

# **Pontiac Elementary School District #429**



## **Parent and Student Handbook**

**2011-2012**

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**PONTIAC CONSOLIDATED SCHOOL DISTRICT #429**

117 W. LIVINGSTON STREET  
PONTIAC, IL 61764  
www.pontiac429.org

**DISTRICT SCHOOLS**

Superintendent's Office .....	842-1533
Special Needs Office.....	844-5448
Central School.....	844-3023
Lincoln School.....	844-3924
Pontiac Junior High School.....	842-4343
Washington School.....	844-3687

The Board of Education generally meets on the third Thursday of each month at Central School, 117 W. Livingston, and begins its meeting at 7:00 p.m. Meeting dates and times are always posted in the Superintendent's office.

The members of the board include: Stacey Shrewsbury, President; Dale Larkin, Vice President; Adeana Fox, Dan Krueger, Vanessa Helms, Tracy Bromley and John Barnhardt.

**WELCOME**

Welcome! We are glad to have you with us for the school year. It should be an exciting year for all of us, and with your involvement, we can all gain from your year here in Pontiac School District #429.

Please feel free to access Teacher Ease at [www.teacherease.com](http://www.teacherease.com). Teacher Ease is a tool where you can view your student's grades, behavior logs, missing assignments and can contact your student's teacher. You can sign up for Teacher Ease at any time by contacting your school's secretary. All you will need to sign up is a valid email address.

This student handbook was designed to give you an outline of the programs, behavior expectations and services available to all students. We encourage all students and parents to review this handbook so you know what is available to you and expected from you. There may be circumstances which may result in a variance from the school administrative action and provisions found in this handbook. These rules and regulations are subject to change. Should you have any questions, feel free to ask any staff member who will be glad to help you. We are all here to help make your year in Pontiac School District #429 a pleasant educational experience.

Remember, an education is a valuable asset, and with your involvement and hard work are what make it so valuable. With this in mind, let us take this opportunity to wish you good luck and extend our wishes for a great year.

Sincerely,  
District #429 Administration

## **PONTIAC SCHOOL DISTRICT #429 PHILOSOPHY**

Pontiac School District #429 is dedicated to providing for the development of an intellectual, healthy, socially and emotionally responsible individual.

We believe that the educational process should develop a feeling of self worth and accomplishment.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of educational qualifications for the world ahead. District #429 will attempt to balance its program to provide for the varied interest and abilities of the students in our schools. The District accepts the premise that the center of the school curriculum is the child and that the instructional program should be tailed to fit a child's developmental pattern of education.

Each child should be helped to understand the duties and privileges of responsible citizenship as it relates to him or her as an individual.

Each child should be encouraged and stimulated to exercise critical thinking and to make logical decisions based on fact.

Pontiac District #429 believes that the education of children is a comprehensive program which must be undertaken in cooperation with other institutions of our society and will seek to establish and maintain strong ties with parents and community programs.

## **MISSION AND BELIEF STATEMENTS**

The mission of Elementary District #429 is to educate our students through those essential learning and growth experiences which will enable them to be productive and responsible citizens.

***We believe children are our community's most important resource . . . they are our future! Therefore we further believe:***

- **each individual's self-worth is crucial and inviolate;**
- **each person should have the opportunity to achieve to the best of his/her ability;**
- **a positive, trusting, and caring environment is conducive to learning;**
- **education extends into the community and is a team effort;**
- **in open communications; and**
- **each person deserves a staff that is well trained and dedicated to learning.**

## **GENERAL INFORMATION**

### **STUDENT HANDBOOK**

*A handbook committee, including the Administrative team, teachers and parents shall review and make any necessary revisions to present to the Board of Education for review and approval on a yearly basis. The student handbook, shall be distributed to the students' parents and guardians within fifteen (15) days of the beginning of the school year or at the time of a new student's enrollment.*

## **REGISTRATION**

Students must register yearly.

## **BIRTH CERTIFICATES**

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age.

## **SCHOOL HOURS**

**The doors to school are open at 8:00 a.m.** The school day is from **8:20 a.m. to 2:30 p.m.** Students should immediately leave school after dismissal unless they are participating in after-school activities or are asked to stay by a school staff member. Once students arrive on school grounds, they are to remain on school grounds until dismissal.

All students are to enter the building by the front doors.

Students should leave the building by way of the front doors. Students who wait for a bus should report to the designated area. All students should be out of the hallways by 10 minutes after dismissal.

## **DAILY SCHEDULE (Pontiac Junior High)**

Students who arrive before 8:20 will attend homeroom 8:00-8:20

1 <sup>st</sup> hour	8:25-9:22	2 <sup>nd</sup> hour	9:26-10:18	3 <sup>rd</sup> hour	10:22-11:14
4 <sup>th</sup> hour	11:18-11:48	5 <sup>th</sup> hour	11:52-12:22	6 <sup>th</sup> hour	12:26-12:56
7 <sup>th</sup> hour	1:00-1:52	8 <sup>th</sup> hour	1:56-2:30 (Study Hall/Band)		

## **VISITORS**

For student safety, Pontiac Grade School District #429, which consists of Central, Lincoln, Washington and Pontiac Junior high schools, has installed audio/visual entry security systems at the main entrance of each of our buildings. These systems will be utilized during the school day. All parents and visitors will ring the buzzer, identify themselves and state the purpose of their visit. Upon identification they will be admitted to the building and will need to report to the office where visitor passes or badges will be provided. Passes are required by all visitors to the building.

## **STUDENT VISITORS**

1. Students wanting to bring visitors must bring a note requesting permission from their parents at least 1 school day in advance, in the morning.
2. Students will take a permission form around to their teachers at least 1 school day prior to the visit. Each teacher will sign or initial if it is OK for the visitor to be in their room that period. If it is not OK, the teacher will indicate that on the form.
3. Students must turn in the permission form to the office before they leave that day. If none of the student's teachers OK the visit, the visit will be cancelled.
4. Visitors will come to the office to sit during any periods that are not approved for a visit.
5. The visitor will abide by all of the District 429 rules. Any violations may result in the visitor being asked to leave the building.

6. Students wanting to have a visitor must indicate the reason for the visit in their initial request (example: cousin in from out of town). Approval of circulating a student visitor request is at the discretion of the principal or their designee.
7. Any student visitor must be enrolled in the age appropriate grade.
8. Student visitors are to have their own transportation to and from the school.

### **REQUIRED USE OF PASSES FOR STUDENTS**

Students may not move through the building after the tardy bell sounds unless they have a classroom pass, or a written pass signed by a staff member. Students must obtain a pass to use the Library, see the nurse, see the School Social worker or come to the office.

### **BACKGROUND CHECK FOR VOLUNTEERS**

If you would like to volunteer in any of the Pontiac Elementary Schools you must have a background check and have been cleared by the administration. Background checks are easy to complete. Forms may be picked up at the District Office located in Central School. Background checks require you to go to the Pontiac Police Station or schedule an appointment with our school resource officer to get fingerprinted. This form is then sent to the Illinois State Police to verify your records. Background checks can take up to several weeks to return to the school. The background checks are good for the entire time your student attends a P429 school, but will be constantly monitored by our resource officer. Changes with the approved volunteer lists can be made at anytime for any reason by the administration. If you would like to schedule an appointment with our resource officer to complete a background check please call 815-842-4343.

### **HOMELESS**

The Pontiac Elementary School district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs, and activities provided and made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

### **NO CHILD LEFT BEHIND (NCLB)**

The district will make every attempt to follow the guidelines of the No Child Left Behind federal law. All teachers of core academic subjects are "highly qualified" according to NCLB regulations.

### **INTERNET USE**

All use of the internet shall be consistent with the goal of promoting educational excellence by facilitation resource sharing, innovation and communication. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action and/or appropriate legal action.

Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's Authorization for Internet Access contains the appropriate uses, ethics and protocol for the internet. Electronic communications and downloadable materials may be monitored or read by school officials.

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted use.

### **LOST AND FOUND**

All items found should be turned into the office. Valuable items will remain in the office. All other items will be placed in the designated area. Periodically items will be placed in the commons for students to claim missing items. Any remaining items will be donated.

### **DAILY ANNOUNCEMENTS**

Daily announcements will be read over the intercom at the beginning of the day.

### **NO SCHOOL ANNOUNCEMENT**

Schools will be closed on days when weather conditions are such that a major portion of the students and staff are unable to attend school or when a breakdown occurs. A "NO SCHOOL ANNOUNCEMENT" will be made over WJEZ-FM (98.9), Thunder-FM WTRX (93.7), WBNQ-FM (101.5), WHOI Peoria TV Channel 19, or Cable TV Channel 13.

Parents are requested **NOT** to telephone schools. If a radio announcement regarding cancellation or dismissal does not occur, then it should be assumed that schools are in session. Building emergency/disaster plans are posted in each office and classroom.

### **INSURANCE**

Insurance is offered to the students of District 429 on an elective basis. At the beginning of each school year, information concerning the company and cost will be made available to those students who wish to take advantage of this opportunity.

### **MEDICAL AND DENTAL FORMS**

All new students in the district must submit medical and dental forms. Students participating on athletic teams must have a medical form completed by their doctor. Forms may be secured from the office or from the coach.

### **FOOD/GUM**

No gum will be allowed in classrooms. Teachers will determine rules for food in their own classrooms.

### **CONCERT/ASSEMBLY ETIQUETTE**

1. Entering and leaving an assembly should be as orderly as possible. Students are to find seats, if not assigned them, as soon as possible.
2. Watch the master of ceremonies or the conductor for what is to be done or what is coming next.
3. No talking or noise making by the audience during the performance of the selection; so all may hear the artist or program.
4. Give applause out of courtesy for the performing group or as your enthusiasm directs.
5. Whistling, shouting, screaming, or cheering should be left to more appropriate events, such as athletics.

### **RULES AND REGULATIONS GOVERNING DANCES AND PARTIES**

1. Student rides home should be arranged for by the student before coming to a school activity. All students are requested to be off of school grounds within 20 minutes following a school activity.
2. Students are to use only the front door for entering or leaving the building except in the event of an emergency.
3. All rules found in the **STUDENT HANDBOOK** shall be observed.
4. Violations of these rules will result in the parents or guardians being notified to pick up their son/daughter at the school.
5. Only currently enrolled 6, 7 and 8<sup>th</sup> grade Pontiac Junior High Students may attend dances.

## **CAFETERIA**

A balanced breakfast and lunch are served daily for children eating at the cafeteria. Children are expected to follow the rules. The cost of a school breakfast and lunch is announced each school year during registration. Information on free and reduced price breakfasts and lunches is available at each school. However, application forms must be completed before pupils can qualify for these special prices. Applications for free/reduced lunch are available after August 1.

Ala carte is offered to Junior High students.

### **Lunch and Breakfast Accounts:**

All currently enrolled students have been finger scanned. New students to the district will be scanned on their first day of school. This finger scan is a scan of five points on one finger, usually the right index finger. Students may pay on their account in the office before school or parents may leave payment in the office. The student can then purchase breakfast, lunch, or ala carte items. All purchases come out of the student's account.

Please note the price of items:

### **Pontiac Junior High**

Lunches - \$2.20 (reduced \$.40)      Breakfasts - \$1.15 (reduced \$.30)

### **Central, Lincoln and Washington**

Lunches - \$2.10 (reduced \$.40)      Breakfasts - \$1.10 (reduced \$.30)

Parents are encouraged to deposit money in their students account on a regular basis. Parents can add money electronically to their students account by registering for EZ School pay at [www.ezschoolpay.com](http://www.ezschoolpay.com). Parents may request a print out of a student's cafeteria purchases and payments by calling the office. This year students will not be allowed to charge their lunches. If students do not have money on their account, they will be given a cheese sandwich, fruit and a juice.

Basic Cafeteria Rules include:

1. Clean up your mess. If you spill it, clean it up!
2. No throwing food, containers, or objects.
3. When finished, take your tray back. Place refuse in receptacles.
4. Speak in normal volume levels.
5. Replace chair under the table when finished.
6. Students are encouraged to not bring canned pop to school.

## **BUS INFORMATION**

### **GENERAL BUS INFORMATION FOR PARENTS -**

Parents will be limited to a maximum of two different pick-up and/or drop-off locations for their child per school year. The student's transportation schedule will need to remain the same throughout the school year, unless prior approval is received from the Superintendent.

### **BUS CONDUCT FOR STUDENTS -**

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline 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 the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

**BUS RULES FOR STUDENTS RIDING THE SCHOOL BUSES -**

1. Enter your school bus in an orderly manner and take your seat. Remain quiet.
2. Follow the instructions of your school bus driver. He is in charge at all times.
3. Remain in your seat while your school bus is in motion.
4. Help to keep your school bus clean and in good condition.
5. Keep your head and arms inside the bus at all times.
6. Be courteous to your school bus driver and to fellow passengers.
7. Be alert for traffic when leaving the school bus.
8. Learn emergency drill procedures and follow them at all times.

**\* Bus drivers are instructed to complete a discipline referral form for students who do not follow the rules.**

If you have any questions regarding your child's bus transportation services, please contact Illinois Central School Bus at 1-815-842-1500.

Specific information on your child's bus schedule will be mailed to you approximately one week prior to the start of school.

**SUGGESTIONS TO PARENTS**

1. Write the name of the student on personal items - clothing, calculators, etc.
2. Discourage your student from bringing expensive items to school - electronic equipment, collectibles, etc.
3. Record and file serial numbers of bicycles and other major items of personal property.

**PUPIL DROP OFF AND PICK UP AT PONTIAC JUNIOR HIGH AND WASHINGTON**

At arrival and dismissal time students should be dropped off or picked up on Morrow St. Traffic should not enter the drive in front of the building which is used for busses.

**SAFETY RULES -**

**Skateboards, Scooters, Roller Blades:**

Skateboards, scooters, and roller blades are not permitted at school due to safety concerns.

**Bicycle Rules:**

1. When riding bikes to and from school children should ride single file. Riding two or more abreast endangers both the bicycle riders and occupants of cars using the same street.
2. They must obey the adult crossing guards.
3. They must walk their bikes across main streets and on school property.
4. They must ride one on a bicycle.

5. Children must carefully park their bikes in the racks provided for their particular room and leave them there until they go home. They are not to ride on the playground.
6. A child must not take the bicycle of another child without permission from his teacher and the owner of the bike.
7. Kindergarten and first grade children are encouraged **not** to ride bicycles to school.
8. Bike riders follow the same rules as auto drivers when using one-way streets.

**Playground rules:**

1. Children are not to play dangerous games.
2. They must not bring dangerous toys to school.
3. Children are not to leave the school grounds without their teacher's or office permission.
4. Children must not go on the roof to retrieve balls or anything else. Notify staff.
5. Snowballing is not allowed.
6. At dismissal time our playgrounds are not supervised. We encourage students to leave the playground area.
7. Certain rules are applicable to individual schools and students will be instructed in their schools.

**ADULT CROSSING GUARDS -**

All students are encouraged to cross with the adult crossing guards where available.

**ATTENDANCE**

The "Illinois School Code" states, "A child is subject to compulsory attendance and shall attend school on a regular basis in the district where the custodial parent resides."

Parents are reminded the Illinois School Law places full responsibility on parents or guardians to have students in regular attendance at school.

If a student is ill and unable to attend school, the parents/guardians should call the school office before 8:45 a.m. on the day of the absence. Parents/guardians are required to verify a student's absence from school by either a phone call or a signed note which should be given to the office upon the students return to school. A student calling himself/herself in as absent is unacceptable.

Valid causes for absenteeism, as outlined by the Illinois School Code, include: Illness; Observation of religious holidays; Death in the immediate family; Family emergency (at administrator's discretion); Circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student; Doctor and dental appointments; School-sponsored activity; Other situations approved by the principal if the parent/guardian submits a written excuse and picks the student up at school.

Once a student has been absent, due to illness, 20% of the school year, they may be required to provide an excuse from a physician stating that they were unable to attend school on a particular date to due a specific illness.

**HOMEWORK IN CASE OF ILLNESS**

Parents may request homework for a student who is going to be out of school due to illness. The procedure is: (A) call the school office no later than 8:00 a.m. to request homework and (B) pick up the homework between 2:30 - 3:30 p.m. A parent or other adult should pick up homework the first day of an absence due to the size and number of textbooks.

### **MAKE-UP WORK**

Upon returning to school following an absence, a student will have the number of days missed, plus one, to make up all work. After this time period has elapsed, all work not made up will convert to an F. It is the student's responsibility to contact teachers to find out what work was missed during their absence.

### **TRUANCY / UNEXCUSED ABSENCES**

Truancy includes being absent all, or any portion of a school day without a valid cause and without the knowledge of the parent/guardian. Any student who is truant will be assigned consequences on an individual basis. Consequences may range from verbal reprimand to suspension.

Any student truant (unexcused absent) four or more days will be referred to the Livingston County Attendance Assistance Program. Upon 10 unexcused absences students may go before the Truancy Review Board. Upon 18 unexcused absences, students may be referred to the State's Attorney's Office through the Attendance Assistance Program.

### **TARDINESS TO SCHOOL (PER QUARTER )**

Students are expected to be on time for school. Tardiness is defined as a student not being in his/her assigned seat ready to begin work at the conclusion of the bell. Excessive tardiness (and/or absenteeism) will not be accepted. Students tardy for first period must sign in at the office to be issued a pass to class. Admittance to class first period without a pass will not be allowed. On the 3<sup>rd</sup> tardy to school in a quarter, disciplinary action will be taken and the parents/guardians will be notified. Any child reporting to school more than 61 minutes late will be counted as absent unexcused for 1/2 day unless missing for a valid cause (at the discretion of the administration).

### **TARDINESS TO CLASS (PER QUARTER PONTIAC JUNIOR HIGH ONLY)**

1. If the student is delayed by a teacher so that he/she is late for any period that teacher will issue a pass to the student allowing entry into class without consequence. (Excused tardy.)
2. If a student is late to any class, they must report to class and explain to the teacher the reason for their tardiness. If the teacher determines the reason as "unexcused," it will be recorded by that teacher. Students habitually tardy to class will be subject to disciplinary action from the classroom teacher, the dean or the principal.
4. A student who is tardy to class 3 or more times in a quarter may be assigned a consequence by the teacher.
5. Students habitually tardy to class will be subject to disciplinary action.

### **RELEASE DURING SCHOOL HOURS**

Students may be released during the school day to the custodial parents/guardians or those listed on the enrollment card. Only with the written permission or a phone contact by the custodial parent/guardian will the student be released to any other person than those listed on the enrollment card. The parent or guardian who picks up the student must come into the office and sign the student out.

## **ACADEMICS**

### **PRE-KINDERGARTEN -**

Pre-kindergarten classes are located at Central School for 3 and 4 year old students who meet the criteria set by the State. The schedule generally followed for classes is

Monday through Friday. Students are enrolled in half-day sessions (8:30-11:00 a.m. or 11:45-2:15 p.m.).

The curriculum is a structured format, which focuses on the development of cognitive, speech/language, fine/gross motor, and social/emotional and visual-motor skills through systematic units of study. Individual assessment profiles are maintained for each child.

### **KINDERGARTEN -**

A child who is 5 years old on or before September 1 is eligible to attend kindergarten. Preschool screening is offered to children ages 0-5 in February each year. Parents are encouraged to have their students screened at least once prior to attending kindergarten. By attending these screenings, parents are informed of the programs offered for students ages 3 and up.

Upon registering for kindergarten, the following must be presented:

- **proof of birth**
- **proof of immunizations and physical examination**
- **proof of dental examination**
- **eye exam**

It is recommended that students be enrolled in full-day sessions, which meet daily. However, a parent may choose the option of a half-day program that is offered in the AM only. Students enrolled in a half-day program may not return for afternoon classroom activities. Parents may choose to change options (half-day to full-day or full-day to half-day) but are encouraged to notify the administration one week in advance of the change. Parents may change options only one time during the year. Kindergarten guidelines, expectations, arrival and departure times are explained to students and parents at the beginning of the school year. Supply lists are provided in the registration packets, which can be obtained from the school office.

Please mark all items with student name: coats, books, gloves, etc.

Report cards are distributed four times a year. Conferences are held at the end of the first nine weeks and in the spring. A parent may contact a child's teacher at any time.

### **BASIC COURSE OF STUDY AT PONTIAC JUNIOR HIGH SCHOOL**

Academic Content Classes at each grade level: Literature/Language Arts, Math, Science, Social Studies

Exploratory Class (rotate each 6 weeks): PE, Synergistic Lab, Health/Fitness, Computer Keyboarding/Applications

### **COURSE OPTIONS -**

No pupil shall be required to take or participate in any class or course providing instruction in human growth and development if the parent or guardian of the pupil submits written objection to the class or course to the building principal. Refusal to take or participate in such class after such written objection is made shall not be reason for failing, suspending or expelling such pupil.

District #429 agrees to give not less than five (5) days written notice to the parents or guardians of such pupils before commencing the class or course.

### **MEDIA CENTERS -**

The Library/Media Centers at Central, Washington, Lincoln and Pontiac Junior High school each contain a wide variety of books. The centers support the interests and instructional needs of the students and the teachers.

A policy is established for making donations.

Students will be charged for library books that are lost or damaged beyond repair.

### **TITLE I -**

As determined by student needs, a program to supplement the regular classroom program in language arts or subjects where reading is emphasized may be offered. When provided, a program of this type allows selected students to attend small-group classes with a special teacher or receive additional support in the classroom setting.

### **HOMEWORK -**

Meaningful homework may be sent home with your child to help him better understand and function in the classroom. We ask that you assist by seeing that the work is completed, but that the child assumes the responsibility for it. The work has been explained at school and need only be completed at home. Homework is encouraged according to each student's needs.

### **PHYSICAL EDUCATION -**

#### **DRESS REQUIREMENTS:**

Tennis Shoes (NO platform or backless tennis shoes, or tennis shoes with rollers.)

#### **EXCUSES FROM PARTICIPATION:**

A written excuse is required if a child is to be excused from physical activity (P.E and recess) for the day.

A written excuse from a doctor is required if the child is to be excused longer than three consecutive gym periods.

If a child has any known chronic condition, special health problems or limitations, such should be reported to the physical education teacher at the beginning of the school year.

### **PROGRESS REPORTS**

At the mid-point of each nine week grading period, a Progress Report will be distributed to students to take home to their parents/guardians. Progress Reports will include grades for all classes the student is taking. After reviewing their child's Progress Reports, parents may request a conference with the teachers.

In order to improve communication, we highly encourage parents/guardians to engage in conferences with teachers. A conference may be arranged by contacting the school office between 7:30 AM and 3:30 PM or by emailing the teacher. Teacher Ease may be used to contact teachers by email.

### **REPORT CARDS**

District 429 is on a quarterly grading system. Report cards are distributed every nine (9) weeks. Academic grades will be reported in each subject. The academic grade is the teacher's evaluation of scholastic progress.

All parents/guardians are requested to attend a Parent Teacher Conference after the first grading period. Conferences will be held again at the end of the third grading period.

These are scheduled based upon parent and/or teacher request. Dates will be announced annually.

**GRADING SCALE**

The following grading scale will be used:

- 100 - 92 = A (Superior)
- 91 - 84 =..... B (Above Average)
- 83 - 75 =..... C (Average)
- 74 - 65 =..... D (Below Average)
- 64 & Below=..... F (Failing)

*Grading will not be used for disciplinary purposes.*

**Honor Rolls and Awards may vary by building.**

**Honor Roll** Students earn Honor Roll recognition for a 3.0 grade average with no grades below a C.

**High Honor Roll** Students earn High Honor Roll recognition for a 3.5 grade average with all A and B grades.

**Straight A's** Students who earn straight A's on their report card are recognized at the end of the quarter grade level assembly.

**BUGS - Bring Up Grades Significantly** Students who maintain their grades and raise at least one grade over the prior quarter earn the BUGS recognition at the quarterly grade-level honors assembly.

*Honor Roll and High Honor Roll include PE, Chorus, Band and all exploratory classes.*

**REPORTING GRADES TO PARENTS/GUARDIANS**

Grades are officially reported at the end of each nine week grade period. In the case of divorced parents, the custodial parent will be sent all grade reports. Non-custodial parents may also be sent grade reports, unless a court order states otherwise. It is the responsibility of the parents to make this request to the office.

**ACADEMIC ASSISTANCE FOR STUDENTS AT PJHS**

Teachers at Pontiac Junior High School are willing to give students extra help after school in any subject area. Parents may arrange with specific teachers for their student to receive extra help from 2:30 PM – 3:00 PM.

**STUDENT PROMOTION AND PLACEMENT**

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is measured in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on state-mandated testing such as ISAT, meeting of IEP goals, or other bona-fide academic criteria. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Students not qualifying for promotion will be considered for placement in the following grade if one or more of the following circumstances are met:

- Satisfactory performance on a standardized testing instrument - ISAT/Explore
- Satisfactory completion of a district-sponsored program
- Satisfactory completion of an Individual Remediation Program agreed upon by the school district and the student's family
- When the teacher and Principal agree that based on educational potential the student can succeed at the next grade, the student may be placed at that grade.

### **GRADE CHANGES**

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the changes must sign the changed record.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education pursuant to The School Code.

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

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION / OBSERVANCE**

Religious Observance - A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parents/guardians must give written notice to the District 5 days before the student's anticipated absence.

The parents/guardians written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school. Teachers shall provide the student an equivalent opportunity to make up any examination, study, or work requirement.

Religious Instruction - A student shall be released from school for a day or portion of a

day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parents/guardians, must be given to the Building Principal at least 5 days before the student is to be absent.

## **IESA ATHLETICS AND ACTIVITIES**

### **IESA ATHLETICS**

Boys..... Baseball, Cross Country, Basketball, Track,

Girls ..... Softball, Cross Country, Basketball, Volleyball, Track, Cheerleading

All students participating in interscholastic athletics are required to have a physical exam, health and accident insurance and a signed parental permission slip. All of these items must be completed prior to the start of practice for your sport. Participants must also bring a copy of their birth certificate to satisfy IESA age eligibility requirements.

Our athletic/activity program is guided by district policy, in conjunction with the Illinois Elementary School Association.

### **STUDENT ATHLETE GUIDELINES (5<sup>TH</sup> – 8<sup>TH</sup> GRADE ONLY)**

#### **ELIGIBILITY FOR ALL ATHLETICS AND NON-ATHLETICS**

A student must be passing all subjects in which he/she receives a grade. Eligibility will be checked weekly. A student failing one subject may still practice with the team or group. A student failing two or more subjects will not be allowed to practice until the minimum requirement is met.

#### **Student-Athlete Practice Guidelines**

1. You are expected to attend all practice sessions, **unless you notify your coach**. If you repeatedly miss practice, you will be suspended or removed from the team.
2. Have your rides at the parking area outside the locker room door at the end of practice time when involved in after-school practice on regular school days. Coaches will inform you in advance of holiday and Saturday practice times.
3. Practice will not begin prior to 3:30 p.m. Athletes must leave at dismissal time and return for practice.
4. The coach will inform you as to what type of shoes and clothing to wear at practice.
5. Lock your valuables in your small gym locker during practice sessions.
6. Improper language, at anytime will not be tolerated.
7. You must turn in your physical, prior to the start of practice in your sport.
8. Each coach will review the school eligibility policy before the start of practices in that sport.
9. No athlete is to be in the locker room before school or during the noon hour unless accompanied by a coach.
10. Athletes are to use the locker room door when leaving practice.
11. Each athlete will keep their locker and the locker room clean.
12. No one is to be in the main area of the school after practice, unless they have been given permission by either their coach or school personnel.
13. Athletes are not to loiter around the school parking lot after a practice or a game.
14. Athletes are responsible for the athletic equipment they are issued. If the equipment

is damaged or lost the athlete must repair or replace it.

Athletic Conduct - Athletics, like all activities, must follow certain guidelines. The following rules are in effect for all students who participate in athletics at Pontiac Junior High School.

Failure by a student to follow these rules, may lead to suspension or removal from the sport in which they are participating.

1. Athletes with athletic equipment or uniforms in their possession without the knowledge or permission of their coach will be subject to removal from the team.
2. Student-athletes involved in the theft of equipment, uniforms or valuables will be removed from the team.
3. Any use of alcohol, tobacco, or drug substances will result in player suspension for the remainder of the school year.
4. Any student-athlete who engages in criminal conduct or any conduct which could reflect unfavorably upon the school or the athletic/activity program will be subject to removal from the team for the rest of the season.

Student-Athlete Behavior at Athletic Events - You are representing the school—you should be on your best behavior at all times. Our school is judged by your sportsmanship, attitude and behavior.

1. Do not abuse uniforms, equipment or the facilities of other schools.
2. You are to attend away meets dressed in an appropriate manner. Your coach will discuss the proper attire for events. Remember you represent Pontiac Junior High School.
3. Bring your own towel to away meets; lock up your valuables at all times.
4. Do not cause a disturbance on the bus; remain seated at all times; refrain from loud talking, singing, clapping and laughing while traveling to and from athletic events. Each coach will review bus rules at the start of the season.
5. Sit with your teammates at all games. **Remember! You are a Team!**
6. Only water and beverages with a re-sealable lid are allowed in the gym.
7. Observe good sportsmanship both while participating in and watching athletic events.
8. Have your ride here promptly after the game.
9. You are to remain in the bleachers while the game is in progress. The concession area is open before the game and at half time.
10. Athletes are to ride the bus back from away contests unless either their parents sign them out and take them home, or the parents have made arrangements with the coach and/or administration for their athlete to ride back with another parent/adult.

Coaches may set other rules for their athletes, in addition to those above.

### **FAN BEHAVIOR POLICY**

The following are general rules for all students and adult fans attending intramural and interscholastic events conducted by Pontiac Junior High School.

1. If attending indoor events, you must stay in the building.
2. Re-sealable drinks only are allowed in the gym.
3. Concessions are sold before the game and at half time.
4. Do not throw objects onto the gym floor—DO NOT stamp your feet on the bleachers.

5. If you cause a disturbance, through rude and unmannerly behavior, we will prohibit your attendance at athletic events for the remainder of the school year.
6. Students should be sure their ride is at school promptly at the end of the game.
7. Do not loiter in the parking lot, stay away from the building after the game is completed.
8. Bikes and skateboards are not to be ridden on school grounds at outside sporting events or activities.

Students and adult fans found to be in gross violation of the ethics of competition or the principals of good sportsmanship may be barred by the Board of Education from all interscholastic activities.

If these rules are followed, our program can be thoroughly enjoyed by everyone.

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for a period of time not more than one year, provided that written 10-day notice of the violations is given such person and a hearing had thereon by the Board pursuant to its rules and regulations. The administration of the schools may sign complaints as agents of the school against persons committing any offense at school events.

## HEALTH AND SAFETY

### SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's education program, school activities, and meal programs. Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans with Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture.

If a student becomes ill or is injured at school, they will be examined by the school nurse, if available. Parents/guardians will be notified by phone or by note in the case of serious injury or illness, unless they have requested otherwise. **It is very important that parents/guardians have an emergency number on file at the school.** It is also important that each student have a signed release form on file allowing the school nurse to examine and treat them.

IN THE INTEREST OF YOUR CHILD'S HEALTH AND THE HEALTH OF THE OTHER CHILDREN, WE ASK THAT YOU COOPERATE WITH THE FOLLOWING GUIDELINES:

1. If your child feels ill in the morning or exhibits symptoms of illness, please keep him/her at home. Although perfect attendance is desirable, a sick child should never be sent to school.
2. If you are notified that your child is ill and if you work, please be prepared to furnish transportation and a place for him/her to go.
3. Periodic sight and hearing screenings are conducted by the Pontiac Elementary School District #429.
4. Parents and guardians will be notified in case of serious illness, injury, or emergency, unless they have requested to be notified in the event of all illnesses and injuries.

5. Parents must provide the school with updated, local phone numbers of other people who can be notified and who can transport your child in an emergency or in case of illness.

### **MEDICATION AT SCHOOL**

A district medication form for administering student medication shall be submitted to the building principal. The request shall be signed by the parent and doctor, and shall include the student's name, name of the medication, and purpose of the medication, time to be administered, dosage, possible side effects, and the termination date for administering the medication.

All prescription and non-prescription medication will be kept in a secure location. All medication will be administered by either the school nurse or other district personnel, in accordance with the information listed on the medication form.

Students are not allowed to carry medication on their person. Exceptions will be granted only by prior approval of the building principal. All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. Non-prescription medication must be in the original labeled container with the student's name affixed to the container. Parents must provide medication.

### **PHYSICAL EXAMINATION -**

All students entering school for the first time, sixth grade and all transfer-in students are required by law to have an Illinois medical examination for registration. Vision and Dental examinations are also required.

Any new student or transfer student who cannot provide a completed physical form by the 1<sup>st</sup> day of student attendance will be excluded from admittance.

Lead screening is a required part of the health examination for children age six or younger prior to admission to school. Students entering the Pre-Kindergarten (3/4 year olds), Early Childhood, or Kindergarten programs must show proof of having been screened for lead poisoning and proof of receiving the Hepatitis B vaccine.

Students who compete in sports programs must have completed physical examinations.

### **DENTAL EXAMINATION**

Effective July 1, 2005, the Illinois State Board of Education is requiring all children in kindergarten, second and sixth grades including all public, private or parochial schools to have an oral health examination.

The following are the guidelines issued by the ISBE:

- Examinations must be performed by a licensed dentist and he/she shall sign the proof of examination form
- Each child shall present proof of examination by a dentist prior to the May 15 deadline.
- Each school must give notice of the dental examination requirement to the parents or guardians of the children at least 60 days prior to May 15 of each school year.
- The proof of Dental Examination and the Waiver forms will be uniform for statewide use. The authorized forms are available on the IDPH and ISBE websites. Other organizations or agencies may link to these websites to access the forms.
- If a child in second or sixth grades fails to present proof by May 15, the school may hold the child's report card until:

- Child present proof of dental examination form OR
- Child presents a dental examination waiver form OR
  - Child is enrolled in the free and reduced lunch program and is not covered by private or public dental insurance (Medicaid/KidCare).
  - Child is enrolled in the free and reduced lunch program and is ineligible for public insurance (Medicaid/KidCare).
  - Child is enrolled in Medicaid/KidCare, but we are unable to find a dentist or dental clinic in our community that is able to see my child and will accept Medicaid/KidCare.
  - Child does not have any type of dental insurance, and there are no low-cost dental clinics in our community that will see my child
- Child presents an examination based on religious grounds (follow ISBE Administrative Rules) OR
- Child presents proof that dental examination will take place within 60 days after May 15.
  - Child must present proof of a completed examination prior to school the subsequent year.

### **VISION SCREENING**

Vision screening will be done, as mandated, for children in 8<sup>th</sup> grade, as well as special needs students, transfer-in students, and those whose teacher requests. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, and your child is in the mandated grade, they will be screened.

### **IMMUNIZATIONS**

Immunization records are to be up-to-date according to the state guidelines (D.P.T. series and boosters, polio series and boosters, measles, mumps and rubella, lead screening, Hepatitis B, and chicken pox) prior to the beginning of school.

### **HEAD LICE PROCEDURES**

Head lice can be transmitted in a number of ways - not only by physical contact. Borrowing a comb or brush from a person who has lice is one way. Also, they can be transmitted from borrowed hats, ribbons, scarves, or other head coverings. Sharing towels or pillowcases can also spread head lice. Even a stray hair that has nits can transmit head lice.

In order to provide a safe and healthy school environment for all school children, Pontiac District #429 has implemented the following procedures:

1. Faculty or staff will notify the school nurse of suspected cases of head lice.
2. Screenings will be conducted on students by school nurse.
3. If head lice infestations are found, the school nurse or other school personnel will contact parents and request that the student be picked up immediately. A screening report will be completed. One copy will be sent home. A second copy will be filed in the school office.

4. The student may be readmitted to school as soon as treatment is completed. All nits should be removed by hand before treatment is complete.
5. On the day of return, the student should report to the school nurse to be checked and should bring proof of treatment. (If nits are still found, the student may again be sent home, with instructions for removing them.)
6. The student will be rechecked in 10 days, with a follow-up screening report to be sent home and one to be filed in the office.

### **SCHOOL DISTRICT COMPLIANCE WITH HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

School districts are required to facilitate and document completion for every person who has, or may have, access to Protected Health Information (PHI). PHI is any information which may link a particular student with notes or records of health or related services, screening, evaluation, treatment, or other health information contained in the student's record.

The personnel required to be trained includes everyone in the special education department and other special or regular education teachers attending IEP or IFSP meetings, evaluations, or consultations where protected health information is discussed orally, reviewed or prepared on paper or transmitted electronically, including e-mails. If other personnel, such as school counselors and social workers are involved, they are also required to have the training.

### **EMERGENCY PROCEDURES**

The following directions and procedures have been developed so that your child will have the best opportunity to remain safe during an emergency such as flood, blizzard, or prison disturbance. Specific details for different types of emergencies are listed at the end of this section. Every attempt will be made by the administration to avoid getting into an emergency situation. For example, school may let out early before the weather gets too bad for travel.

You, the PARENT, are RESPONSIBLE for picking up your child or seeing that he/she is picked up if the normal means of travel for the child are considered dangerous. Contact each person on your child's emergency list before you write down their name on the enrollment/ emergency card so that they agree to help you if needed. At least one person listed should not live in a flood area. At least one person listed should not live close to the prison.

### **IN THE CASE OF AN EMERGENCY**

Listen to WJEZ 98.9 FM, Thunder 93.7 FM, WBNQ 101.5 FM, WHOI Peoria TV Channel 19, or Cable TV Channel 13 for school closings and instructions.

### **FURTHER INFORMATION**

If a dangerous condition does not yet exist but is anticipated later in the day, (such as bad roads), children will be allowed to walk home if they normally do so. Please discuss with your child NOW what they should do if they get home and no one is there (neighbors, extra key, etc.)

If a dangerous condition exists, children will be kept at their own school if possible, but transferred to another location if a dangerous condition exists at their own school.

Prison Disturbance - Children stay at school until "all clear" or are picked up. Do not let children walk to school or walk home without an adult. Children will not walk home for lunch. There will be no outside activities or patrols.

Flood and Blizzard – School will be dismissed as early as possible before dangerous situations occur. Busses will run if possible. Washington and Jr. High will be evacuated to another location in case of flood. If any busses cannot run, children on these routes will go to Central School for pick up.

### **SAFETY DRILLS**

We must be prepared for an emergency at all times. Emergency drill procedures will be posted in every room and teachers will go over the plans in each classroom. Emergency drills must be taken seriously. Instructions for the students' safety may be given at any time during the drill, so the students should move from the building as quietly as possible.

### **SMOKING**

Parents, students and staff are not permitted to smoke on the school grounds or about the building at any time. The use of smokeless tobacco is also prohibited. Students are not allowed to bring cigarettes, other smoking items, or smokeless tobacco to school. Smoking on the school busses is prohibited by law. Offenders will receive disciplinary actions, including suspension from school.

## **EQUIPMENT, FACILITIES & MATERIALS**

### **LOCKERS AT PONTIAC JUNIOR HIGH AND PARTS OF WASHINGTON**

Each student will be assigned to a locker as a convenient place for personal property.

Students should be especially careful with lockers. They should take their time closing them and try to avoid noise. If all articles are inside the lockers, they will close easily and it would never be necessary to force the doors shut.

The school reserves the right to inspect lockers periodically.

Do not change lockers without permission from the office. Only students assigned to a locker should use that locker. This is for your own protection. Books and clothing found in lockers where they are not supposed to be will be removed.

Locker combinations are given only to the individual student and should be kept secret. At no time should any student try to open another student's locker. Students found in possession of other students' combinations or opening another student's locker may be suspended from school.

Appreciation of this locker service may be shown by keeping the locker clean, orderly, and locked. Whenever the lock fails to work properly, the office should be notified.

Physical Education lockers for gym use will be assigned by the instructors.

### **LIBRARY BOOKS**

Books are checked out on a weekly basis. Overdue notices will be sent home with students. Letters will be sent home to parents regarding the replacement of lost items. Students will be charged for library books not returned.

### **TEXTBOOKS**

The School district uses a textbook rental plan. Students should remember they are responsible for each book which is issued to them.

When textbooks are issued, students should write their names on the slips in the front of the books. A book damaged when a student receives it should be reported to the teacher. Books must be turned in at the end of the year or upon withdrawal from school. It is important for students and parents to understand that fines are levied when text books are lost or damaged beyond ordinary wear, such as broken bindings, damaged

covers, and ink spots.

### **CHARGES FOR DAMAGED OR LOST BOOKS**

Charges will be assessed by the office.

### **TELEPHONES**

The office phones are for official school business only. School administration and personnel may approve student use of the office phone if the student provides an acceptable reason. The student phone in the office is provided for your use before or after school or during school only in cases approved by school administration or personnel. Students should arrange transportation for after school functions ahead of time it is needed.

### **CARE OF SCHOOL PROPERTY**

Attending school in a clean, well-maintained building is a privilege. The facilities must serve the community for many years; therefore, each student has a responsibility to help preserve the facilities made available by the taxpayers of this community for his/her use by doing his/her part in maintaining the building, furniture, and equipment.

Students are urged to be proud of their school and refrain from marking or defacing desks, walls, or any part of the building. Parents of students involved in the destruction of property will be billed for repairs. Students found guilty of school vandalism will be subject to suspension and/or expulsion.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **SEXUAL HARASSMENT**

It is the policy of the Pontiac Grade School District #429 to provide learning and working atmosphere for students, employees and visitors free from sexual harassment. It is a violation of this policy to engage in or condone sexual harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

The District 429 School Board interprets the definition of sexual harassment to include, but not be limited to, the following behavior:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex that 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 unwelcome conduct the basis for academic decisions affecting the student.
- e. Possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting".

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Building principal, Social Worker, Special Needs Director.

A complaint that is not satisfactorily resolved at this initial level may be referred to one of the two District Complaint Managers for further discussion and review.

Any employee or student who believes that he or she has been subjected to sexual

harassment has the right to file a complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties. The complaint manager shall be responsible for assisting employees and students seeking guidance or support addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition, the policy and procedures will be kept on file in the school office if parents wish to read the full legal document.

### **PENALTY FOR SEXUAL HARASSMENT**

Any student found guilty of sexual harassment will face disciplinary action. Consequences may range from verbal reprimand to a recommendation of expulsion from school and could be turned over to local law enforcement. A written report will be filed with the Superintendent within 30 days.

### **SUBSTANCE ABUSE**

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school busses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the school's curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to five (5) days for the first offense. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. The student and family will be required to attend drug/alcohol rehabilitation counseling at their expense in an approved Board of Education special services program. Failure to comply will result in an administrative recommendation to the Board of Education for expulsion from the District.

Repeat student offenders will be recommended to the School Board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents. In such cases, parents/guardians will be informed of the information.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

Legal Reference: Illinois Revised Statutes

### **SEARCH AND SEIZURE**

Desks and lockers are public property, and school authorities may make reasonable regulations regarding their use.

School officials may inspect desks, lockers, and personal effects when there are reasonable grounds to believe that the contents threaten the safety, health or welfare of students, or include stolen property or contraband.

Stolen items and items which are prohibited by law, Board Policy, or school authorities, may be removed and impounded, and the parents notified. If the student is not present during the search, he shall be informed, as soon as practicable of the action taken.

As well as being enforced during the school day, on school busses, in school buildings or on school grounds, this policy extends to all school-sponsored and related activities, as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends.

## **DISCIPLINE**

### **STUDENT DISCIPLINE**

The Illinois School Code directs that teachers, educational service personnel, and other certified educational employees shall maintain discipline in the schools, including school grounds and school buses which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians of the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Corporal punishment, defined as the intentional use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student through spanking or paddling, is prohibited in School District #429. Nothing in this policy, however, prohibits a teacher from using reasonable force as needed to maintain the safety of a student and/or other students. A non-compliant student may be removed from a classroom.

**Any discipline imposed may be modified at the discretion of the Administration depending on the individual circumstances.**

### **PBIS**

PBIS stands for Positive Behavioral Interventions and Supports. It includes a broad range of proactive, systemic, and individualized strategies for achieving social and learning outcomes in safe and effective environments while preventing problem behaviors.

PBIS practices are:

- \*Proactive school-wide discipline systems
- \*Social skills instruction
- \*Academic/curricular restructuring
- \*Behaviorally based interventions
- \*Early screening and identification of antisocial behavior patterns
- \*PBIS requires the collection of data to support decision-making.

Data is used because:

- \*Data gives a picture of what's happening behaviorally in the school

- \*Sets baseline to measure improvement
- \*Identifies need
- \*Guides intervention planning
- \*Measures effectiveness of interventions

### **CLASSROOM DISCIPLINE**

Teachers are responsible for establishing and enforcing classroom rules, and enforcing school-wide regulations. It is the responsibility of the student to comply with these rules or be subject to an administrative action.

### **SEQUENCE OF CLASSROOM DISCIPLINE**

1. Teacher issues a warning to the student.
2. Teacher assigns a minor consequence (short detention, stay after class, etc.) if behavior continues.
3. Teacher assigns major consequence if behavior continues.
4. Parent/guardian will be contacted.

Teachers may modify the sequence of steps in case of either chronic student misbehavior or serious behavior problems (fighting, threats, profanity, drugs, alcohol, weapons, etc.).

### **DELEGATION OF AUTHORITY**

The Illinois School Code gives school personnel the responsibility of maintaining discipline. Each teacher, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for, or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

### **DISCIPLINARY MEASURES**

Disciplinary measures may include, but are not limited to, the following:

- Personal counseling.
- Withholding privileges.
- Seizure of contraband.
- Removal from classroom.
- Detention. If transportation can not be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher, the building Principal, or a designee. For more serious offenses or for repeated offences, detention time may be extended past 3:45 with parent approval.
- Evening or Saturday Detention. If transportation can not be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the teacher, the building Principal, or a designee.
- Suspension from school and all school-sponsored events for up to 10 days provided that appropriate procedures are followed.
- Suspension of bus riding privileges, provided that appropriate procedures are followed.

- Expulsion from school and all school-sponsored events for a definite time period not to exceed 2 school years, provided that the appropriate procedures are followed.
- Notification of juvenile authorities and/or law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alike drugs, alcohol, explosives, firearms, knives, weapons, fighting, theft or vandalism.

When dealing with a student with a behavioral disability, the behavior intervention plan takes precedence over general district policies. Corporal punishment shall not be used.

### **OFFICE DETENTION**

The Office Detention period is from 2:30 – 3:15 p.m and will be assigned according to each building. This time may be extended for more serious offenses. Students may be assigned detentions for infractions of the rules. Students must provide their own transportation home from detention.

Students who miss serving a detention without an acceptable excuse may be issued one additional detention, equaling two to be served. If the student misses either one of these detentions, he/she may face suspension.

### **CLASSROOM DETENTIONS**

A teacher may assign a classroom detention to a student for reasons that include but are not limited to any of the following:

1. Failure to follow teacher directions
2. Inappropriate language or behavior in the classroom
3. Causing a disruption in the classroom or elsewhere in school
4. Violating classroom rules
5. Unexcused tardy to class
6. Coming unprepared to class
7. Violating any general school rule

Classroom detentions will be served in the teacher's room until 3:00 p.m. A 24-hour notification of a detention to the parents/guardians is required, unless other arrangements have been made.

### **FAILURE TO SERVE CLASSROOM DETENTIONS**

If a student fails to serve a classroom detention without a valid excuse, the following sequence of consequences will be followed:

- 1st unexcused missing of detention, student is reassigned the original missed detention and is also assigned an additional detention. Parent/Guardian notification.
- If either of those detentions is missed the student will be referred to the office for discipline. Consequences could range from administrative detentions to suspension.

### **SUSPENSION**

The Superintendent of the District, Special Needs Coordinator, the Principal, or the Assistant Principal of any school is authorized to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 days, or to suspend pupils guilty of gross disobedience or misconduct on a school bus from riding the school bus for a period not to exceed 10 school days.

If a pupil is suspended due to gross disobedience or misconduct on a school bus, the Board may suspend the pupil in excess of 10 school days for safety reasons. The parents/guardians will be requested to appear at a meeting of the Board of Education, or

with a hearing officer appointed by the Board of Education, to discuss their child's behavior.

Gross disobedience and misconduct shall include but is not limited to the following:

1. Behavior which is injurious to persons or property;
2. Behavior which substantially and materially disrupts the educational process or discipline in the school;
3. Repeated minor incidents of misbehavior for which other disciplinary measures have failed to deter;
4. Gross insubordination.

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parents/guardians. A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parents/guardians of their right to a review of the suspension. A copy of the notice shall also be given to the Superintendent. The written notice shall contain the following information:
  - a. The reason(s) for the suspension, including any school rule(s) allegedly violated by the student.
  - b. The beginning date and total number of days of the suspension and the date on which the student may return to school.
  - c. Notification that the parents/guardians have the right to a review of the suspension if they notify the suspending school official within 5 school days of the beginning date of the suspension.
  - d. The hearing shall be held within 10 school days of the beginning date of the suspension.
4. If the parents/guardians of the suspended student who have requested a review hearing do not appear for the hearing, their absence will be considered a waiver and the hearing need not be held.
5. If the hearing is held, a principal of a school within the district, but not the principal of the school where the suspended student attends, shall act as the reviewing officer. The superintendent of the district shall appoint the principals to act as reviewing officers on an equitable and rotating basis.
6. The reviewing officer shall prepare a written summary of the evidence and findings and submit the summary to the Superintendent and the student's parents/guardians.
7. Thereafter, the parents/guardians may request a review of the suspension conducted by the Board of Education, provided the parents/guardians make the request for review by the Board of Education within 5 school days after the date of the decision of the reviewing officer. The hearing before the Board shall take place at the next regularly scheduled Board meeting. At such review, the student's parents/guardians

may appear and discuss the suspension with the Board and may be represented by counsel. After the hearing, the Board shall take such action it finds appropriate.

8. If the Board of Education finds in a hearing on the suspension of a student that the suspension was unjustified or unreasonable, the following procedures shall be followed:
  - a. The student's record shall be expunged of all notations or remarks in regard to the suspension.
  - b. The student's absence(s) shall be recorded as "excused".
  - c. Students are responsible for getting assignments and homework from teachers and for turning in all such work.

### **EXPULSION**

A. Expulsion is removal of the pupil from the school by the school board for up to a maximum of two years. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon as it finds appropriate.

B. Due process Procedures for Expulsion.

1. The Board of Education may expel students for gross disobedience or misconduct; such expulsion shall take place only after a review hearing by the Board of Education or the Board takes action upon findings submitted by a hearing officer appointed by the Board.
2. The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:
  - a. The reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the student.
  - b. The time, place, and date of the hearing.
  - c. The review hearing procedures below.

The hearing shall be held at a time and date mutually convenient to the parties involved.

C. Review Hearing Procedures.

1. The hearing shall be held in executive session at the request of the parent(s) or guardian(s) or the school administrators.
2. The student shall be afforded the right to be represented by counsel at the expense of the student or parents.
3. A written decision shall be issued to the student and the parent(s) or guardian(s) within ten school days after a review hearing conducted by the Board of Education. It shall contain a statement of facts and the basis for the decision.
4. In the written decision, the parent(s) and student shall be notified that an appeal of the decision lies to the Educational Service Region Superintendent and then to the State Superintendent of Education, as outlined in Illinois School Code.

D. If the Board of Education finds in a hearing on the expulsion of a student that expulsion is not appropriate and any suspension pending the expulsion hearing was unjustified or unreasonable, the following procedures shall be followed:

1. The student's record shall be expunged of all notations or remarks in regard to the suspension.
2. The student's absence(s) shall be recorded as "excused".
3. All educational opportunities and services missed by the student shall be afforded.

E. Illinois Revised Statutes

1. A student may not be expelled for behavior which is or results from a handicap defined in *Illinois Revised Statutes* and the Rules and regulations to govern the Administration and Operation of Special Education.
2. A student may be suspended for behavior which is or results from a handicap defined in *Illinois Revised Statutes* and the *Rules and Regulations to Govern the Administration and Operation of Special Education*, if as a result of the behavior the child is a direct physical danger to himself, other students, faculty or school property.
3. If evidence is presented during an expulsion or suspension proceeding which indicated that the student's behavior is symptomatic of, or results from, a handicap as defined in Illinois Revised Statutes and the Rules and Regulations to Govern the Administration and Operation of Special Education, the student shall be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administrations Operations of Special Education.

F. The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.

### **EXPULSION FOR POSSESSION OF WEAPONS**

Using, possessing, distributing, purchasing, or selling explosives, firearms, ammunition, knives, weapons, or any other object that can reasonably be considered or looks like an explosive, knife, firearm, or weapon is prohibited on school property or at school functions. The use of any such object for legitimate classroom purposes may be arranged in advance with the administration, subject to their approval. A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of any (1) gun, rifle, shotgun, a weapon as defined by the Firearm Owners Identification Act, or use of weapon as defined in The Criminal Code (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles or billy clubs (3) "look-alikes" of any weapon as defined above. With such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens being considered weapons if used or attempted to be used to cause bodily harm, or (4) ammunition brought to school. The Superintendent or designee shall grant an exception to this policy, upon request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended to do bodily harm.

- 1st Violation - 10-day suspension with recommendation of expulsion for a period of at least one year. Referral to local law enforcement.

## **REQUIRED NOTICES**

A school staff member shall immediately notify the building principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police and the student's parent(s)/guardian(s).

## **IN EVENT OF AN INCIDENT OF STUDENT RESTRAINT**

For any incident requiring an emergency physical restraint of a student, the following procedure will be followed:

1. A written incident report, with a copy in the principal's office;
2. Notification of parents;
3. A convening of the staff member and principal involved in the incident along with the district superintendent to assess the need for further evaluation of the student and/or the student's instructional program.

## **INSUBORDINATION**

Insubordination or misconduct to staff will not be tolerated. Insubordination shall be defined to include, but is not limited to, the following types of conduct:

1. Failure to follow directions, provide identification, produce hall pass, etc.
2. Any incidents of misbehavior including repeated refusal to comply with school rules
3. Use of Profanity

The consequences for insubordination will be assigned on an individual basis, and can range from a verbal reprimand to suspension.

## **GROSS INSUBORDINATION**

Gross insubordination shall include any behavior or activity that causes or may cause school officials to forecast substantial disruption or material interference with school activities or the rights of others. It shall be defined to include, but is not limited to, the following types of behavior or activity, or any behavior prescribed by the School Board:

- A. Intimidating or attempting to intimidate school personnel
- B. Fighting with or assaulting school personnel
- C. Intentional damage to or destruction of school property or property belonging to school personnel
- D. Verbal abuse directed towards school personnel
- E. Use of profanity or obscenities directed toward school personnel
- F. Endangering the physical or mental well-being of the school population by such acts as:
  - Improper release of a school fire alarm or tampering with fire extinguishers
  - Starting a fire in school or on school property, or attempting to do so
  - Setting off explosives in school or on school property or attempting to do so
- G. Repeated acts of misbehavior, including refusal to follow school rules
- H. Other acts which directly or indirectly threatens the health, safety or welfare of school

personnel and/or students

I. Bomb Threat

J. Serious acts of defiance

The consequences for gross insubordination will be handled on an individual basis, and can range from a verbal reprimand to expulsion.

Using, possessing, distributing, purchasing or selling tobacco materials is prohibited on school property or at school activities. Tobacco products include, but are not limited to, cigarettes, chewing tobacco, and snuff.

- 1st Violation - Assignment of consequences, which can range from a reprimand to the assignment of detentions or suspensions. Parent notification.
- Any further violations will be handled on an individual basis by the administration.

**ALCOHOL**

Using, possessing, distributing, purchasing, being under the influence of, or selling alcoholic beverages is prohibited on school property or at school activities.

- 1st Violation - 5 days out of school suspension; one counseling session in an approved drug/alcohol treatment program, and parent/guardian notification. The parent/guardian must provide written evidence from a recognized drug/alcohol treatment program to verify the counseling session. Failure to provide written evidence when the student returns will result in an additional two days of suspension. Suggested treatment programs are Institute of Human Resources (IHR) in Pontiac, Lifeway Chemical Dependency Program of Adolescents in Pekin or Parkway Recovery Center in Bloomington. Parents/Guardians will be responsible for the expense of the counseling session.
- 2nd Violation - 10 day suspension and recommendation of expulsion.
- Student may be referred to local law enforcement on any violation.

**DRUGS / LOOK-ALIKE DRUGS / INHALANTS**

Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia is not permitted on school buses, in school buildings, or on any school grounds at anytime. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of drug paraphernalia are not permitted to attend school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession. This includes all school-sponsored and school-related activities:

The consequences will be a 10 day suspension and/or recommendation of expulsion. Students will be referred to local law enforcement on any violation.

Students accused of a violation may voluntarily submit to a test, at parent/guardian expense, to prove innocence. In absence of a test, consequences will be assigned.

**RECKLESS ACTIVITY**

Reckless Activity is any activity done without harmful intent that could result in physical harm to a person or damage to property. This includes, but is not limited to, the following: Spitting; Running in the hall; Wrestling; Tripping; Shoving; Shouting in the

building; Throwing objects.

Any student who engages in reckless activity will be assigned consequences at the discretion of the principal/dean. Consequences can range from a verbal reprimand to suspension. Repeated acts of reckless activity could result in expulsion.

### **FIGHTING**

Fighting on school property or at school functions is strictly prohibited. Fighting includes actual physical contact or threat of physical contact. This includes, but not limited to the following: pushing, shoving, slapping, tripping, hitting, or any physically provocative action. Any such action will be considered fighting when there is evidence that it was intentionally done with harmful intent and could not be considered reckless activity.

- 1st Violation – Minimum of 1 day suspension, depending on severity of infraction
- 2nd Violation – Minimum of 3 day suspension, depending on severity of infraction
- 3rd Violation – Consequences to be assigned at discretion of the administration, ranging from further suspension to a recommendation of expulsion

Any student who attacks another student without immediate provocation will be handled on an individual basis by the administrator. Consequences may range from suspension to expulsion. Students may also be charged with disorderly conduct and possible referral to local law enforcement.

### **VANDALISM**

Damage to or destruction of either school property or property belonging to a school employee is strictly prohibited. Vandalism may result in the following consequences/actions:

- Parent Notification
- Restitution, including labor incurred to repair damage
- Assignment of consequences (at discretion of administration, can range from a verbal warning to expulsion)
- Possible referral to local law enforcement.

### **THEFT**

Stealing of school property or property belonging to faculty, staff or students is prohibited. Stealing or attempting to steal property may result in the following consequences/actions:

- Parent Notification
- Assignment of consequences (at discretion of administration, can range from warning to expulsion)
- Possible referral to local law enforcement

### **CHEATING**

Cheating in any form is prohibited. Anyone guilty of cheating may receive a grade of zero for the assignment or test, at the discretion of the instructor. The parent/guardian will be notified. Consequences will range from verbal reprimand to office referral.

### **FORGERY**

A student who forges, falsifies or makes fraudulent use of a school pass, any other school form or grade, will be assigned consequences. The parents/guardians will be notified. Consequences will range from verbal reprimand to suspension.

### **GYM BAGS / BOOK BAGS / CARRY-ALLS / OTHER CONTAINERS**

For reasons of safety and security, gym bags, book bags or carry alls are not permitted to be carried to class during school hours. At the discretion of any personnel, any type of container, which may include but is not limited to travel mugs, bottles, cans, etc. may be prohibited from being brought into the building. Students who do not cooperate will be assigned consequences, which can range from a verbal reprimand to suspension.

In the event that a student needs to carry a bag due to special circumstances, the parent/guardian may make a request for an exception from the administration.

### **CELL PHONES / SIGNALING DEVICES**

Students may not use or possess electronic paging devices or two-way radios on school property at any time unless the Building Principal specifically grants permission.

The possession and use of cell phones and any other devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept in student locker.
2. They must be turned OFF during the regular school day unless the supervising teacher grants permission for them to be used or if needed in an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate any student conduct rule.

1<sup>st</sup> violation – cell phone is confiscated, parent will be notified, student can pick up the phone from the office after school.

2<sup>nd</sup> violation – cell phone is confiscated, parent will be notified, parent must pick up the phone from the office and conference with administration.

Each additional violation – cell phone is confiscated, parent will be notified, parent meets with administration to pick up the phone, student receives consequences ranging from detention to suspension.

### **ELECTRONIC DEVICES / AUDIO DEVICES /GAMES**

Students bringing any non-communication electronic devices to school, which may include but are not limited to, CD players, tape players, games, and MP3 players, must leave them in their lockers during school hours unless given special permission by school personnel. Failure to do so may result in consequences being assigned. These consequences can range from a verbal reprimand to an expulsion, depending on the individual circumstances. Devices may be confiscated and returned to the parents/guardians. PJHS is not responsible for lost or stolen electronic devices.

### **HARASSMENT / INTIMIDATION / AGGRESSIVE BEHAVIOR / BULLYING**

Every student in District 429 has the right to attend school free of harassment or intimidation. Substantiated cases of harassment or intimidation will be handled on an individual basis by the administration. Consequences can range from a verbal warning to expulsion. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct is prohibited. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Bullying can be defined as repeated negative actions on the part of one or more other persons in which individual(s) have difficulty defending themselves. Bullying is unfair and one sided, and can cause physical and psychological harm.

Efforts, including the use of early intervention and progressive discipline, 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. Progressive discipline for bullying behavior may include but not be limited to the following: 1<sup>st</sup> referral – conference with student/warning; 2<sup>nd</sup> referral – detention, phone call home to parents; 3<sup>rd</sup> referral – In-School Suspension, conference with parents; 4<sup>th</sup> referral – Out of School Suspension, conference with parent, teacher, and administrator. Any discipline imposed may be modified at the discretion of the Administration depending on the individual circumstances.

The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in bullying are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

### **GANGS / GANG-LIKE ACTIVITY**

The presence of group or gang-like activities is strictly prohibited on school property or at school functions. This could include the wearing and/or the display of gang symbols, colors, or paraphernalia. This will also include self-identification as a member of a gang, engaging in organized criminal and/or anti-social activities, or participating in coercion and/or intimidation of students in order to promote a particular group of individuals.

Any student found in violation will be assigned consequences on an individual basis, which can range from a verbal reprimand to expulsion.

### **PUBLIC DISPLAYS OF AFFECTION**

Displays of affection are prohibited on school property or at school events. Consequences may range from a verbal reprimand to expulsion.

### **DRESS CODE VIOLATIONS / INAPPROPRIATE STUDENT DRESS**

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching / learning climate, or compromise reasonable standards of health, safety, and decency. Students at District 429 Schools will follow a dress code with the following parameters:

1. Students will be covered from shoulders to mid-thigh. This applies to shorts, skirts and jeans with holes.
2. Students will not wear any clothing that promotes alcohol, tobacco, drugs or immoral activity
3. Student clothing with inappropriate language, pornography, profanity, nudity, sexual innuendo or language related to hate groups, intolerance, or disrespect for racial, ethnic, or religious groups is not acceptable.
4. Hats are not to be worn in schools unless requested for special circumstances.
5. Prohibited dress items will include, but are not limited to:
  - a. Tank tops or basketball jerseys worn without sleeved undershirts
  - b. Tube tops, spaghetti straps, halter tops
  - c. Lycra shorts or pants not worn under suitable apparel
  - d. Wallet chains, chain belts, or any chains other than jewelry.
  - e. Any top with the armholes cut out so far that the under arm is visible.
  - f. Head coverings including hats, caps, bandannas, sweat bands, etc.

- g. Sunglasses (while in the building, unless required due to injury or illness).
  - h. Clothing that exposes the chest, abdomen and/or under garments
  - i. Clothing made of see through fabric
  - j. Spike apparel, spiked accessories, animal collars
5. Jackets or coats are not to be worn to class unless permission has been arranged by staff with the principal.
6. Any item of dress that is judged by school personnel to cause or potentially cause a substantial disruption of the educational environment.

Any student violating this dress code policy will be given the opportunity to change into suitable clothing, have suitable items brought from home, be sent home to change, or be asked to remove chains and coats to their lockers. Failure to cooperate or repeated violations will result in consequences assigned on an individual basis, ranging from verbal reprimand to expulsion.

### **MALICIOUS USE OF TECHNOLOGY**

Any student using a personal website to threaten, defame, slander, intimidate, or humiliate any school personnel or student may be subject to disciplinary measures, provided any of the following conditions are true:

- The student used school computers to create the website or post the objectionable material on their website
- The student posted the information from the school premises
- The material posted resulted in a substantial disruption to the educational environment of the school or impacted the ability of school personnel to exercise authority or enforce discipline at the school

Disciplinary consequences may range from a verbal reprimand to expulsion. In addition, the student's Internet privileges may be revoked for a period of time that could include the rest of their period of enrollment at the school. Any staff member who is the victim of any such action by a student may seek further remedy by means of a civil suit filed through the courts.

Engaging in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

### **DISRUPTIVE ACTIVITY**

No student will be allowed to engage in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity. Consequences may range from a verbal reprimand to expulsion.

### **"POSSESSION" DEFINED**

For purposes of definition, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the items is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

## **SCOPE AND EXTENT OF DISCIPLINARY RESPONSIBILITY**

Disciplinary action is appropriate whenever a 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 other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, event, or any activity which bears a reasonable relationship to school
3. Traveling to and from school or a school activity, function or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

## **RULES AND REGULATIONS TO GOVERN STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act (FERPA) and the following procedures will be observed regarding student records. A cumulative record will be maintained for each student. Such records will be used only for the benefit, promotion, or welfare of the student. All material in the cumulative record will be maintained and treated as confidential.

Parent(s) and student(s) have the right to:

- a. Inspect and copy any and all information contained in the student record. There will be a charge for copies of 20 cents per page. This fee will be waived for those unable to afford such costs.
- b. Control access to and release of school student records and the right to request a copy of information released.
- c. Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be conducted by an impartial hearing officer.
- d. Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
- e. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another district.

Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent .

## **Student Permanent Record**

Each student's permanent record includes:

Basic identifying information, including student's and parents/guardians' names and addresses, birth date and place, and gender.

Academic transcript, including grades, class rank, graduation date, grade level

achieved and scores on college entrance exams.

Attendance record.

Accident reports and health record.

Record of release of permanent record information.

Honors and awards received.

Information concerning participation in school-sponsored activities or athletics, or offices held in school sponsored organizations.

The permanent record will be maintained for at least sixty (60) years after the student has transferred or graduated or otherwise permanently withdrawn from the district.

### Student Temporary Record

1. A student's temporary record may include:

Family background information.

Intelligence test scores, group and individual.

Aptitude test scores.

Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.

Elementary and secondary achievement level test results.

Participation in extracurricular activities including any offices held in school-sponsored clubs and organizations.

Honors and awards received.

Teacher anecdotal records.

Disciplinary information.

Special education files including evaluation reports, IEP's; test protocols, and all records and tape recordings related to special education services, placement, hearings and appeals.

Any verified reports or information from non-education persons, agencies or organizations.

Other verified information of clear relevance to the education of the student.

Record of release of temporary record information.

Information added to the temporary record will include the name, signature and position of the person who added such information, and the date of entry.

The temporary record will be maintained for five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the district.

## **STUDENT INTERVENTIONS/RtI**

### **1. Problem Solving Team (RtI Team)**

While schools have attempted many ways to help struggling students, including those with disabilities, the current focus in Dist. # 429 is moving toward an improved, research-based process known as *Response-to-Intervention (or Responsiveness-to-Intervention) (RtI)*. The RTI process is a multi-step approach to providing services

and interventions to students who struggle with learning at increasing levels of intensity. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education or both.

The RTI process has the potential to limit the amount of academic failure that any student experiences and to increase the accuracy of special education evaluations. Its use could also reduce the number of children who are mistakenly identified as having learning disabilities when their learning problems are actually due to cultural differences or lack of adequate instruction. Information and data gathered by an RTI process can lead to earlier identification of children who have true disabilities and are in need of special education services.

**Essential Components of RTI** – According to the National Research Center on Learning Disabilities (NRCLD) ([www.nrclld.org](http://www.nrclld.org)) the essential components of Response-to-Intervention include:

- Monitoring a student's progress in the general curriculum using appropriate screenings or tests (assessments).
- Choosing and implementing scientifically proven interventions to address a student's learning problems.
- Following formal guidelines to decide which students are not making sufficient progress or responding to the intervention.
- Monitoring how the student responds to the intervention by using assessments at least once a week or once every two weeks.
- Making sure the interventions are provided accurately and consistently.
- Determining the level of support that a student needs in order to be successful.
- Giving parents notice of a referral and a request to conduct a formal evaluation if a disability is suspected as required by IDEA.

**A Three-Tier RTI Model** – While there is no single, thoroughly researched and widely practiced “model” of the RTI process, it is generally defined as a three-tier (or 3-step) model of school supports that uses research-based academic and/or behavior interventions. At all stages of the process, RTI should focus on discovering *how to make the student more successful rather than focusing on the student's lack of success*.

A three-tier RTI model includes:

- **Tier 1: Screening and Group Interventions**

All students are universally screened for progress in reading fluency, comprehension, math and in many cases, writing. Students who are “at risk” are identified using universal screenings and/or results on state or district-wide tests and could include weekly progress monitoring of all students for a brief period. Identified students receive supplemental instruction, or interventions, generally delivered in small groups during the student's regular school day ***in the regular classroom***. The length of time for this step can vary, but it generally should not exceed eight weeks. During that time, student progress is closely monitored using a validated screening system such as curriculum based measurement. At the end of this period, if students show significant progress, the supplemental instruction is ended. (Note: this step may be broken into 2 separate tiers in a 4-tier model) Students not showing adequate progress are moved to Tier 2.

- **Tier 2: Targeted Interventions**

Students not making adequate progress in the regular classroom in Tier 1 are provided with more intensive services and interventions. These services are provided in addition to instruction in the general curriculum. These interventions are provided in small group

settings. In the early grades (K-3) interventions are usually in the areas of reading and math. A longer period of time may be required for this tier, but it should generally not exceed a grading period.

Students who continue to show too little progress at this level of intervention are then considered for more intensive intervention as part of Tier 3.

Dist. # 429 Schools involve parents at the earliest stages of RTI by explaining the process in face-to-face meetings, providing written intervention plans and requesting parental consent.

- **Tier 3: Intensive Interventions and Comprehensive Evaluation**

Students receive individualized, intensive interventions that target the student's skill deficits. Students who do not respond to these targeted interventions are then considered for eligibility as required by the Individuals with Disabilities Education Act (IDEA). The data collected during Tiers 1, 2, and 3 are included and used to make the eligibility decision.

At any point in an RTI process, IDEA allows parents to request a formal evaluation to determine eligibility for special education. An RTI process cannot be used to deny or delay a formal evaluation for special education. For more information on IDEA provisions see NCLD's Parent Guide to IDEA at [www.LD.org/IDEAGuide](http://www.LD.org/IDEAGuide).

#### **Important Terms to Know:**

**Intervention:** A change in instructing a student in the area of learning or behavioral difficulty to try to improve performance and achieve adequate progress.

**Progress Monitoring:** A scientifically based practice used to assess students' academic performance and evaluate the effectiveness of instruction. Progress monitoring can be implemented with individual students or an entire class.

**Scientific, research-based instruction:** Curriculum and educational interventions that are research based and have been proven to be effective for most students.

**Universal screening:** A step taken by school personnel early in the school year to determine which students are "at risk" for not meeting grade level standards. Universal screening can be accomplished by reviewing a student's recent performance on state or district tests or by administering an academic screening to all students in a given grade. Students whose scores on the screening fall below a certain cut-off point are identified as needing continued progress monitoring and possibly more intensive interventions.

#### **Benefits of Response-to-Intervention:**

The use of an RTI process as part of a school's procedures for determining whether a student has a learning disability and needs special education services can potentially:

- Reduce the time a student waits before receiving additional instructional assistance, including special education if needed.
- Reduce the overall number of students referred for special education services and increase the number of students who succeed within general education
- Provide critical information about the instructional needs of the student, which can be used to create effective educational interventions
- Limit the amount of unnecessary testing that has little or no instructional relevance

- Ensure that students receive appropriate instruction, particularly in reading, prior to placement in special education.

## 2. Special Education Services -

District # 429 provides special education services for qualified students under the *Individuals with Disabilities Education Improvement Act (IDEIA)*. If a student is not making expected progress over an extended period of time despite Tier 3 interventions, the team may decide to begin an assessment for special education entitlement. A parent may also request an evaluation for special education by submitting a written request to the Special Needs Office. The school district has 10 days to respond to any request for special education services.

Through the process described above, or at parents' request, additional information may be gathered by the team by developing assessment questions about the student's school performance and strategies to enhance their learning. The team is required to:

- a) obtain written parent/guardian consent to gather this information (conduct an evaluation)
- b) inform the parents of their rights prior to the assessment being initiated.

After the assessment is completed, parents are invited to an Eligibility Review meeting where the responses to these questions are discussed. If the student is determined to be eligible for services, the team will develop an Individualized Education Plan (IEP) for the student to meet his/her unique educational needs as determined by the team, which always includes the parents. After the team determines what special education services are needed, written consent from the parent is required before services can begin. Individualized instruction and/or related services are then provided and the IEP is reviewed annually to monitor progress and to determine any changes needed in the amount and kind of services for the student. Special Education is not a place; it is an array of services which can be offered in various settings. Special Education categories in Illinois include:

**Developmental Delay:** Delay in physical development, cognitive development, communication development, social and emotional development, and/or adaptive development occurring in children from three through nine years of age. Emphasis is on general development and readiness for primary grades.

**Multiple Disabilities:** several impairments, severe in nature, which significantly affect a child's ability to benefit from the regular education curriculum. Emphasis is on the development of independent functioning and facilitated communication.

**Cognitive Disability:** limited intellectual, adaptive behavior and academic achievement levels. An emphasis is placed on functional academics and social skills development. A child who is diagnosed with a cognitive disability typically learns at a rate below other children of the same age.

**Specific Learning Disability:** is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations, including such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include learning problems that are primarily the result of visual, hearing or motor disabilities, of mental retardation, of emotional disturbance, or of environmental, cultural, or economic disadvantage for students who have a disorder in one or more processes needed to receive, understand, or express information (psychological processing). As a result, the child may have difficulty with one or more of the following: basic reading skills, reading comprehension, written expression, math calculation, listening comprehension, or oral expression.

**Orthopedic Impairment:** significant physical/health limitations which may interfere with learning. Academic support and/or adaptation of the physical plant are services which are provided in regular or special education settings.

**Other Health Impairment:** limited strength, vitality or alertness, including a heightened sensitivity to environmental stimuli, that results in limited alertness with respect to the educational environment that is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, or sickle cell anemia; and adversely affects a child's educational performance.

**Hearing/Vision Impairment:** hearing or vision disabilities which require special services and/or materials in order to develop the child's educational potential. Academic support and/or adaptation of the physical plant are services which are provided in regular or special education settings. Instruction and related services are provided based on the unique needs of the student.

**Speech/Language Impairment:** a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, that adversely affects a child's educational performance.

**Emotional Disability:** a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:

- An inability to learn that cannot be explained by intellectual, sensory, or health factors;
- An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
- Inappropriate types of behavior or feelings under normal circumstances;
- A general pervasive mood of anxiety or unhappiness or depression; or
- A tendency to develop physical symptoms or fears associated with personal or school problems.

**Autism:** a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child's educational performance. (A child who manifests the characteristics of autism after age 3 could be diagnosed as having autism if the other criteria of this Section are satisfied.) Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child's educational performance is adversely affected primarily because the child has an emotional disturbance.

**Traumatic Brain Injury:** an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; psychosocial functions; information processing; and speech.

All special education and related services are delivered in the setting which is the *least restrictive environment* for each student with special needs. Settings range from the regular education class with modifications and supports, co-taught classes (which include a regular education teacher and a special education teacher), special needs class (ex. part time Resource, full time Instructional, STARS class), special public schools, private or residential schools or home/hospital settings. The child's IEP team is responsible for determining, *at least annually*, the appropriate services and least restrictive environment (setting) which will meet the educational needs of the student. If a student moves in or out of Pontiac Dist. # 429, his/her Individualized Education Plan (IEP) allows services to continue in the next school in which he/she enrolls.

### **BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES**

It is the purpose of this document to outline the policy of Pontiac Grade School District #429 relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that nonaversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Pontiac Grade School District #429 that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Many District #429 staff members are trained and certified in Crisis Prevention and Intervention (CPI). Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used with out the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a Behavioral Management Plan has been developed by the IEP team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

When confronted with an emergency situation, in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has

been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Pontiac Grade School District #429 shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated January 1996. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with IDEA.

### **RECORDS OF STUDENTS WITH DISABILITIES**

Upon graduation or permanent withdrawal of a student with disabilities as defined in Illinois Revised Statutes, and the Rules and Regulations to Govern the Administration and Operation of Special Education), psychological evaluations, special education files, and other information contained in the student temporary record, which may be of continued assistance to the student, may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. This transfer of records to parent/student will be done only after written request of the parents/student to the Director of Special Education of Livingston County. The student and/or parent may find these records of continued use for other types of special services which may be provided by public and/or private agencies. It is the parent's/student's responsibility to keep the school district informed of a current address for that parent/student so that the records may be forwarded to them at the end of the five year period if they have requested them. These records are destroyed at the end of five years.

## **Section 504 Plans**

*Section 504 of the Rehabilitation Act of 1973* is a federal law that bars discrimination against people with disabilities when they are participating in federally financed programs. Since Dist. # 429 receives federal funding, it must consider providing Section 504 accommodations and services to qualified students. A student is eligible for services and accommodations under Section 504 if he/she has a physical or mental impairment that “substantially limits one or more major life activities.” Major life activities include, for example, self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. If the district decides that a student qualifies for Section 504 accommodations and services, a thorough plan must be developed which gives the student needed accommodations and services. The standards for eligibility under section 504 are broader than under IDEA (Special Education). Under IDEA, a student is entitled to special education services **only** if he/she has a disability that negatively affects educational performance.