

Parent & Student Handbook (2013 – 2014)



Pontiac-Wm. Holliday School District #105

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Dr. Julie Brown, Superintendent

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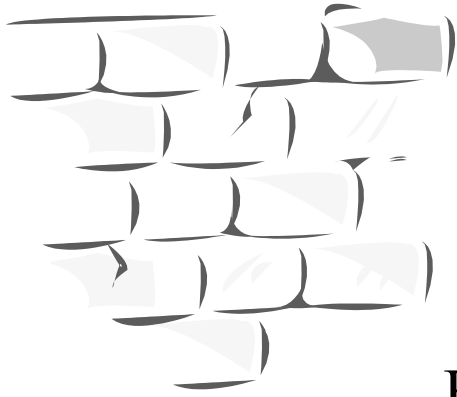
***Pontiac Junior High
400 Ashland Drive
Fairview Heights, IL 62208
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Mrs. Joanna Luehmann, Principal***

Please visit our website at www.pwh105.org

“Where the Welfare of Boys and Girls Is Always Our First Concern”

Our Mission

District #105 is committed to building a safe, quality learning environment that enables all students to develop the knowledge, skills, compassion, and integrity to become responsible citizens and life-long learners.



B. R. I. C. K. S.

Building a Solid Foundation

Building

Responsibility

Integrity

Compassion

Knowledge

Skills

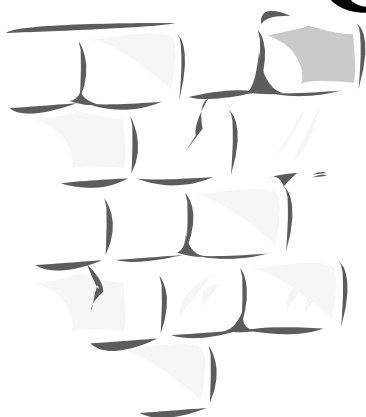
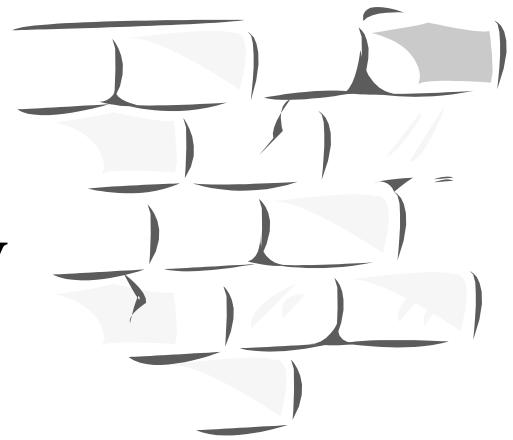


Table of Contents

Welcome	1
2013-2014 Important Dates	1
Chapter 1 - Introductory Information & General Notices	4
General School Information	4
Visitors	4
Equal Opportunity and Sex Equity	5
Animals on School Property	5
School Volunteers.....	5
Invitations and Gifts	6
Treats and Snacks	6
Emergency School Closings	6
Video and Audio Monitoring Systems	7
Accommodating Individuals with Disabilities.....	7
Students with Food Allergies and Other Health Issues.....	7
Care of Students with Diabetes.....	8
Extended School Program	8
Late Bus Program at William Holliday	8
Kindergarten Enrollment	9
Grading Scale	9
Online Access to Student Information.....	9
Parent-Teacher Organization	9
Peacekeepers at William Holliday.....	10
Recess and Weather Conditions	10
Residency Requirements	10
School Day Schedule.....	12
Strategy Teams	12
Chapter 2 – Attendance, Promotion and Graduation	13
Attendance.....	13
Student Absences.....	13
Release Time for Religious Instruction/ Observance	14
Make-Up Work.....	14
Truancy.....	14
Grading and Promotion	15
Homework	15
Home and Hospital Instruction.....	15
Chapter 3 – Student Fees and Meal Costs	16
Fines, Fees and Charges; Waiver of Student Fees	16
Damage to Textbooks	16

School Breakfast and Lunch Program	17
Insufficient Fund Checks	17
Chapter 4 – Transportation and Parking	18
Bicycles, Skateboards, and Scooters.....	18
Bus Transportation	18
Parking.....	21
Traffic, Safety, and Student Dismissal Rules	21
Chapter 5 – Health and Safety	23
Immunization, Health, Eye and Dental Examinations	23
Student Medication.....	24
Guidance and Counseling	25
Safety Drill Procedures and Conduct.....	25
Communicable Diseases.....	25
Head Lice.....	26
Chapter 6 – Discipline and Conduct	27
General Building Conduct	27
School Dress Code/Student Appearance	27
Student Discipline.....	29
Gang and Gang Activity	34
Preventing Bullying, Intimidation and (Sexual) Harassment	35
Cafeteria Rules	36
Field Trips	37
Chapter 7 – Internet, Technology and Publications	38
Internet Acceptable Use.....	38
Chapter 8 – Search and Seizure	41
Search and Seizure.....	41
Chapter 9 – Athletics and Extra-Curricular Activities	42
Athletic Rules and Code of Conduct	42
Eligibility	42
Requirements for Participation	42
Conference Fan, Guest, and Spectator Rules.....	43
Chapter 10 – Special Education	44
Education of Children with Disabilities.....	44
Discipline of Students with Disabilities.....	44
Exemption from Physical Education Requirement	44

Request to Access Classroom or Personnel for Special Education or Observation	45
Chapter 11- Student Records and Privacy	46
Student Privacy Protection	46
Student Records.....	47
Student Biometric Information	49
Chapter 12-Parental Right Notifications	50
Teacher Qualifications.....	50
Standardized Testing	50
Homeless Child’s Right to Education.....	51
Sex Education Instruction.....	51
English Language Learners	52
School Visitation Rights.....	52
Pesticide Application Notice	52
Mandated Reporters.....	53
Transfer to Another School	53
Sex Offender Notification Law	53
Sex Offender and Violent Offender Community Notification Laws	54

Welcome to District #105

The faculty, staff, administration, and Board of Education of School District #105 would like to take this opportunity to welcome each of you to the District. District #105 is committed to building a safe, quality learning environment that enables all students to develop the knowledge, skills, compassion, and integrity to become life-long learners and responsible citizens.

Our goal is to provide a quality education for each student based on their individual needs and interests. Our teachers are all highly qualified and dedicated to providing a sound, comprehensive curriculum in a positive learning environment.

Students, we challenge you to accept your responsibilities diligently, take pride in your work, school, community, country, and yourself. Parents, we invite you to work closely with us to ensure that your child receives the most out of their educational experience. It takes all of us working together and communicating to provide the optimal experience for every child.

2013-2014 Important Dates

August

- 12 Teacher Institute – No Student Attendance
- 13 1st Day of Student Attendance – full day
- 20 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 28 School Improvement Day - 11:30 Dismissal for K-8

September

- 2 Labor Day – No School
- 13 Progress Reports for 1st Quarter
- 24 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 25 School Improvement Day - 11:30 Dismissal for K-8

October

- 10 End of 1st Quarter
- 11 Teacher Institute – No Student Attendance
- 14 Columbus Day Observed – No School
- 15 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 23 Parent-Teacher Conferences – 1:50 Dismissal for K-8
- 24 Parent-Teacher Conferences – 1:50 Dismissal for K-8
- 25 No School Due to Parent-Teacher Conferences
- 30 School Improvement Day - 11:30 Dismissal for K-8

November

- 11 Veteran's Day Observed – No School
- 15 Progress Reports for 2nd Quarter
- 19 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 20 School Improvement Day - 11:30 Dismissal for K-8
- 27-29 Thanksgiving Break – No School

December

- 17 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 20 End of 2nd Quarter
- 23-31 Winter Break – No School

January

- 1-3 Winter Break – No School
- 5 School Resumes from Winter Break
- 20 Martin Luther King's Birthday – No School
- 21 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 29 School Improvement Day - 11:30 Dismissal for K-8

February

- 7 Progress Reports for 3rd Quarter
- 12 Parent-Teacher Conferences - 1:50 Dismissal for K-8
- 13 Parent-Teacher Conferences – 1:50 Dismissal for K-8
- 14 No School Due to Parent-Teacher Conferences
- 17 President's Day – No School
- 18 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 26 School Improvement Day - 11:30 Dismissal for K-8

March

- 3 Casimir Pulaski Day – No School
- 14 End of 3rd Quarter
- 18 Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 26 School Improvement Day - 11:30 Dismissal for K-8

April

- 15 Progress Reports for 4th Quarter
Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 16-21 Spring Break – No School
- 30 Teacher Institute – No Student Attendance

May

- 20 **Last Day of School/School Improvement Day - 11:30 Dismissal for K-8
End of 4th Quarter
Board of Education Meeting – 7:00 p.m. at Pontiac Junior High
- 21 **Teacher Institute – No Student Attendance

** These dates are tentative and are dependent upon whether or not we use any emergency days for weather. For each snow day used, up to 5 days, these will move back a day at a time (ex: we use 2 snow days ... the last student attendance day will be May 22 and teacher institute May 23). The last day possible for student attendance is May 28.

For a more complete listing of events please check the district's website frequently and/or subscribe to the principal's email list to receive weekly updates.

Chapter 1 - Introductory Information & General Notices

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website pwh105.org or at the Board office, located at:

400 Ashland Dr.
Fairview Heights, IL 62208

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

Leroy Elleby, Jr., President
Larry Hamilton, Vice-President
Mary Lopinot, Secretary
Chris McMahan, Member
Wendy Fuchs, Member
Amy Funk, Member
Tom Bostick, Member

The School Board has hired the following administrative staff to operate the district:

Dr. Julie Brown, Superintendent
Mrs. Joanna Luehmann, Pontiac Junior High Principal
Dr. Amy Seelman, William-Holliday Principal
Mrs. Rebecca Skillern, William-Holliday Dean of Students

The school is located and may be contacted at:

Pontiac Junior High and Administration Offices
400 Ashland Drive
Fairview Heights, IL 62208
618-233-6004 (PJH) and 618-233-2320 (Admin Offices)

William-Holliday Elementary School
400 Joseph Drive
Fairview Heights, IL 62208
618-233-7588

Visitors

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

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

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

Cross-reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Dr. Julie M. Brown, Superintendent
Pontiac-Wm. Holliday School District #105
400 Ashland Drive
Fairview Heights, IL 62208.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

Animals on School Property

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

School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision.

Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Regular volunteers will be required, at the cost of the district, to go through a background check.

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

Invitations & Gifts

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

Treats & Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought, prepackaged in individual servings and nut free. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Our district cafeterias will provide a variety of healthy snacks for purchase to celebrate your child's birthday. Order forms are available on the district website, under the cafeteria link of both schools. Items are reasonably priced and will be delivered to your child's room on the appropriate date. All orders must be placed with the cafeteria five (5) school days prior to the date needed.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

The District's School-Reach notification system will send emergency notification by telephone to all families of our students. This will be used to call off school during inclement weather and also may be used to make other important school related notifications and reminders. During registration you will be asked to provide the best phone number for this notification system.

During the winter months when inclement weather causes road conditions to become hazardous, it may be necessary to call off school or dismiss school early. You may call **Wm. Holliday**

(233-7588) or Pontiac Jr. High (233-6004), check district's website or watch local news stations to receive up-to-date information on early dismissals and cancellations.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference:
PRESS 4:170, *Safety*

Video & Audio Monitoring Systems

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

Cross-Reference:
PRESS 4:110, *Transportation*

Accommodating Individuals with Disabilities

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

Cross Reference:
PRESS 8:70, *Accommodating Individuals with Disabilities*

Students with Food Allergies and Other Health Issues

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 233-6004 (PJH) or 233-7588 (WMH).

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan

may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

Care of Students with Diabetes

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

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Extended School Program

Wm. Holliday School operates an Extended School Program (ESP) to provide before and after school care for children in grades K-5. ESP is in session from 6:30-8:00 a.m. and 3:00-6:00 p.m. Children participate in recreational, craft and learning activities. Program guidelines are available in the Wm. Holliday Office or by calling 233-0227 ext. 177. A list of rules and expectations will be provided to parents/guardians of students participating in ESP.

In the event that a parent has not picked up their child from the E.S.P. Program by 6:00 P.M., and the parent has failed to contact the Program by phone to explain an emergency situation, the parents/emergency contacts will be called. If the parents/emergency contacts cannot be reached, or are unable to pick up the child by 6:30 P.M., the Fairview Heights Police Department will be called to take charge of the child. This may involve the police taking the child to the Fairview Heights Police Department.

Late Bus Program at Wm. Holliday

Wm. Holliday Extended School Program (ESP) provides a "Late Bus Program" for PreK-3 students who need to remain until the second dismissal. Students who are eligible to take

advantage of the Late Bus Program are those PreK-3 students whose parent's employment necessitates an older sibling (in Grades 4-8) be responsible for the care of the younger student. A Late Bus Program fee schedule is available in the Wm. Holliday Office or by calling 233-0227 ext. 177.

The PreK-3 students will report to the Cafeteria where they will be supervised until the older sibling checks them out. Any PreK-3 student, who is not checked out by 3:30 P.M., will remain with the Extended School Program and charged additional fees.

Kindergarten Enrollment

A child must be five (5) years old *on or before* September 1st to be eligible to attend kindergarten classes. A certified copy of the birth certificate for the child must be presented at the time of registration.

Grading Scale

A = 90 to 100, B = 80 to 89, C = 70 to 79, D = 60 to 69, F = 0 to 59

Letter grades will also be given in exploratory classes (6-8) and band (4-8) using the above scale.

Grades at the Kindergarten and 1st grade level and in K-5 music, art, computers, and PE will be given grades based on the following scale:

E = 90 to 100, S+ = 80 to 89, S = 70 to 79, S – = 60 to 69, N = 0 to 59

Eligibility for honor roll is as follows:

The GPA is calculated on a 5.0 scale.

- Honors A grade point average (GPA) between 4.0 and 4.99
- High Honors A grade point average (GPA) of 5.0 or higher

At Wm. Holliday, to be eligible for the honor roll, students must have at least four (4) grades, with no grade lower than a B. High honors requires no grades lower than an A.

Online Access to Student Information (TeacherEase)

District #105 offers access to student information online. A link is provided on the District's website to access this information. Parents and students can easily view grades, class schedules, missing assignments, and attendance records anytime, anywhere that Internet access is available. In order to access this information, families will need to provide an email address. Upon receipt of the parent/guardian email address, an automatic email will be sent that includes a user name and password that may be used to access student information.

Parent-Teacher Organization (PTO)

The Parent-Teacher Organization (PTO) helps to build a bridge between home and school. PTO is a dedicated group of parents, teachers, and staff who work to provide extra events and

opportunities for Pontiac District #105. A good working relationship between parents, teachers, and staff is essential in helping our students and school be successful.

The PTO will sponsor several events throughout the course of the year that will benefit Pontiac District #105 and volunteers are needed for the success of these events. There is no cost to join the PTO and everyone affiliated with the District is encouraged to become a member. The Pontiac-William Holliday PTO has monthly meetings. You can find the dates on the district's website.

Peacekeepers at William Holliday

William Holliday School strives to ensure that all students have a safe and enjoyable school experience. One program that has been implemented to ensure this goal is the Peacekeepers program.

The Peacekeepers Program works with other district programs to help our students learn to solve their conflicts using non-violent methods. The program is based on two rules:

- “Keep your hands, feet and all other objects to yourself.” (KYHFAAOOTY)
- “Give respect to everyone at all times.” (GREAT)

These two rules teach students to respect one another at all times. The program recognizes students that follow these rules. Parents can help their children and William Holliday School by supporting and reinforcing this program and encouraging them to be Peacekeepers.

Recess and Weather Conditions

It will be the administrations' responsibility to determine when it is appropriate for students to have outdoor recess at school. This will be based on many factors including, but not limited to the temperature, wind chill, and conditions of the outdoor play areas.

Excessive Heat: When the heat index reaches and/or exceeds 100°F, outdoor recesses will be cancelled. In addition, students are to remain in the building while waiting for buses at dismissal. By 2:00 P.M., on days of excessive heat, the administration will cancel extracurricular practices and conference sporting events when the heat index reaches and/or exceeds 100°F.

Excessive Cold: When the temperature and/or wind chill is 20 degrees or below, outdoor recesses will be cancelled. In addition, students will remain in the building while waiting for buses at dismissal.

Residency Requirements

All students will need to show proof of residency, even students who have been enrolled in the district for several years. In order to prove residency, you will need to:

- **For new students only**, show proof of parent/guardian relationship. The person registering the child must show all of the following: certified birth certificate of

student (from courthouse), driver's license or other acceptable photo identification of parent/ guardian, and if applicable, a court order, agreement, judgment, or divorce decree stating custody.

- **For all students**, you must show one of the following: current mortgage statement in parent/guardian's name, homeownership title or deed in parent or guardian's name, or lease for parent or guardian that is current with landlord's name and phone number.
 - **For all students**, you must show one of the following: Fairview Heights Occupancy Permit with the child's name on it, a current utility bill (must be gas, sewer, water or electric from June or July), or current homeowner's or renter's insurance bill (must be issued to parent/guardian).
 - **For all students**, you must show one of the following: current paycheck stub for parent or guardian with address in the district, documentation of TANF or approval letter from Nutritional Program and Support Services with address in the district or driver's license of parent/guardian with current address in the district.
- **School fees will be collected from each student this year.** The fees will be \$50 per student if paid by October 1, 2013 or \$60 if paid after that date. If you are unable to pay fees please see one of the building secretaries or administrators and they can provide you with an Application for Waiver of Fees.
 - If your child is going to participate in sports during the school year, they will be assessed a fee of \$20 per sport, not to exceed \$50 per year per student.

Military Personnel Enrolling a Student for the First Time in the District (Must provide one of the following within 60 days after the date of the student's initial enrollment.)

- Postmarked mail addressed to military personnel to a District address
- Lease agreement for occupancy permit for a District address
- Proof of ownership of residence in the District

Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation

Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District however, is not responsible for the student's transportation to and from school.

Any person who knowingly or willfully presents to the district any false information regarding the residency of a student for the purpose of enrolling that student to attend school in the district, or who knowingly enrolls a student who is not a resident of the district shall be guilty of a Class C misdemeanor, punishable by up to 30 days incarceration in the St. Clair Jail (730 ILCS 5/5-8-3) and/or a fine of up to \$1500 (730 ILCS 5/5-9-1). In addition, any nonresident student will be charged tuition for each day in accordance with Section 10-20.12a of the Illinois School Code.

School Day Schedule

Please Note: Students should not arrive prior to 8:00 A.M. since there is no adult supervision prior to that time.

Wm. Holliday Elementary students are allowed in the buildings at 8:00 A.M. during inclement weather. Pontiac Jr. High students are to go to the cafeteria no earlier than 8:00 A.M. Pre-K through 8th grade classes begin promptly at 8:30 A.M. It is recommended that you drop your student off no later than 8:25 A.M. in order to prevent tardies. If a student is not in class at 8:30 A.M. he/she will be tardy.

School dismisses at 3:00 P.M. for grades Pre-K-3 and 3:20 P.M. for grades 4-8. Students at Wm. Holliday, who are not picked up within 10 minutes of dismissal time, will be taken to the ESP after-school program, and parents will be charged accordingly (\$5.00 per student per quarter hour or portion of a quarter hour). Students are advised not to stay on school property unless they are involved in a school-sponsored and supervised activity.

Strategy Teams

Students who demonstrate observable problems in the areas of attendance, academics, health, and/or behavior may be referred to the Building Strategy Team. A team of teachers, support staff, and an administrator work with the classroom teacher to determine what action or referrals to school resources might be beneficial to the student and his/her educational success. Parental support and involvement is welcome.

Chapter 2 - Attendance, Promotion & Graduation

Attendance

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

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

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 233-7588 (preK-5) and 233-6004 (6-8) by 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the building principal at least 5 calendar days before the student’s anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

PRESS 7:80, *Release Time for Religious Instruction/Observation*

Make-Up Work

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross-references:

PRESS 7:70, *Attendance and Truancy*

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher or you may also utilize TeacherEase to monitor your child's progress.

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

At both Pontiac Jr. High School and William Holliday, a student will be considered for retention if:

- At Pontiac the student's grade point average (GPA) is less than 2.0 (out of 5.0) in all classes, or at William Holliday if student's (Percentage) is 60% or lower.
- The student has a grade of "F" in two or more core classes; English, math, literature, social studies or science.

Cross Reference: PRESS 6:280, <i>Grading & Promotion</i>

Homework

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

Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact building principal 233-6004 (PJH) or 233-7588 (WMH).

Cross Reference: PRESS 6:150, <i>Home and Hospital Instruction</i>

Chapter 3 - Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

Applications for fee waivers may be obtained from the school office and submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if:

- student is receiving SNAP/Food Stamps or TANF
- student is homeless, migrant or runaway or Head Start
- student is a foster child
- student is currently living in a household that meets the income guidelines that are used for the federal free meals program (**for fee waivers all household income *MUST be documented with check stubs or other written evidence to prove income***)

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

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

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

Damage to Textbooks

Compensation to the District for textbooks, which are lost or damaged beyond use, will be assessed at the following rates:

1 st year of adoption	full replacement cost
2 nd -8 th year of use	10% deduction per year from full replacement cost

minimum charge for any textbook will be 20% of the full replacement cost.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

School Breakfast & Lunch Program

Breakfast is served every school day from 8:00 a.m. to 8:20 a.m. Lunch is served every school day from 11:00 a.m. to 1:00 p.m., except when there is an 11:30 a.m. or earlier dismissal.

A student may purchase breakfast for \$1.25. Breakfast may be purchased on a weekly basis for \$6.25.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.00 and/or milk for \$0.50. Lunch may be purchased on a weekly basis for \$10.00.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Students who walk to school or are transported to school by a parent, and want to eat breakfast, must arrive at school by **8:20 a.m.**

Cross Reference: PRESS 4:130, <i>Free and Reduced-Price Food Services</i>
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Insufficient Fund Checks

The following will occur whenever any individual writes a check to the District that is not honored upon presentation to the respective bank or other depository institution for any reason:

- The Superintendent or designee will contact the individual by mail as soon as the check is returned to the District. The individual will be asked to pay the returned check and the \$20.00 returned check fee.
- If the amount due is not paid within 30 days, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment of the return check amount and now a \$30.00 returned check fee.
- If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the school attorney for further collection action.

Should problems persist with insufficient fund checks, the school district reserves the right to accept only cash from the family in the future.

Chapter 4 - Transportation & Parking

Bicycles, Skateboards, and Scooters

Bicycle racks are provided for bicycle storage at both schools. Storage of scooters/skateboards at Pontiac during the day is the responsibility of the student (scooters/skateboards are not allowed at William Holliday). When riding your bicycle/scooter/skateboard to school, observe the following rules:

Bicycles/scooters/skateboards must be walked onto school property

- Ride with traffic on the far right side of the street only using sidewalk if available
- Ride single file, close to the curb, and watch for cars
- Ride without cutting in and out among parked cars
- Carry no passengers on your bicycle/scooter/skateboard
- Obey all traffic signs and traffic safety rules
- Leave your bicycle parked in and locked to the bicycle rack during the day
- Do not ride another person's bicycle/scooter/skateboard

Failure to observe the rules may result in having to leave your bicycle/scooter/skateboard at home for a period of time as determined by the Principal or Dean of Students.

The school cannot be responsible for any lost or damaged bicycles/scooters/skateboards. ***Due to the extremely dangerous nature of skateboards in a school setting, the use of skateboards is prohibited during school hours and or in close proximity to any before and after school programs.***

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school or on an approved hazardous bus route. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

Only students currently enrolled in Pontiac-Wm. Holliday #105 are allowed to ride the school buses. Adults are not allowed to ride the buses to and from school and home due to liability issues. Adults may ride the buses during school-approved field trips.

Please Note: Students, whose families have moved out of District #105 boundaries during the course of the year, are not eligible to ride district provided school buses to and from school. In these cases, transportation to and from school is the sole responsibility of the parents/guardians. *It is expected that students will be picked up promptly at dismissal times (Pre-K-3 at 3:00 P.M. and 4-8 at 3:20 P.M.).* Students are not to be dropped off and picked up at regular school bus stops.

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

- Choose a seat and sit in it immediately upon entering the bus and sit facing forward. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus and to yourself.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Windows can be opened to the black line only.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time and dress properly for the weather.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating and/or drinking is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- If a student is to get off the bus at a different stop than normal, he/she must present a written statement to the office to verify this. If a child is to visit another person's home, both sets of parents must send a note to verify this for permission to be granted.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for

gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

When **Bus Conduct Notices** are issued to the student and sent to the dean of students, principal or superintendent, the following procedures may apply:

1st Notice	Three (3) day bus suspension
2nd Notice	Five (5) day bus suspension
3rd Notice	Ten (10) day bus suspension
4th Notice	Up to one (1) year bus suspension

At WmH: PreK – 3rd grade students, especially those new to the district, may be given a warning on their first bus offense.

Any Additional Notices: The student will lose the privilege to ride the bus for the rest of the school year, which includes, but is not limited to field trips, extra-curricular activities, sports activities, or any time that students are transported by bus. Parents may transport students under a bus suspension to and from extra-curricular activities and field trips, but must check in with the teacher, coach or sponsor upon arrival.

Severe Clause: Regardless of the number of Bus Conduct Notices received, when behavior is determined by the Administration to be inappropriate and jeopardizes the safety of the student and others, the student will be immediately suspended from riding the bus and parents will be contacted. The length of bus suspension will be determined by the Administration.

All Bus Suspensions: Parents will be informed by certified mail. Students are required to attend school during bus suspension time periods. Transportation of the student to and from school during a bus suspension will be the sole responsibility of the parents.

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

For questions regarding school transportation issues, contact: First Student at 235-6338.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

Parking

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

William Holliday School

As you face the front of the school, the right end or south end, has a small area that will now be strictly used for parent/guardian/visitor parking **ONLY**. No drop-off in this area.

The center circle driveway will be used for bus drop-off & pick-up **ONLY**. Parent/guardian/visitor vehicles will not be allowed in this center circle driveway.

A new driveway to the left, or north of the center circle driveway is the entrance and driveway for parents/guardians to use when dropping off their students in the morning. This is a **No Parking** area. **Vehicles should never be left unattended in this drop-off area. This is for drop-off / pick up ONLY.**

At Dismissal:

Kdg. – 1st Grade parents must pick up student at designated pick up area (doorway to playground at the end of the Kdg. – 1st Grade hallway). Parents may not remove students from the teacher's dismissal line. Kdg. – 1st Grade students will not be permitted to go to the parking lot unattended.

2nd – 5th Grade students should be picked up at the North parking lot, adjacent to the cafeteria. Parents and students should not walk between parked buses.

Pontiac Junior High

All students who are picked up after school must be picked up in the back parking lot. There is no after school pick up in front of the building.

Traffic, Safety, and Student Dismissal Rules

On the way to school and at dismissal time, walkers are to walk on the sidewalks and not walk in the street. If no sidewalks are provided, then walk on the *far-left edge* of the street (including the road between PJH and Wm. Holliday). Bike riders are to ride to the far right of the street. Students are to stay at least six (6) feet away from the road until the crossing guard, patrol or supervisors give the signal to cross.

Students should also stay away from driveways, roads, fences and school service areas where interaction with traffic can occur. Student use of motorbikes is prohibited (as well as illegal under Illinois Traffic Laws).

Parents and visitors, we ask that you observe a maximum speed limit of 10 MPH while on school property. **When buses are in the loading lanes, by law, cars are to stop and not drive around**

parked school buses, which have their “stop arms” extended. Violators will be ticketed by the Fairview Heights Police Department. Signs are posted at the entrance of the Wm. Holliday circle drive for your information on when the driveway may be used.

Chapter 5 - Health and Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Vision Screening Services: Vision screening will be done, as mandated, for all Kindergarten through 8th grade students throughout the course of the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that an evaluation is on file at the school. Vision screening is NOT an option. If vision

examination report is not on file at the school for your child, your Kindergarten through 8th grade child will be screened.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

Cross Reference:

PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury

arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization*

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Assistance can be requested through the school office, your child's teacher, or by contacting the district social workers directly (WmH – Katie Bommarito 233-7588, PJH – Heather Bain 233-6004).

Cross-reference:

PRESS 6:270, *Guidance and Counseling Programs*

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross-References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

Communicable Diseases

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

Head Lice

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

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

Chapter 6 - Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 8:00 a.m. and classes begin at 8:30 a.m. and students are dismissed at 3:00 p.m. (preK-3) and 3:20 p.m. (4-8) each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Water guns, play guns, and/or real guns are not permitted at school
- No radios, tape players, CD players, cameras are permitted without permission from the principal.
- Using unkind and obscene/profane language or gestures
- Possessing obscene or pornographic materials on school property
- No spitting while on school property
- Throwing any object at another person, i.e. rocks, snowballs, pencils, paper wads, etc.
- At the Junior High, book bags and purses must be stored in lockers during the school day and not brought to class;
- Coming to school and class on time; not being tardy;
- Being prepared for class with all necessary materials and your assignments completed;
- Dressing and grooming appropriately as per the section of this handbook entitled “Dress and Grooming”;
- Not displaying affection in public, i.e. kissing, hand holding, etc.
- Remembering to take all necessary items home with you at night (i.e. homework, books, personal items, etc.). The school buildings will not be opened after 4:00 P.M. at PJH and after 6:00 pm at WH for this purpose.

School Dress Code / Student Appearance

- Students are expected to wear clothing in a neat, clean, appropriate, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day unless authorized by building principal.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Shorts, skirts, shirts, or other clothing worn over leggings or other tight apparel are to be fingertip length when the student places their arms at their side.
- Appropriate footwear must be worn at all times.
- Clothing, which does not allow the top and bottom items to meet nor covers the midriff area.
- Clothing (especially for physically maturing students), which is determined by Administration to cause a distraction at school, bring undue attention, or to be inappropriate in the school setting. (Examples: overexposing undergarments and/or parts of the body, short shorts, tube tops, spaghetti straps, see through or mesh tops, tank tops without a t-shirt underneath, sagging pants, or pants with holes above the student's fingertips when arms are at their side).
- Grooming (i.e. sprayed on hair paint), or lack of grooming, which causes a distraction at school or brings undue attention.
- Accessories, which could be considered dangerous and/or inappropriate.
- **If there is any doubt about dress and appearance, the building principal will make the final decision.**
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Students who are dressed inappropriately may be asked to do one of the following, which includes, but is not limited to:

- Phone home to parents/guardians to have them bring an appropriate set of clothing to wear at school.
- Students may be transported home by a parent or approved guardian to change what clothing is inappropriate.
- Wear school-provided t-shirts or clothes, to cover up or change into, in order to cover up inappropriate clothing.
- Go to the restroom to turn a shirt inside out for wear during the balance of the day.

Students who continue to dress inappropriately will be considered insubordinate and will be subject to the disciplinary measures listed in this handbook.

Cross Reference:
PRESS 7:160, *Student Appearance*

Student Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil and pen, is considered to be a weapon if used or attempted to be used to inflict injury upon another person. Dangerous items also include "matches, lighters or other incendiary devices."
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and in locker at PJH and in backpack at WH and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. Engaging in dishonesty.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the

threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

19. Truancy from school: School authorities cannot be expected to be responsible for students who are not in school when their parents think they are; therefore, if students are truant, they can expect disciplinary action. Parents should also be aware that the law holds them responsible for repeated truancy of a child, with specific penalties.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

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

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

Disciplinary Measures

Students who engage in inappropriate behavior will be subject to disciplinary measures. The type of discipline given will depend upon the seriousness of the misconduct. Disciplinary measures, which may be used in the Pontiac-William Holliday School District #105 (in no particular order/designation of steps to be followed) include, but are not limited to:

1. A simple warning or teacher control measures to stop the inappropriate behavior
2. Disciplinary conference – Teacher-student conferences/counseling, Dean of Students-student conferences/counseling, Principal-student conferences/counseling, referral to the district social worker for counseling;
3. Withholding of privileges (for example loss of free time, recess, field trips, etc)

4. Seizure of contraband
5. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. Students subject to out-of-school suspensions shall not participate in extra-curricular activities nor be present on school property from the time that the suspension is imposed until and through the evening of the day that the suspension is served. Make-up work shall be required of a student on out-of-school suspension. The grade value of the work may be reduced at the discretion of the teacher and/or Principal.
6. Suspension of bus riding privileges.
7. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
9. Notifying parents/guardians written or verbal
10. Temporary removal from the classroom.
11. In-school supervision/suspension - In addition to the daily work required by the classroom teachers, there may be extra assignments given by the Dean of Students or Principal relating to the nature of the student's misbehavior. This assignment will be completed before a student is released from in-school supervision/suspension. Students subject to in-school suspensions shall not attend nor participate in extra-curricular activities from the time that the suspension is imposed until and through the evening of the day that the suspension is served.
12. Noon hour or after school detentions. After School Detentions: Both schools may use after school detentions as a consequences. When after school detentions are issued, parents will be notified. Written notification requires a one-day notice. A teacher may call the parent and receive verbal approval for the same night as the offense. Students who are assigned to after school detentions and continue to be disruptive will serve extra detention time. Students are assigned detentions for minor violations of the Rules of Student Conduct. Continued violations will result in the student being assigned an in-school suspension.
13. Suspension from attending extra-curricular activities or participation in athletic and/or extra-curricular activities;
14. Parent/guardian supervision of the student during the day at school
15. Student and parent appearance before the Board of Education
16. Expulsion from school (more than 10 days)
17. Whatever other measures are deemed appropriate under the given circumstances including involvement of law enforcement agencies

Due Process: Prior to an out-of-school suspension, the student shall be due the following procedural protection:

- The student shall be provided oral or written notice of charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.

- Prior notice and review, as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and review shall follow as soon as practicable.
- Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.
- Upon request of the parents or guardian, the School Board or a review officer appointed by it to review the suspension shall conduct a hearing. At the review, the parents or guardian of the student may appear and discuss the suspension with the Board or its review officer. If the Board appoints a review officer, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its review or upon receipt of the report of the review officer, the Board may take such action, as it finds appropriate.

Expulsions: The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or a shorter period as determined by the School Board. Prior to expulsion, the student and/or parents or guardian shall be due the following procedural protection:

- The student's parents/guardians shall be provided with written notice of the charges and the time and place of review. If the charges are denied, the student shall have an opportunity for a review, at the time and place designated in the notice, conducted by the Board or review officer appointed by it. If the Board appoints a review officer, he/she shall report to the Board the evidence presented at the review and the Board shall take such final action, as it finds appropriate.
- The Board shall provide written notice to the parents or guardian of the time, place and purpose of the review by registered or certified mail and request the appearance of the parents or guardian at the expulsion review.
- During the expulsion review, the student and his parents or guardian may be represented by counsel; present witnesses and other evidence on his behalf and cross-examine adverse witnesses. The expulsion review shall be a bifurcated proceeding. First, the Board or review officer shall hear evidence on the issue of whether the student is guilty of gross disobedience or misconduct as charged.
- After presentation of the evidence or receipt of the review officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the review officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Students subject to expulsion shall not be on school property for any reason from the time that the expulsion is imposed until and through the evening of the day that the expulsion is completely served.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

- A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

Preventing Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

Julie M. Brown, Superintendent

 Name
 400 Ashland Drive

 Address
 Fairview Heights, IL 62208

 618-233-2320

 Telephone

Complaint Managers:

Heather Bain, Pontiac Social Worker

 Name
 400 Ashland Drive

 Address
 Fairview Heights, IL 62208

 618-233-6004

 Telephone

Katie Bommarito, Wm. Holliday Social Worker

 Name
 400 Joseph Drive

 Address
 Fairview Heights, IL 62208

 618-233-7588

 Telephone

Cross-References:
 PRESS 7:20, *Harassment of Students Prohibited*
 PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*
 PRESS 7:190, *Student Discipline*
 PRESS 2:260, *Uniform Grievance Procedure*

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.

- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school’s disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.
- Denial of permission from administration.
- Other reasons as determined by the school.

Cross-References:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

Chapter 7 - Internet, Technology & Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.

- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original

producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

Cross Reference: PRESS 6:235, <i>Access to Electronic Networks</i>

Chapter 8 - Search and Seizure

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

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

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

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

Students

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross-reference: PRESS 7:140, <i>Search and Seizure</i>
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Chapter 9 - Athletics and Extra-Curricular Activities [6-HS]

Athletic Rules & Code of Conduct

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

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Eligibility

Students who wish to tryout and participate in sports and cheerleading or in Student Council, Drama, Chess Club, Math Club, Art Club, Scholar Bowl, Science Club or Bowling must maintain a grade average of 3.0 (A=5, B=4, C=3, D=2) and not carry an “F” in any subject. Students maintaining a grade average below 3.0 or carrying an “F” in any subject will be ineligible for participation for a period of one (1) week. After one (1) week, the student's grades will be reviewed and eligibility will be re-determined. Students who are found to be ineligible for three (3) individual or consecutive weeks will be dropped from the team's roster.

Requirements for Participation

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

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

Students who participate in sports will receive an athletic handbook.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Conference Fan, Guest and Spectator Rules

The following are rules that the member schools of the Belle-Fair Conference voted to promote and enforce at all conference home and away volleyball and basketball games this year.

- Appropriate behavior is expected at all activities. Poor sportsmanship or other inappropriate behavior will not be tolerated. Anyone exhibiting inappropriate behavior will be removed.
- Students must be picked up within 15 minutes after the scheduled event or they may forfeit the right to attend future events.
- Fans may not bring drinks into the gym.
- Students in grades fifth or below must be accompanied and supervised by an adult.
- All guests must remain seated in the gym when a game is in progress.
- Clothing should be appropriate for a school event.
- Guests must stay off the court at all times.
- Guests may not loiter outside the building.
- Doors will open for visitors 30 minutes prior to the scheduled event.

Chapter 10 - Special Education

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Cross Reference: PRESS 6:120, <i>Education of Children with Disabilities</i>

Discipline of Students with Disabilities

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

Cross Reference: PRESS 7:230, <i>Misconduct by Students with Disabilities</i>
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Exemption From Physical Education Requirement

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

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

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

Cross Reference:

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

**Request to Access Classroom or Personnel for Special Education
Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

Chapter 11 - Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

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

Instructional Material

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

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her 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 eligible student when notified of the right to a hearing.

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.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or any 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 in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

6. 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 20202-4605

Cross-Reference:
PRESS 7:340, *Student Records*

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-Reference:
PRESS 7:340, *Student Records*

Chapter 12 - Parental Right Notifications

Teacher Qualifications

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

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

If you would like to receive any of this information, contact the school office.

Cross-References:

PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

Standardized Testing

To assess overall student progress on a yearly basis and compare their progress to students across the state and nation, Pontiac-Wm. Holliday School District #105 administers several "normed" tests. The Illinois Standards Achievement Test (ISAT) is administered in the spring to grades 3 – 8 to determine how well our students are meeting the State Goals for Learning in comparison to other Illinois students. AIMS web (Academic Intervention Monitoring System) testing occurs three times per year to monitor reading fluency and comprehension, math skills in grades K-8. Also we use STAR Reading and Math, and Early Literacy to assess students' skills.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;

- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Cross-Reference:

PRESS 6:340, *Student Testing and Assessment Programs*

Homeless Child’s Right to Education

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

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

If you need assistance and support please contact the school social worker.

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

Sex Education Instruction

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

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

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

English Language Learners

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

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

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

Cross Reference:

6:160, *English Language Learners*

School Visitation Rights

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

Cross-References:

PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*

PRESS 8:95-E2, *Verification of School Visitation*

Pesticide Application Notice

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

Bob Carr, Head Custodian
Pontiac-Wm. Holliday School District #105
233-7588 x101

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

Cross-Reference:

PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
PRESS 5:90, *Abused and Neglected Child Reporting*

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross-References:
PRESS 4:170, *Safety*

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross-References:
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

Sex Offender & Violent Offender Community Notification Laws

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

Cross Reference:

PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws