Parent/Student Handbook
2019-2020 School Year
Pontiac William Holliday School District #105

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400 Ashland Drive
Fairview Heights, IL 62208
Ph: 233-2320
Fax: 233-0918
Website: www.pwh105.org
Dr. Julie Brown, Superintendent

Wm. Holliday Elementary
400 Joseph Drive
Fairview Heights, IL 62208
Ph: 233-7588
Fax: 233-1619
Dr. Amy Seelman, Principal
Mrs. Rebecca Skillern, Asst. Principal

Pontiac Junior High
400 Ashland Drive
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Mrs. Joanna Luehmann, Principal
Mr. Brad Gotshall, Asst. Principal
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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.

2019-2020 Important Dates

August
7   Locker Days at Pontiac – 12:00-7:00 p.m.
    Pre-K Open House and Kindergarten Parent Meeting – 6:00 p.m.
8   Teacher Institute – No Student Attendance
    Open House Grades 1–5 – 6:00-7:00 p.m.
    Welcome Back Orientation Grades 6-8 -- 7:00-8:00 p.m.
9   No Student or Teacher Attendance
12  1st Day of Student Attendance – full day
20  Board of Education Meeting – 6:00 p.m. at Pontiac Junior High

September
2   Labor Day – No School
13  Progress Reports for 1st Quarter
    School Improvement Day – 11:30 Dismissal
17  Board of Education Meeting – 6:00 p.m. at Pontiac Junior High

October
10  End of 1st Quarter
11  Teacher Institute – No Student Attendance
14  Columbus Day Observed – No School
15  Board of Education Meeting – 6:00 p.m. at Pontiac Junior High
23  Parent-Teacher Conferences –2:00 Dismissal
24  Parent-Teacher Conferences – 2:00 Dismissal
25  No School --Parent-Teacher Conferences

November
8   School Improvement Day – 11:30 Dismissal
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
21-23 Thanksgiving Break – No School
27-29 Thanksgiving Break – No School

**December**
17    Board of Education Meeting – 6:00 p.m. at Pontiac Junior High
20    End of 2nd Quarter
      School Improvement Day -- 11:30 Dismissal
23-31 Winter Break – No School

**January**
1-3    Winter Break – No School
6      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

**February**
7      Progress Reports for 3rd Quarter
12     Parent-Teacher Conferences – 2:00 Dismissal
13     Parent-Teacher Conferences -- 2:00 Dismissal
14     No School Due to Parent-Teacher Conferences
17     President’s Day – No School
18     Board of Education Meeting – 6:00 p.m. at Pontiac Junior High

**March**
2      Casimir Pulaski Day – No School
13     End of 3rd Quarter
17     Board of Education Meeting – 6:00 p.m. at Pontiac Junior High
      Teacher Institute – No Student Attendance

**April**
9-13   Spring Break – No Student Attendance
21     Board of Education Meeting – 6:00 p.m. at Pontiac Junior High
24     Progress Reports for 4th Quarter
      School Improvement Day – 11:30 Dismissal

**May**
18     **Last Day of School/School Improvement Day - 11:30 Dismissal for K-8**
      End of 4th Quarter
19     Board of Education Meeting -- 6:00 p.m. at Pontiac Junior High

**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 20, if we use all 5 days, the last day of student attendance will be May 26).**

_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:

Chris McMahon., President
Mary Lopinot, Vice-President
Don Frazure, Secretary
Tony Anderson II, Treasurer
James Daniels, Member
Tom Bostick, Member
Jeff Harris, 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
Mr. Brad Gotshall, Pontiac Junior High Assistant Principal
Mrs. Rebecca Skillern, William-Holliday Assistant Principal

The schools are located and may be contacted at:

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

William-Holliday Elementary
400 Joseph Drive
Fairview Heights, IL
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 William Holliday Office is only able to release addresses and phone numbers of students that have agreed to be part of the family roster, otherwise no addresses and phone numbers will be released.

**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.

**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 Messenger notification system will send emergency notification by telephone or text message 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 buses 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 or school nurse 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.
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 PreK-5. ESP is in session on days of student attendance from 6:30-8:10 a.m. and dismissal-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 (489-2100)

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 physical education and band (4-8) using the above scale.

Grades at the Kindergarten and 1st grade level and in K-5 music, computers, and PE and

Cross Reference:
PRESS 7:285, Food Allergy Management Program
exploratory classes at Pontiac, grades 6-8, will be given grades based on the following scale:

- **E** = 90 to 100 (Above Average/Exceeds Expectations)
- **S** = 60 to 89 (Average/Meets Expectations)
- **N** = 0 to 59 (Below Average)

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

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 three principles:

- “Keep your hands, feet and all other objects to yourself.” (KYHFAAOOTY)
- “Give respect to everyone at all times.” (GREAT)
- Act respectfully, Be responsible, and Choose wisely (ABC)

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 1:00 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 104°F, in accordance with Belle Clair Conference By-Laws.

**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: most recent property tax bill and proof of payment, e.g. canceled check or Form 1098 (homeowner); mortgage papers for homeowners (title, deed, mortgage statement with proof of payment); signed and dated lease and proof of last month’s payment for renters (canceled check or receipts); letter of residence from landlord in lieu of lease form required; or, letter of resident to be used when the person seeking to enroll a student is living with a district resident (form required).

- **For all students,** you must show two 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 policy and premium payment receipt; documentation of TANF or approval letter from Nutritional Program and Support Services with address in the district; driver’s license of parent/guardian with current address in the district; or, current public aid card with current address. **All concerns regarding residency are subject to an investigation.**

- **School fees will be collected from each student this year.** The fees will be $80 per
student. 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. 2nd – 8th grade students will also be assessed a $20 technology fee.

- If your child is going to participate in sports during the school year, they will be assessed a fee of $40 per sport, not to exceed $125 per year per student. All school fees must be paid in full before a student is allowed to try out for any sports.

- If your child is going to participate in extra-curricular activities during the school year, they will be assessed a fee of $25 per activity, not to exceed $125. All school fees must be paid in full before a student is allowed to participate in any extra-curricular activity.

**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 8:10 A.M. since there is no adult supervision prior to that time.*

Wm. Holliday Elementary students are allowed in the building at 8:10 A.M. Pontiac Jr. High students are to go to the cafeteria no earlier than 8:10 A.M. Pre-kindergarten through 8th grade classes begin promptly at 8:25 A.M. It is recommended that you drop your student off no later than 8:20 A.M. in order to prevent being tardy. If a student is not in class at 8:25 A.M. he/she will be tardy. Students eating breakfast need to arrive at 8:10 A.M.

School dismisses at 2:25 P.M. for PreK and 2:55 P.M. for grades K – 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.

**Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district’s policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference:
PRESS 7:290, *Suicide and Depression Awareness and Prevention*
Chapter 2 - Attendance, Promotion & Graduation

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). 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.

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 or event, 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 mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-8), or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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

The school may require documentation explaining the reason for the student’s absence. If your child has a fever or is vomiting, they need to be fever free without fever reducing medication and/or not vomiting for 24 hours prior to returning to school.

In the event of any absence, the student’s parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross-reference:
PRESS 7:70, Attendance and Truancy

12
Release Time for Religious Instruction/Obsession

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 is absent from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Upon return, 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 teacher(s).

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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Local and Regional Truancy Review Boards – Policies and Procedures

3 Unexcused Absences – A letter from the principal
After a student received 3 unexcused absences, the building principal sends a letter to the custodial parent/guardian listing the dates the student has missed school.

6 Unexcused Absences
After a student receives 6 unexcused absences, the custodial parent/guardian must appear before a Local Truancy Review Board to address and correct the attendance problem.

Unexcused Absences – A letter from the Regional Office of Education and appearance to Regional Office of Education Truancy Review Board.
After a student receives 9 unexcused absences, the St. Clair County Regional Office of Education sends a notice to appear at a Regional Truancy Review Board hearing.

Appearance in Court
After a student receives 9 unexcused absences, a petition may be filed with the St. Clair County State’s Attorney. The custodial parent/guardian and student will have to appear in court.

Unexcused Absences – Parent to attend local truancy review board
After a student receives 10 unexcused absences, the custodial parent/guardian must appear before a local truancy review board to address and correct the attendance problem.

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**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; Language Arts, math, social studies or science.

**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. The District offers an online homework calendar (PJH) and homework resources (email, voicemail, planners, teacher websites, etc. at WH) to check and see what homework your child has had.
during the day (worksheets and resources may be attached on the calendar as well).

**Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, 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 (1) the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage.

For information on home or hospital instruction, contact:
William Holliday – Amy Seelman (233-7588)
Pontiac Junior High – Joanna Luehmann (233-6004)

Cross Reference:
PRESS 6:150, *Home and Hospital Instruction*

**Exemption from Physical Education Requirement [K-8]**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Chapter 10.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:
1. The time of year when the student’s participation ceases; and
2. The student’s class schedule.

Cross Reference:
PRESS 7:260, *Exemption from Physical Education*
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. 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 submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act (for fee waivers all household income MUST be documented with check stubs or other written documentation to prove income); or

2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

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

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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
**Books and Materials**

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

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

The minimum charge for any textbook will be 20% of the full replacement cost. Lost or damaged library books and/or periodicals must be paid at replacement costs.

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 8:10 a.m. to 8:25 a.m. Lunch is served every school day from 10:45 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 $2.60 and/or milk for $0.50. Lunch may be purchased on a weekly basis for $13.00.

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, are encouraged to arrive at school by **8:10 a.m. so they are not late to class.**

Cross Reference:
PRESS 4:130, *Free and Reduced-Price Food Services*

**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, Scooters, and Motorized Vehicles

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 on 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

No motorized vehicles will be allowed on school property (Hoverboards, scooters, etc.)

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 an administrator.

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. Only students currently enrolled in Pontiac-Wm. Holliday #105, living miles or more from the school, and assigned to a bus route, are allowed to ride the school buses. A list of bus stops will be published at the beginning of the school year before student registration. Parents of students eligible for transportation 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. Students are not allowed to ride with a friend to or from school unless they are assigned to the same route and have written permission from both parents. 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.

All kindergarten and first grade students riding the bus must be met by a responsible adult. If not, the child will be returned to school and someone must pick them up and parents will be responsible for ESP charges for that time period.

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 2:55 p.m.** Students are not to be dropped off and picked up at regular school bus stops.

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 a building administrator.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student’s parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. **Dress properly for the weather.** Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. **Arrive on time at the bus stop,** and stay away from the street while waiting for the bus.
3. **Stay away from the bus** until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. **Take a seat right away and remain seated facing forward.** Keep your hands, arms, and head inside the bus.
5. **Talk quietly on the bus.** No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. **Help keep the bus neat and clean.** Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. **Always listen to the driver’s instructions.** Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. **Wait until the bus pulls to a complete stop** before standing up. Use the handrail when exiting the bus.
9. **Stay out of the danger zone** next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver’s signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. School rules apply while on the bus, at a bus stop, or waiting for the bus.
13. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
14. Use emergency door only in emergencies.
15. Athletic footwear equipped with cleats or spikes should not be worn on the bus.

Video and audio cameras may be active on buses 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: Becky Skillern, 233-7588.

Cross-references:
PRESS 4:110, Transportation
PRESS 7:220, Bus Conduct

**Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule, bus rule, or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.
When **Bus Conduct Notices** are issued to the student and sent to an administrator, the following procedures may apply:

<table>
<thead>
<tr>
<th>Notice</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Three (3) day bus suspension</td>
</tr>
<tr>
<td>2nd</td>
<td>Five (5) day bus suspension</td>
</tr>
<tr>
<td>3rd</td>
<td>Ten (10) day bus suspension</td>
</tr>
<tr>
<td>4th</td>
<td>Up to one (1) year bus suspension</td>
</tr>
</tbody>
</table>

**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 buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

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.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student’s parent or guardian to notify the school that the student does not have alternate transportation.

For questions regarding school transportation issues, contact: Belleville School Transportation Services at 235-6338.

**Cross-references:**
- PRESS 4:110, *Transportation*
- PRESS 7:220, *Bus Conduct*
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.

DROP-OFF:

Students may be dropped off beginning at 8:10 a.m. Students are considered tardy if they are not in their classrooms by 8:25 a.m.

The center circle driveway will be used for bus drop-off in the morning.

The following areas are open for student drop-off:

Circle Driveway (once buses have cleared) Pull all the way forward and do not leave your vehicle unattended. This is a no parking zone.

Drop-Off/Pick-Up Lane (to the left or north of the circle driveway) Pull all the way forward and do not leave your vehicle unattended. This is a no parking zone.

The Main/North Parking Lot (adjacent to the cafeteria)

*If you need to get out of your vehicle or come into the building, please make sure to pull into a designated parking space. (See diagram)

PICK-UP:

Important:

• Please do not enter the circle drive prior to 2:40 p.m. The circle drive is reserved for PREK students ONLY until 2:40 p.m.
• All K – 5 students need to be picked up by 2:55 p.m. unless they are attending the after school care program (E.S.P.).
• Vehicles should never be left unattended in any of our student drop-off/pick-up areas. If you need to leave your vehicle, please park in a parking space. (See diagram)

The following areas are designated for pick-up:

• K – 1 - Kindergarten and first grade students should be picked up using the circle drive after 2:40 p.m.
• 2 – 3 - Second and third grade students should be picked up using the drop-off/pick-up lane (to the left or north of the circle driveway).
• 4 – 5 - Fourth and Fifth grade students should be picked up using the Main/North Parking lot (adjacent to the cafeteria).

*Siblings should be picked up with the oldest child.

IMPORTANT: Please remain with your vehicle and pull as far forward as possible in any of our drop-off/pick-up areas. At pick-up a staff member will bring your child to you. Please do everything you can to follow our procedures and to keep traffic flowing. We will do everything we can to get your child to you as safely and quickly as possible.

We appreciate your help in following our guidelines and helping to keep our children and families safe!
PLEASE NOTE:

- Please make every effort to keep means of pick-up consistent.
- Any changes must be made in **writing**.
- Please clarify procedures with other individuals who have permission to pick-up.
- In the case of an emergency, please contact the office ASAP.
- Repeated changes to pick-up routines may require a meeting with administration.

**Pontiac Junior High Procedures**
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.

Students are not permitted to walk home or ride their bike home in the dark following any school sponsored event (games, practices, extra-curricular activities, dances, etc.) If this continues to be a problem, those individual students will not be allowed to attend/participate in these activities/events.
Chapter 5 - Health and Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by September 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. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by September 15, the student must present, by September 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 by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof 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:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. 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 “School Medication 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.

Self-Administration of Medication
A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization 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 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.
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 to address an active shooter incident, 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.
Head Lice

The school will observe the following procedures 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.

Medical Emergency Procedures

In the event of an accident or medical emergency at school, or on a school sponsored event, the nurse, or designated district personnel, will provide (or direct) emergency care until either the parent or medical authorities assume responsibility.

Cross-references:
PRESS 7:280, Communicable and Chronic Infectious Disease
PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases
Chapter 6 - Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 8:10 a.m. and classes begin at 8:25 a.m. and students are dismissed at 2:55 p.m. 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.
- Students are not permitted to walk home or ride their bike home in the dark following any school sponsored event (games, practices, extra-curricular activities, dances, etc.)
- 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 put away and then 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. Cell phones/electronic devices are never permitted in locker rooms or restrooms. Cell phones may be used once the student leaves the building.
**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 or tears above the knees, 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 and skirts, 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 is prohibited.
- 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 (William Holliday), spaghetti straps or tank tops (Pontiac), see through or mesh tops, tank tops without a t-shirt underneath, or sagging pants.).
- 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 (metal picks, etc.).
- **If there is any doubt about dress and appearance, an administrator 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.
- Hair styles, dress and accessories that pose a safety hazard are not permitted in laboratories or during physical education classes.

Student dressed inappropriately will be asked by administration to do one of the following, which includes, but is not limited to:

1. Wear school-provided t-shirts or clothes, to cover up or change into, in order to cover up inappropriate clothing, which could include shirt being turned inside out.
2. Phone home to parents/guardians to have them bring an appropriate set of clothing to wear at school.
3. Students may be transported home by a parent or approved guardian to change what clothing is inappropriate.

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 Behavior

Copies of all School District policies on student behavior are available online through the School District’s website or in the school office.

Prohibited Student Conduct
Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes (vaping).
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
   e. 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. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
   f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
   g. 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.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

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, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
   (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) 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. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in 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 using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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 psychostimulant medication to the student.

**When and Where Conduct Rules Apply**

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**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Lunch detentions.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a
student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

**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.

**Weapons Prohibition**

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 but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites 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.

2. 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 Prohibited**

“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.

**Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work
for equivalent academic credit.

Cross-references:
PRESS 7:190, Student Discipline
PRESS 7:190-AP2, Gang Activity Prohibited

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is
comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

<table>
<thead>
<tr>
<th>School</th>
<th>Complaint Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pontiac Junior High</td>
<td>William Holliday Elementary</td>
</tr>
<tr>
<td>Heather Bain/Joanna Luehmman/Brad Gotshall</td>
<td>Amy Seelman/Katie Bommarito/ Brad Gotshall</td>
</tr>
<tr>
<td>400 Ashland</td>
<td>400 Joseph</td>
</tr>
<tr>
<td>Phone Number 618-233-6004</td>
<td>Phone Number 618-233-7588</td>
</tr>
<tr>
<td><a href="mailto:hbain@pwh105.org">hbain@pwh105.org</a></td>
<td><a href="mailto:aseelman@pwh105.org">aseelman@pwh105.org</a></td>
</tr>
<tr>
<td><a href="mailto:jluehmann@pwh105.org">jluehmann@pwh105.org</a></td>
<td><a href="mailto:kbommarito@pwh105.org">kbommarito@pwh105.org</a></td>
</tr>
<tr>
<td><a href="mailto:bgotshall@pwh105.org">bgotshall@pwh105.org</a></td>
<td><a href="mailto:bgotshall@pwh105.org">bgotshall@pwh105.org</a></td>
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</table>

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

**Sexual Harassment & Teen Dating Violence Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
2. Has the purpose or effect of:
   a. Substantially interfering with a student’s educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment;
   c. Depriving a student of educational aid, benefits, services, or treatment; or
   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating, hostile, and offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading
rumors related to a person’s alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Teen Dating Violence Prohibited**
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

**Making a Complaint; Enforcement**
Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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.

**Nondiscrimination Coordinator:**
Julie Brown 400 Ashland Dr, Fairview Heights, IL 62208 618-233-2320 or jbrown@pwh105.org

**Complaint Managers:**
Heather Bain 400 Ashland Dr. Fairview Heights, IL 62208 618-233-6004 or hbain@pwh105.org
Kathryn Bommarito 400 Joseph Dr., Fairview Heights, IL 62208 618-233-7588 or kbommarito@pwh105.org
Brad Gotshall 400 Joseph Dr., Fairview Heights, IL 62208 618-233-7588 or bgotshall@pwh105.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**Cafeteria Rules**

- Students shall not save seats for other students.
- Students should not bring any glass containers.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- 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/share food at William Holliday.
- 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 accordance with 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

**Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross-references:
PRESS 7:140, Search and Seizure
PRESS 7:190-AP7,E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

**Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), iPod, iPad, laptop computer, tablet
computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

Second offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office.

Third offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross-references:
PRESS 7:190-AP5, Student Handbook, Electronic Devices
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 administration 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.

• Consequences for Misuse of Technology

Consequences in accordance with Disciplinary Actions outlined in Chapter 6.

Cross Reference:
PRESS 6:235, Access to Electronic Networks

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
   b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
   c. Is socially inappropriate or inappropriate due to the students’ maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
   d. Is reasonably viewed as promoting illegal drug use; or
e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District’s Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Cross Reference:
PRESS 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications
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.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

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, Search and Seizure
Chapter 9 - Athletics and Extra-Curricular Activities [6-8]

Extracurricular and Athletic Activities Code of Conduct
This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities
A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the School District’s policies and procedures on student athletic concussions and head injuries.
5. 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.
6. All school fees must be paid and up to date.
7. A parent/guardian must attend the parent meeting.
8. Once a student is on team or extra-curricular roster you have 1 week to pay the required fees. If not paid within 1 week, the student is off of the team or extra-curricular roster.

Academic Eligibility
Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall 3.0 grade point average and no F in any subject. Any student failing to meet academic requirements will be suspended from the sport or activity for a period of 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.

Absence from School on Day of Extracurricular or Athletic Activity
A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from
Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

**Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student’s conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

**The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity’s sponsors or team’s coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.
**Hazing** is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. **Bullying** includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a detrimental effect on the student’s or students’ physical or mental health;
3. Interfering with the student’s or students’ academic performance; or
4. Interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
   a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
      • A specified period of time or percentage of performances, activities, or, competitions;
      • The remainder of the season or for the next season; or
      • The remainder of the student’s school career.
   b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance will be based on the following:
First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol drug counseling program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.

- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.

- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student’s school career.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal’s designee.

All students remain subject to all the School District’s policies and the school’s student/parent 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 activities.

- 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.
- 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.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances.

All school rules, including the school’s discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline code.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

Cross references:
PRESS 6:190, Extracurricular and Co-Curricular Activities
PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

Cross Reference:
PRESS 7:305, Student Athlete Concussions and Head Injuries
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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Amy Seelman or Joanna Luehmann
233-7588 or 233-6004
William Holliday or Pontiac Jr. High

Cross Reference:
PRESS 6:120, Education of Children with Disabilities
PRESS 6:120-AP1,E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. 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.
Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
- He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

Request to Access Classroom or Personnel for Special Education 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 7:230, Misconduct by Students with Disabilities
PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
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.
- Behavior or attitudes about sex.
- 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 eligibility.

The student’s parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) 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.

Selling or Marketing Students’ Personal Information is Prohibited
No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent’s
first and last name, (2) a home or other physical address (including street name and the name of the city or town, (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 have one or more scores received on college entrance examinations included on the student’s academic transcript.
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. 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.

4. 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.

5. **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.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:
- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **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.**

8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

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

**Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, in the areas of math, science, English Language Arts, reading and social studies. Some of the assessments given include: STAR, Aimsweb Plus, and IAR.

Parents/Guardians 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/Guardians can assist their students achieve their best performance by doing the following:

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

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 Assessment of Readiness (IAR) assessment 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. (Do we need to add anything about Illinois Science Assessment?)

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
teach.

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

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex
education, including in grades 6-8, instruction on both abstinence and contraception for the
prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life
instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of
AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor
programs for organ/tissue, blood donor, and transplantation, 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 Learners

The school offers opportunities for English Learners to achieve at high levels in academic
subjects and to meet the same challenging State Standards that all children are expected to
meet.

Parents/guardians of English Learners will be informed how they can: 1) be involved in the
education of their children, and 2) be active participants in assisting their children to attain
English proficiency, achieve at high levels within a well-rounded education, and meet the
challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners
program, contact either Amy Seelman, 233-7588 at William Holliday or Joanna Luehmann, 233-
6004, at Pontiac Junior High.
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.

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:

Pontiac William Holliday District 105
Julie Brown, Superintendent
400 Ashland
Fairview Heights, IL 62208

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

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.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student’s parent/guardian, may request special accommodations from the building principal.
Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross Reference:
PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

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

Date: July 2019
To: Parent(s)/Guardian(s)
Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available
to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)
- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

Cross Reference:
PRESS 4:175-AP1,E1. *Informing Parents/Guardians About Offender Community Notification Laws*

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**Asbestos Management Plans**

Pontiac William Holliday District 105 is subject to, and in compliance with, the United States Environmental Protection Agency Asbestos AHERA Standards. The management plan and inspection information is maintained in the Superintendent’s Office, 400 Ashland, Fairview Heights, IL 62208. Questions regarding this act and the requirements involved can be addressed to the Superintendent’s Office.

**Teacher Candidate Preparation**

Illinois now requires a performance assessment to ensure pre-service teachers (student teachers) have the necessary knowledge, skills, and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment (edTPA), pre-service teachers must video their performances and the impact their instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students’ last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. Parents who do not want their children recorded or their children’s work samples scanned, should contact the principal in writing annually.

**Parent Notices Required by the Every Student Succeeds Act**

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student’s classroom teachers, including, at a minimum, whether:

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

b. The teacher is teaching under emergency or other provisional status.

c. The teacher is teaching in the field of discipline of the certification of the teacher.

d. Paraprofessionals provide services to the student and, if so, their qualifications.
II. Testing Transparency
The State and District requires students to take certain standardized tests. For additional information, see Chapter 12 in the handbook.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card
Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s website at www.pwh105.org.

V. Unsafe School Choice Option
The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student’s parent/guardian, may request special accommodations from the building principal.

VI. Student Privacy
Students have certain privacy protections under federal law. As stated earlier in the handbook: “The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.”

VII. English Learners
The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see the English Learners section in Chapter 12 in the handbook.

VIII. Homeless Students
For information on supports and services available to homeless students, see the Homeless Child’s Right to Education section in this chapter.
For further information on any of the above matters, please contact the building principal.

Cross Reference:
PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act