8. Basic subscores are used to help determine placement in the Talented and Gifted (T.A.G.) program. Points are given for one-half year increments beginning with one year above grade level. The Otis-Lennon Test of School Ability is given in Grade 2 each year. Recommended students in grades 2-5 also have the opportunity to take the Otis-Lennon Test on a Saturday in the spring. Points are awarded for five point increments beginning with a School Ability Index score of 125-129 receiving one point. Points are deducted for five point increments beginning with scores below 115. Third grade classroom teachers make recommendations based on a list of past achievement and perceived potential. Students scoring above the cut-off point on all three measures (1) the Stanford 10 Test, (2) the Otis-Lennon Test of School Ability, and (3) teacher recommendation are considered for placement in the program. Students scoring above the cut-off in less than three measures, but strong in some areas are put on a weighted scale. The decision on inclusion in the gifted program is made by a staff composed of the school principal, teachers who have contact with the students, and the district's gifted coordinator.

SECTION 504 POLICY

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, projects disabled persons from discrimination based on their disabled status. The Board of Education recognizes the requirements to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of Jacksonville School District #117 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). Procedural safeguards are guaranteed for disabled students and their parents in Jacksonville School District #117.

For purposes of compliance with the Act, the Superintendent shall develop and implement appropriate procedures and forms to include evaluation, eligibility, services plan, services delivery, and periodic case review.

The Board of Education shall designate a Section 504 coordinator and shall provide annual notice of available services and the process for access to services.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences provide opportunities for Franklin parents and teachers to discuss each child's progress on a planned basis. Student-led conferences will also be held in order to strengthen the communication bond between parent and child.

Purpose:

1. To develop the most favorable relationship between parent and teacher so each may work to greatest advantage of the child.
2. To enable the parents and teacher to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Conferences are successful when parents come prepared to offer thoughts and questions that will aid the parent-teacher relationship. Advance planning about specific problems, family discussions, and prepared questions are helpful.

While conference days are used for the exchange of ideas and information, this is not the only time parents are invited. Parents are welcome to request a conference at any time.

SCHOOL VISITATION RIGHTS ACT

Pursuant to the School Visitation Rights Act which became effective July 1, 1993, we advise all parents/guardians that they have a right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their children's school. Upon completion of such a school visitation, the building administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. This act applies to employers who employ at least 50 individuals in Illinois. No employer is required to grant such visitation rights if granting the leave would result in more than 5% of the work force taking leave at the same time. If you have any questions regarding the Illinois School Visitation Rights Act, you may contact your employer or the school.

PROGRESS REPORTS

Communication between parents and the school is essential for understanding and serving children. Progress reports are issued four times during the school year at the end of each nine week grading period. Kindergarten progress reports are issued each semester.

GRADING SCALE FOR GRADES 2-6

GRADING CODES

<u>Letter Grade</u>	<u>Percentages</u>	<u>Performance Level</u>
A+	98-100	OUTSTANDING
A	93-97	
<u>A-</u>	<u>90-92</u>	
B+	87-89	ABOVE AVERAGE
B	83-86	
<u>B-</u>	<u>80-82</u>	
C+	77-79	AVERAGE
C	73-76	
<u>C-</u>	<u>70-72</u>	
D+	67-69	BELOW AVERAGE
D	63-66	
<u>D-</u>	<u>60-62</u>	
F	0-59	DEFICIENT

HOMEWORK

Homework is a powerful means for increasing children's learning. It helps children form the habits of independent study. Homework is the school's primary extension into the home. Therefore, you should expect your children to have homework. Remember that simply increasing the time a child spends on homework will not by itself improve the quality of work. The proper conditions for maximum concentration and an earnest effort on the part of the student are essential if homework is to be of any value. The child will benefit if parents will follow the suggestions presented here and follow through with such a schedule throughout the child's school year.

1. Suggested time to spend on homework: Grades K-2: 15 to 20 minutes, up to four nights a week Grades 3-6: 30to60 minutes, four nights a week (if the child is getting too far behind in school work, it may be necessary to spend more time than what is suggested above.)
2. Supervise the child's homework, but guard against the tendency to do the work for the child.
3. Give occasional help with homework. Children have been taught the lesson by the teacher and, if they pay close attention in class, they should be able to do their homework by themselves.
4. Set a definite time for study early in the evening before the child is tired and sleepy.
5. Provide a place to read and study away from the noise of television, radio, or other children playing.
6. Provide a desk or table with good lighting and the proper materials (paper, pencil, pen, ruler, eraser, dictionary, etc.).
7. Check to be sure that the child starts and finishes the assignment, does it neatly, and returns it to school the next day. All homework is important.

Shortly after homework is returned, it will be looked over and graded if necessary. Not all homework is for a grade. Sometimes it is just for practice. You will have to check with your child's teacher to see how much weight is placed on homework in determining report card grades since teachers vary from grade to grade.

8. Encourage children to begin using the library in the primary grades and continue in the higher grades. Reading is the tool by which all other subjects are mastered.
9. Encourage the child to do the best work possible. Do not compare one child with another.
10. Talk with the teacher if the child is not making satisfactory progress.

All parents should expect their child to have various kinds of "take home" paper to show occasionally. This is one way the school has of communicating with the home. Students are expected to complete all work assigned by the designated time limits. Zeroes will be averaged into the grades of those students who do not complete assigned work.

Parents are urged to read carefully the special letter from their child's teacher which explains the guidelines for homework.

MAKE-UP WORK

Parents are asked to give the school at least 24 hours notice when they plan to pick up homework for a student who has been absent from school for more than one day.

Students who have been absent from school have the responsibility of making up those assignments which can be made up. Generally, students will have one day of make-up time for every day they are absent. Following an absence, it may be necessary for your child to stay after school to receive help from the classroom teacher and/or to complete missing assignments. When turning in make-up assignments, students should be certain that each assignment is clearly labeled and that the teacher is handed the work. Zeroes will be given for work not completed.

PARENTAL INPUT REGARDING EXPENDITURES OF FEDERAL FUNDING

Each year schools receive federal funds through Title I, Title II-A (Teacher Quality), Title II-D (Technology Enhancing Education), and Title IV (Safe & Drug-Free Schools). These funds generally may be used to purchase instructional materials and equipment and to provide in-service opportunities for teachers. If you have suggestions for our school's use of these funds, please send those to your building principal by April 1.

PARENTS RIGHT-TO-KNOW POLICY

Any parent of a child who attends a Title I funded school may request, and the district will provide in a timely manner, information regarding the professional requirements of your child's classroom teachers, including the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification of degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessional and, if so, their qualifications.

This request is to be made to the Superintendent's office located at 516 Jordan Street. In addition, each parent of a child who attends a Title I funded school will be provided the following:

- Information on the level of achievement of your child is each of the State academic assessments.
- Timely notice if your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools.

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

ADMINISTRATIVE PROCEDURES AND GUIDELINES FOR STUDENT RETENTION

In making retention decisions teachers and administrators shall use the District #117 Student Retention Process and Timeline. The criteria for retention outlined there shall serve as a guideline for making those decisions. There may be cases where it is in the student's best interest to be retained, even though he/she does not meet the criteria for retention. Because retention decisions must be based on objective data, the Retention Information Sheet will be utilized for all students being considered.

In the event that the parent does not agree with the school's (teacher-principal) recommendation to retain a student, the building Retention Review Committee will make the final decision. Further, the Retention Review Committee will decide all retention cases where the student meets the criteria for retention, but the teacher, principal, and/or parents agree that a promotion is in the best interest of the student.

CHAIN OF COMMAND

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual(s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that that the issue/concerns was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact Central Office.

Step 4) If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will redirect the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

VI. HEALTH

PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS

Physical exams within one year are required:

1. Prior to the date of entering kindergarten.
2. Prior to the date of entering sixth grade.
3. Prior to the date of entering ninth grade.
4. For students attending programs where grade levels are not assigned, examinations shall be completed prior to the date of entering and within one year to the age of 5, 11, and 14.
5. For students, regardless of grade level, who transfer from out of state or out of country.
6. Dental examinations will be required for all students at grades t kindergarten, 2, and 6 by May 15th of school year.
7. Vision exam by a qualified eye doctor, such as optometrist and ophthalmologist, is required for children entering kindergarten or enrolling for the first time in an Illinois school.
8. Health exams, immunizations, and vision and hearing screening tests may be objected to only on religious grounds. A parent or guardian may make the religious objection by writing and signing a statement detailing the objection.

Immunization records should show full dates so a determination of whether they are in compliance can be made. Immunization requirements must be completed and records presented to the school. The school nurse will review these records and parents/guardians will be notified of the need for any immunizations.

ILLNESS AT SCHOOL

In the event that your child becomes ill at school, you will be contacted to arrange for your child to be taken home. It is important for us to know who to contact, so please keep the office informed of any changes of emergency numbers.

INSURANCE

Student insurance is entirely optional. The District has made arrangements with a group plan providing low-cost coverage. For those who take out the coverage, the claims must be filed immediately after an accident.

MEDICATION

Parent(s)/guardian(s) are responsible for administering to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is filed. This form

must be signed by both the physician and the parent. This form shall be completed annually by the student's physician (licensed to practice medicine in all of its parts), and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. All student medication shall be left in the school office unless otherwise authorized by the Principal. Students are not to have any medication in their possession while at school. All medication shall be in the original container and be clearly marked with student's name, doctor's name, contents and dosage. When appropriate, the Principal may request parent(s)/guardian(s) to come to school to administer medication or aide. A student may self-administer non-oral medication and inhalers with parental consent when under the supervision of school personnel designated by the Principal. (The School Medication Form must also be completed and on file in the office.) Parents may also come to school to administer any medications prescribed by a physician. These guidelines have been established to provide control and accountability of medication. The school district wants to be certain that medicines are dispensed at the proper times; are authorized by licensed physicians with parental consent; and do not fall into the hands of those whom they are not prescribed.

EXEMPTION FROM PHYSICAL ACTIVITY

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by person licensed under the Medical Practice Act. The building principal may request a physician's statement at any time.

Alternative activities and/or units of instruction will be provided for students whose physical or emotional conditions, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

VISION AND HEARING SCREENING

Each fall the Morgan County Health Department conducts vision and hearing screenings. If your child fails either of these screenings, you will be notified by the Morgan County Health Department. Please be sure to follow up on the recommendations.

HEAD LICE

With the exception of the common cold, head lice infestation affects more school age children than all other childhood diseases. The Jacksonville School District, in an effort to safeguard each child's rights, has a "NO NIT POLICY." The

following procedures will be followed once a suspected case of head lice is found:

1. The child shall be sent home with written instructions for consulting a physician and/or treatment: readmission to school will occur as specified in Step 4 below.
2. Appropriate school staff shall be notified to intensify surveillance.
3. The heads of all students in the same classroom as the case may either be inspected or a letter sent home notifying parents of the situation.
4. THE CHILD MUST BE TREATED AND FOUND TO BE ESSENTIALLY NIT FREE before he/she is allowed back into the building.
5. Any student who has been identified as a case or contact to a case of head lice may be rechecked within ten days after the initial examination. If at the recheck the student is not nit free, the Head Lice procedure again will be followed; beginning with the child being sent home.
6. Chronic untreated cases of head lice may be referred to the appropriate community agencies.
7. When a student violates this policy, and comes to school without clearance, proper authorities (parent(s), guardian, relative, advocate community agency, juvenile officer) will be contacted to remove the student from the building.

PETS AND ANIMALS

The bringing of pets and animals to school is discouraged. Wild animals are not to be brought to school. Prior approval from the classroom teacher and principal must be given before any pet or animal is allowed to be shown at school. They must be properly leashed in order that no harm will be caused to students.

FOOD GUIDELINES

All procedures for preparing and serving food in the schools should generally adhere to guidelines recommended by the local health department.

Recognizing that the environment and ages of students in a secondary school is different from those of an elementary school, these general guidelines should be followed:

1. All principals should discuss with their PTO and community club members concerns and recommended procedures for preparing and distributing refreshments at their meeting.
2. Principals of secondary schools are responsible for the preparation and distribution of food as part of any classroom activity and aware of and follow appropriate sanitary measures.
3. Principals of elementary schools should allow only food items, treats, etc. which are prepared and packaged commercially to be served during

- parties and celebrations. Commercially prepared food that is not individually wrapped should remain in the original container and be served by an adult wearing plastic gloves.
4. Food which is prepared in the elementary schools as learning experiences for children should be prepared and handled only by adults who follow recommended guidelines.

WELLNESS POLICY PARTY FOOD SUGGESTIONS

In accordance with the Jacksonville School District #117 Wellness Policy, healthy food options should be made available to promote student, staff, and community wellness. Examples of nutritious foods and beverages that are consistent with the Dietary Guidelines are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
 - Fresh fruit wedges-cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
 - Sliced fruit-nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
 - Fruit salad
 - Cereal and low-fat milk
 - 100% fruit or vegetable juice
 - Frozen yogurt pops with fruit juice or fruit as the first ingredient
 - Dried fruits-raisins, cranberries, apples, and apricots
 - Single serving applesauce or canned fruit in juice
 - Peanut butter with apple wedges or celery sticks
 - Fruit smoothies made with fat-free or low-fat milk
 - Trail mix (dried fruits and nuts)
 - Dry roasted peanuts, tree nuts, and soy nuts
 - Lean meats and reduced fat cheese sandwiches
 - Party mix
 - Pretzels or reduced fat crackers
 - Baked chips with salsa or low-fat dip
 - Low-fat muffins, granola bars, graham crackers, fig bars
 - Mini bagels with whipped light or fat-free cream cheese
 - Pasta salad
 - Bread sticks with marinara
 - Fat-free or low-fat flavored yogurt and fruit parfaits
 - Fat-free or low-fat pudding cups
 - Fat-free or low-fat milk and milk products (string cheese, single serving cottage cheese, or cheese cubes)
 - Pure ice cold water
- This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food

and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat, and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.

DRUG, ALCOHOL, AND TOBACCO FREE SCHOOL

According to Jacksonville School District #117 policy, all District #117 work places are drug, alcohol, and tobacco free environments.

VII. SAFETY

ACCIDENTS – EMERGENCY INFORMATION

In spite of all efforts of caution and vigilance, accidents sometimes occur at school. If a serious accident occurs, the parents are called and asked to come for the child. If it is not possible to contact parents, the person designated on the registration card will be called. The parents will be notified as soon as possible. If neither parents nor the emergency contact can be called, the student will be sent to the hospital. It is important, therefore, that all medical information on the registration card be accurate, as it is the school's main source of information in emergency situations. Parents should inform the school immediately if there is a change in any of this information. Telephone numbers and physical names should be current.

SAFETY HABITS

For the protection of your child, please stress the following rules:

1. Remain on sidewalks, cross streets only at corners, look both ways before crossing, and never step into the street from between parked cars. Also, remind your child that the creek behind the school is off limits.
2. Respect the instructions of the crossing guards.
3. Impress your child with the importance of returning home immediately after school is dismissed.
4. Use the shortest and safest route to and from school.
5. Emphasize the proper use of bicycles and safe riding habits.
6. ALL CHILDREN ARE TO BE AWARE THAT THEY ARE NOT, UNDER ANY CIRCUMSTANCES, TO ACCEPT RIDES WITH STRANGERS AT ANY TIME.

TRAFFIC AT SCHOOL

Parents are urged to exercise extreme caution when driving in areas near the school. Children sometimes forget what they have been taught about pedestrian

and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children.

STUDENT TRANSPORTATION TO AND FROM SCHOOL

Vehicles transporting children to school may stop in the west and north parking lots or in the front of the school on Franklin Street. Franklin Street will be limited to one lane of traffic from 7:35-8:05 a.m. so that students can exit to the school safely and to aid in preventing vehicle accidents cause by passing one another. Parents who transport children at the end of the school day are to be advised of the following procedures:

1. Buses and some day care vans will load in front of the school on Franklin Street which will remain one-way. For this reason, Franklin Street will be barricaded about 2:20 p.m. each day.
2. Parents who wish to wait for their children in the west parking lot should arrive before the barricade is in place and park their vehicles facing east.
3. Other parents should use the north parking lot and enter at the north end and exit at the south end. **NO LOADING OR UNLOADING ON CLAY STREET.**
4. All children who ride with parents will be expected to report to one of the two parking lots to meet their parents. Remind your children that they are to wait with the assigned supervisor and appropriate behavior is a must. All children should be picked up by 2:45 p.m.

BICYCLES

Students may ride bicycles to school. Bicycles are to be parked immediately upon arrival on the school grounds. All bicycles should be locked as the school assumes to responsibility for the bicycles or damage to their accessories. Bicycles should never be left at school overnight.

The school encourages bicycle safety and parents are urged to instruct their children in safe riding procedures, such as:

1. Ride on the sidewalk or with traffic on the right side of the street.
2. Ride without cutting in and out among parked cars.
3. Carry no passenger but him/herself.
4. Ride single file, close to the curb.
5. Walk bicycles while on school property and when crossing intersections around the school. This rule should be followed with the use of skateboards.

BUS RIDERS

All school bus riders, while in transit, are under the control and jurisdiction of the bus driver. The bus driver is duly responsible for the safety of both passengers and the bus. Any behavior on the part of the school bus riders which diverts the driver's attention could result in a serious accident and will not be tolerated. When drivers determine that improper behavior should be brought to the school principal's attention, a Bus Discipline form is to be filled out. Parents will receive a copy of this form outlining the misbehavior and the consequences for the violation of rules. Repeated violations may result in the loss of bus riding privileges. Types of behavior which are considered unacceptable on the bus include, but are not limited to, the following: yelling, throwing objects in the bus or out the windows, use of profane language, deliberate damage of the bus, arguing, harassment or intimidation of other riders, fighting with others, extending head or arms out of the windows, or engaging in other behaviors which seriously distracts the school bus driver. The bus driver is responsible for maintaining discipline on the school bus. The driver may verbally correct any student for a violation of rules and regulations, assign seats to any and all bus riders, and take any reasonable action deemed necessary to maintain discipline and safety on the school bus.

DISASTER PREPAREDNESS

Each classroom at Franklin School receives instruction in fire and tornado/severe weather procedures, as well as bus safety. Periodic drills are conducted throughout the school year. Franklin School also has a detailed Safe School Plan. Procedures for dealing with potentially dangerous or traumatic situations are in place in an effort to insure the safety and well-being of everyone in the school building.

WORKER AND BUILDING OCCUPANT NOTIFICATION

Notification of School Asbestos Management Plan – The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. Recommendations in the plan have been accepted by the School and the State. A copy of the Asbestos Management Plan is on file in the school office and is available for inspection during normal business hours. The tri-annual re-inspection has been completed and is on file in the School Management Plan. Six-month periodic surveillance requirements and additional re-inspections will be completed as required by Federal regulations.

VIDEO CAMERAS ON SCHOOL BUSES

The video cameras on school buses may be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content of the videotapes may be used in a student disciplinary proceeding. Videotapes will be retained only if necessary for use in a

student disciplinary proceeding or other matters as deemed necessary by the administration.

DEFIBRILLATOR POLICY

Jacksonville School District #117 has an Early Defibrillation Program Policy. This six page policy is available to you in the school office. The purpose of the policy is to ensure a rapid response to victims of sudden cardiac arrest (SCA). Each school is to have a trained Emergency Response Team in case of SCA in the school. The Site Coordinator for Franklin School is the principal. The Site Coordinator is responsible for overseeing his program; identifying on site Emergency Response Team members; assuring the training and retraining of the Response Team; training Team members in the use of the defibrillator, and maintaining the defibrillator; and maintaining the defibrillator and related equipment. A defibrillator and a Team trained to respond to a victim of SCA are to be housed and available in each school including Franklin. Trained Team members may utilize the defibrillator to respond to a victim of SCA. Team members must complete a state-approved initial training course that includes CPR, defibrillation, basic first aide, and basic life skills for children. Retraining is required every two years.

SEX OFFENDER REGISTRY

Schools are required by law to inform parents how they may access information regarding registered sex offenders. The legislation is intended to increase awareness of the registry and to encourage parents to review the information available to them. Parents can search the database by name, zip code, or country. Access to the date base is free. The URL address for the Illinois site is: <http://www.isp.state.il.us>.

VIII. MISCELLANEOUS

LOCKERS

Lockers are the property of the school and school authorities have the right to pursue evidence of violation of school rules or laws based on reasonable suspicion. Lockers must be kept in order so they can be easily opened and closed. Locker doors must not be slammed open or shut.

LOST AND FOUND

Any textbook or other article found in the building or on the school grounds should be taken to the office immediately. Found articles will be kept either in the office or on the lost and found rack which is located on the hooks in the cafeteria. Please contact the office or have your child check the lost and found rack in the event of a lost possession. It is recommended that names be placed on all

articles (including jackets and coats) that are brought to school to aid in returning them to their owners.

DAMAGED/LOST SCHOOL BOOKS/MATERIALS

All damaged or lost school books and materials must be paid for by the student involved. Please monitor and encourage your child to handle and maintain all school books and materials with care.

TOYS

Students should not bring toys to school. These items can get broken, traded, lost, or stolen. The school is not responsible for the loss of personal items that are not to be brought to school.

BIRTHDAYS

We discourage birthday parties at school because not all of the children are able to provide treats. Also, these parties are a distraction and take away from instructional time.

PICTURES

All students have their pictures taken individually at the beginning of the school year. A picture of your child is attached to his/her cumulative folder. Pictures will be taken again in the spring. A prior notice is sent home before each picture day. Buying school pictures is optional.

TELEPHONE

Students are to use the telephone in the office when calling home. This is only permissible when the teacher grants permission to do so.

SCHOOL VISITORS

Parents are encouraged to visit the school. As a courtesy to the teacher, an appointment should be made for visitation and/or conferences. ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE OFFICE. Students are not to bring visiting relatives (students) or friends to school with them.

SKATE NIGHTS

We have family skate nights at the Eight Wheeler Skating Rink periodically during the school year as extra fund raisers. Fifty percent of the proceeds from each night (100% from the April date) are returned to the school. Franklin Skate

Nights will be from 6:00-8:00 p.m. on the third Thursday of every month excluding December.

SCHOOL NEWSLETTERS

School newsletters which contain important dates and information about upcoming events, classroom activities, etc. are usually sent home during the first week of each month.

DELIVERING MATERIALS TO SCHOOL

There are times when students may forget a book, assignment, or other materials for school. We ask that when these materials are delivered to the school that they be brought to the office. School personnel will forward the materials to the student. This will reduce interruptions in the classroom and not infringe upon instructional time.

KEEPING STUDENTS AFTER SCHOOL

Students who have wasted their time during the day or for some other inexcusable reason have not completed their work may need to be kept after school. Students may also be asked to be kept after school to make up lost time because of being tardy, truant, or absent. In all instances, parents/guardians will be notified.

LEAVING SCHOOL WITHOUT PERMISSION

If a student leaves the school building and grounds without permission, the police and parents/guardians will immediately be notified.

FACILITY USAGE

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

IX. FRANKLIN PARENT/TEACHER ORGANIZATION (PTO)

The Franklin PTO is designed to give parents and/or guardians the opportunity to work hand-in-hand with the teachers and school staff to enhance our children's educational experiences. All Franklin parents and teachers are urged to support and participate in this organization. By working together, we can foster a positive school spirit. PTO meetings will be noted in the monthly school newsletters.

PTO membership is open to all interested Franklin School parents, guardians, teachers, and school personnel.

Volunteers:

Volunteers are welcome, always needed, and greatly appreciated. Contact the office if you are interested in helping as an office or teacher aide, tutor, noon hour supervisor, cafeteria helper, or field trip helper.

X. PARENT PLEDGE

In order to protect my own child, I agree to the following guidelines:

1. I will not discuss any child other than my own outside of the school and/or the classroom. To do so is to violate the 1972 Federal Rights Privacy Act.
2. I will not criticize the teacher in front of the students.
3. I will not ask for confidential data about any student other than my own.
4. If I have a problem with something a teacher does, I will talk to the teacher privately. If I am unsatisfied, I can talk to the principal about it.

I agree to these guidelines in order to protect my own child. If I do not follow these guidelines, I may not be asked to assist in my child's classroom or for school activities or events.

XI. BEHAVIOR/DISCIPLINE CODE

