

Pontiac School District 429



Parent / Student
Handbook



Pontiac429 Parent/Student Handbook

Contents:

[Overview](#)

[WELCOME](#)

[PONTIAC SCHOOL DISTRICT #429 PHILOSOPHY](#)

[MISSION AND BELIEF STATEMENTS](#)

[GENERAL INFORMATION](#)

[STUDENT HANDBOOK](#)

[REGISTRATION](#)

[FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES](#)

[BIRTH CERTIFICATES](#)

[SCHOOL HOURS](#)

[PUPIL DROP OFF AND PICK UP](#)

[Jr. High](#)

[Washington](#)

[Lincoln](#)

[Central](#)

[DAILY SCHEDULE \(Pontiac Junior High\)](#)

[EMERGENCY PROCEDURES](#)

[IN THE CASE OF AN EMERGENCY](#)

[FURTHER INFORMATION](#)

[TEACHER QUALIFICATIONS](#)

[VISITORS](#)

[SCHOOL VISITATION RIGHTS](#)

[REQUIRED USE OF PASSES FOR STUDENTS](#)

[BACKGROUND CHECK FOR VOLUNTEERS](#)

[HOMELESS](#)

[VIDEO & AUDIO MONITORING SYSTEMS](#)

[LOST AND FOUND](#)

[DAILY ANNOUNCEMENTS](#)

[NO SCHOOL ANNOUNCEMENT](#)

[INSURANCE](#)

[FOOD/GUM](#)

[FIELD TRIPS](#)

[CONCERT/ASSEMBLY ETIQUETTE](#)

[RULES AND REGULATIONS GOVERNING DANCES \(PIHS\)](#)

[SCHOOL LUNCH PROGRAM](#)

[LUNCH AND BREAKFAST ACCOUNTS](#)

[BUS TRANSPORTATION](#)

[SUGGESTIONS TO PARENTS](#)

[SAFETY RULES](#)



[Skateboards, Scooters, Roller Blades:](#)

[Bicycle Rules:](#)

[Playground rules:](#)

[ADULT CROSSING GUARDS](#)

[ATTENDANCE](#)

[HOME AND HOSPITAL INSTRUCTION](#)

[HOMEWORK IN CASE OF ILLNESS](#)

[MAKE-UP WORK](#)

[TRUANCY/UNEXCUSED ABSENCES](#)

[TARDINESS TO SCHOOL \(PER QUARTER\)](#)

[TARDINESS TO CLASS \(PER QUARTER PONTIAC JUNIOR HIGH ONLY\)](#)

[RELEASE DURING SCHOOL HOURS](#)

[ACADEMICS](#)

[PRE-KINDERGARTEN](#)

[KINDERGARTEN](#)

[BASIC COURSE OF STUDY AT PONTIAC JUNIOR HIGH SCHOOL](#)

[COURSE OPTIONS](#)

[SEX EDUCATION INSTRUCTION](#)

[MEDIA CENTERS](#)

[STANDARDIZED TESTING](#)

[TITLE I](#)

[PARENT INVOLVEMENT COMPACT \(TITLE I\)](#)

[ENGLISH LEARNERS](#)

[HOMEWORK](#)

[PHYSICAL EDUCATION](#)

[DRESS REQUIREMENTS](#)

[EXCUSES FROM PARTICIPATION](#)

[GRADING AND PROMOTION](#)

[STUDENT PROMOTION AND PLACEMENT FOR CENTRAL AND LINCOLN](#)

[PROPOSED RETENTION POLICY FOR WASHINGTON AND JR. HIGH](#)

[GRADING SCALE](#)

[ACADEMIC ASSISTANCE FOR STUDENTS AT PJHS](#)

[GRADE CHANGES](#)

[EQUAL EDUCATIONAL OPPORTUNITIES](#)

[SEX EQUITY](#)

[ADMINISTRATIVE IMPLEMENTATION](#)

[RELEASE TIME FOR RELIGIOUS INSTRUCTION / OBSERVANCE](#)

[IESA ATHLETICS AND ACTIVITIES](#)

[IESA ATHLETICS](#)

[ELIGIBILITY FOR ALL ATHLETICS AND NON-ATHLETICS](#)

[STUDENT-ATHLETE PRACTICE GUIDELINES](#)

[ABSENCE FROM SCHOOL ON DAY OF EXTRACURRICULAR OR ATHLETIC ACTIVITY](#)



ATHLETIC CONDUCT

STUDENT-ATHLETE BEHAVIOR AT ATHLETIC EVENTS

TRAVEL

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

FAN BEHAVIOR POLICY

HEALTH AND SAFETY SCHOOL WELLNESS

GUIDANCE AND COUNSELING

MEDICATION AT SCHOOL

SELF-ADMINISTRATION OF MEDICATION

PHYSICAL EXAMINATION/Immunizations/Eye Exams/Dental Exams

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

EYE EXAMINATION

DENTAL EXAMINATION

EXEMPTIONS

STUDENTS WITH FOOD ALLERGIES

TREATS AND SNACKS (K-8)

CARE OF STUDENTS WITH DIABETES

COMMUNICABLE DISEASES

HEAD LICE PROCEDURES

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

SAFETY DRILLS

MANDATED REPORTER

SEX OFFENDER NOTIFICATION LAW

VIOLENT OFFENDER COMMUNITY NOTIFICATION

SMOKING

PESTICIDE APPLICATION NOTICE

EQUIPMENT, FACILITIES & MATERIALS

LOCKERS AT PONTIAC JUNIOR HIGH AND PARTS OF WASHINGTON

LIBRARY BOOKS

TEXTBOOKS

TELEPHONES

CARE OF SCHOOL PROPERTY

STUDENTS RIGHTS AND RESPONSIBILITIES

SEXUAL HARASSMENT

TEEN DATING VIOLENCE PROHIBITED

PENALTY FOR SEXUAL HARASSMENT

SUBSTANCE ABUSE

SEARCH AND SEIZURE

STUDENTS

SEIZURE OF PROPERTY

DISCIPLINE



STUDENT DISCIPLINE

POSITIVE BEHAVIOR SYSTEM

CLASSROOM DISCIPLINE

SEQUENCE OF CLASSROOM DISCIPLINE

DELEGATION OF AUTHORITY

DISCIPLINARY MEASURES

OFFICE DETENTION

CLASSROOM DETENTIONS

FAILURE TO SERVE CLASSROOM DETENTIONS

SUSPENSION

EXPULSION

Review Hearing Procedures.

Illinois Revised Statues

RE-ENGAGEMENT OF RETURNING STUDENTS

EXPULSION FOR POSSESSION OF WEAPONS

REQUIRED NOTICES

IN EVENT OF AN INCIDENT OF STUDENT RESTRAINT

INSUBORDINATION

GROSS INSUBORDINATION

ALCOHOL

DRUGS / LOOK-ALIKE DRUGS / INHALANTS

RECKLESS ACTIVITY

FIGHTING

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT

VANDALISM

THEFT

CHEATING

FORGERY

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

CELL PHONES / SIGNALING DEVICES

STUDENT USE OF ELECTRONIC DEVICES

HARASSMENT / INTIMIDATION / AGGRESSIVE BEHAVIOR / BULLYING

GANGS / GANG-LIKE ACTIVITY

PUBLIC DISPLAYS OF AFFECTION

DRESS CODE VIOLATIONS / INAPPROPRIATE STUDENT DRESS

DISRUPTIVE ACTIVITY

“POSSESSION” DEFINED

SCOPE AND EXTENT OF DISCIPLINARY RESPONSIBILITY

RULES AND REGULATIONS TO GOVERN STUDENT RECORDS

STUDENT RECORDS

STUDENT INTERVENTIONS/ RtI

Important Terms to Know:



[SPECIAL EDUCATION SERVICES](#)

[BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES](#)

[DISCIPLINE OF SPECIAL EDUCATION STUDENTS](#)

[RECORDS OF STUDENTS WITH DISABILITIES](#)

[Evaluation or Observation](#)

[Section 504 Plans](#)

[Purpose](#)

[Definitions](#)

[The District Electronic Network Related \(“The District Network”\)](#)

[Cyber Bullying](#)

[Damage](#)

[Distance Learning Equipment](#)

[Electronic Mail \(“E-Mail”\)](#)

[Electronic Social Networking](#)

[Hacking](#)

[Harass](#)

[Loss](#)

[Internet](#)

[Other Electronic Devices](#)

[Password](#)

[Authorized User](#)

[Authorized Student User](#)

[Unauthorized Access](#)

[Website](#)

[Remote Access](#)

[Remote Viewing](#)

[Internet Domain \(Name\)](#)

[General Provisions](#)

[Authorized Users](#)

[Disclaimer](#)

[Terms and Conditions for Student Use of The District Network](#)

[Acceptable Uses](#)

[Unacceptable Uses](#)

[Security](#)

[Online Activities](#)

[Educational Purposes](#)

[Website Development](#)

[Electronic Social Networking](#)

[Remote Access](#)

[Remote Viewing](#)

[Use of Electronic Mail \(E-Mail\)](#)

[Monitoring](#)



[Assumption of Risk](#)

[Indemnification](#)

[Sanctions](#)

[Indemnification](#)

[Appendix I](#)

[STUDENT ONLINE ACCEPTABLE USE CONSENT](#)

[PARENT ONLINE ACCEPTABLE USE CONSENT](#)

[Appendix II](#)

[GUIDELINES FOR PERSONAL USE OF SOCIAL NETWORKING - EMPLOYEES](#)

[Appendix III](#)

[ONLINE CODE OF ETHICS - STUDENTS](#)



Overview

PONTIAC CONSOLIDATED SCHOOL DISTRICT #429
600 MORROW 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 the Jr. High School, 600 Morrow Street, 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; Dan Krueger, Vice President; Vanessa Helms, Secretary; Tracy Bromley, Adeana Fox, Mark Donovan and Aaron Galloway.



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. 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 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 tailored to fit a child's developmental pattern of education.

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

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

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 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 available online 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.

FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. It is the parent's/ guardian's responsibility to fill out the free/reduced application at the beginning of the school year, or upon enrollment.

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 following are the times for the school day at each of the schools:

- Central: 8:15 – 3:00. Doors will open at 8:00. Breakfast 8:00 – 8:30.
- Lincoln: 8:00 – 3:00. Doors will open at 7:40. Breakfast 7:40 – 8:00.
- Washington: 8:00 – 3:00. Doors will open at 7:40. Breakfast 7:40 – 8:00.
- Jr. High: 8:00 – 3:00. Doors will open at 7:40. Breakfast 7:40 – 8:00.



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 through the designated entrance. 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.

PUPIL DROP OFF AND PICK UP

Each school has several locations available for school visitor parking. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Jr. High

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.

Washington

At arrival and dismissal time students should be dropped off or picked up in front of the building, not by addition. Do not double park (two wide) in front of school.

Lincoln

At arrival and dismissal time, students should be dropped off or picked up in front of the building on South Main Street. This road is a one way road that moves from South Street to Reynolds Street during pick up and drop off times. Stay in your lane and DO NOT PASS other cars in line waiting for their child(ren) to get in or out of the cars.

Central

K-1st dropped off at door #5 on Livingston Street; PreK/ECSE dropped off at door #29 at playground. Student pick up is at designated classroom doors for each grade level.

DAILY SCHEDULE (Pontiac Junior High)

1st hour	8:05-8:53
2nd hour	8:56-9:40
3rd hour	9:43-10:27
4th hour	10:30-11:14
5th hour	11:17-11:47



6th hour 11:50-12:20
7th hour 12:23-12:53
8th hour 12:56-1:40
9th hour 1:43-2:27
10th hour 2:30-3:00

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.



TEACHER QUALIFICATIONS

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.
- If you would like to receive any of this information, please contact the school office.

VISITORS

All visitors need a photo ID to enter the school office.

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.

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

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

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

SCHOOL VISITATION RIGHTS

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



participation in this program are available from the school office upon request.

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. Forms must be filled out at the District Office located at 600 Morrow Street. The background checks are good for the entire time your student attends a P429 school, but will be constantly monitored by the district. Changes with the approved volunteer lists can be made at anytime for any reason by the administration. Please call District Office at 815-842-1533 to complete this process.

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.

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

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

Assistance and support for homeless families includes:

Educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, other support.



VIDEO & AUDIO MONITORING SYSTEMS

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

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. 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 Blackboard Connect, 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.

FOOD/GUM

No gum will be allowed in classrooms. Teachers will determine rules for food in their own classrooms. All treats brought to school from visitors must be store bought and sealed in the original container.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they



are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.. Students may be prohibited from attending field trips for any of the following reasons:

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

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 (PJHS)

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 8th grade Pontiac Junior High Students may attend dances.

CAFETERIA RULES

1. Basic Cafeteria Rules include:
2. Students shall not save seats for other students.
3. Students shall walk to lunch and shall be orderly and speak in normal volumes during lunch.
4. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
5. Loud talking, yelling, screaming, and other disruptions are prohibited.
6. Students shall not throw food, milk cartons or other items.



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

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. 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. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

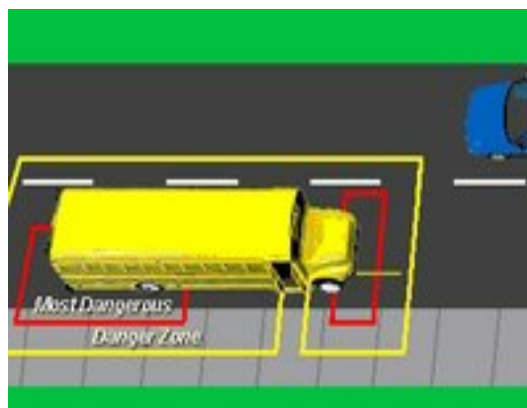
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

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





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

For questions regarding school transportation issues, contact your child's school. If you have any other questions regarding your child's bus transportation services, please contact Transportation Director-Korrin Giovengo 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.

SAFETY RULES

Skateboards, Scooters, Roller Blades:

Skateboards, scooters, hover boards 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

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

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

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 return to school. A student calling himself/herself in as absent is unacceptable.

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



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

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

HOME AND HOSPITAL INSTRUCTION

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Cheryl Dearing at 815-844-5448.

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

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are un-excused from school will not be allowed to make up missed 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

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

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

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

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

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

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 3rd 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.
3. A student who is tardy to class 3 or more times in a quarter may be assigned a consequence by the teacher.



4. 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 (8:00-11:00 a.m. or 12:00-3:00 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):

STEAM, Health, Computer, Writing Workshop, PE Daily

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.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

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.



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

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3rd – 8th will take standardized tests on PARCC. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

TITLE I

Title I is a supplemental program in language arts and or math. When provided, the Title I program allows selected students to attend small-group classes with a special teacher or receive additional support in the classroom setting. Parent involvement is

PARENT INVOLVEMENT COMPACT (TITLE I)

The school annually has a meeting for all Parents/Guardians.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to



inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the building principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

ENGLISH LEARNERS

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



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

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

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.

GRADING AND PROMOTION

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.

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.

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

STUDENT PROMOTION AND PLACEMENT FOR CENTRAL AND LINCOLN

The decision to promote or retain a student to the next grade level shall be based on successful completion of the curriculum, student's attendance, and performance based on the grade level assessments such as Aimsweb, Student Learner Outcomes (SLOs), and other grade level/curriculum assessments.

Student's academic progress is continually monitored through the Response to Intervention (RtI)



process. Remedial instruction and programming is offered at the Tier II and Tier III levels of the RtI process and progress monitoring of students who are receiving Tier II and Tier III services is ongoing.

Students at Tier III levels of intervention and remediation who are not showing adequate academic progress are considered for either retention; further intensified interventions, or progressing to assessment for special education services. Such decisions are considered by a Tier III team consisting of teachers, administration, school social worker and psychologist, other support staff, and parents. The final decision for a student's retention or promotion is made by P429 administration.

RETENTION POLICY FOR WASHINGTON AND JR. HIGH

1. A student must have a combined average (all 4 quarters averaged) of 65% or higher in 4 of his/her 5 core academic classes (Language Arts, Literature, Math, Social Studies, and Science) in order to pass to the next grade level. Therefore, a student could fail one class and still be promoted to the next grade level.
2. If a student is failing 2 of the 5 core academic classes, he/she would have the option of attending Summer School or correspondence course approved by administration (at the parent(s)/guardian's own expense). Upon providing proof of successful completion of summer school, he/she would be promoted to the next grade level.
3. If a student is failing 3 or more of the 5 core academic classes, he/she would be retained in the same grade level for the next school year.

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 (PJHS) 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.

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 3:00 PM – 3:30 PM.

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

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

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



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.

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.

ABSENCE FROM SCHOOL ON DAY OF EXTRACURRICULAR OR ATHLETIC ACTIVITY

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for:

1. a pre-arranged medical absence;
2. a death in the student's family;
3. a religious ceremony or event.

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

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

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.

TRAVEL

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

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.

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.



GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

MEDICATION AT SCHOOL

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

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

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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.



PHYSICAL EXAMINATION/Immunizations/Eye Exams/Dental Exams

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof of a complete, state of Illinois, health examination and the immunizations (IDPH mandated) against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade (This includes pre kindergarten programs and students transferring into Illinois from other states or countries).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

EYE EXAMINATION

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

DENTAL EXAMINATION

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

1. proof of a completed dental examination,



2. or that a dental examination will take place within 60 days after May 15.

EXEMPTIONS

A student will be exempted from the above requirements for:

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

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

TREATS AND SNACKS (K-8)

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



CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

COMMUNICABLE DISEASES

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease or suspected communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE 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.

SAFETY DRILLS

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

We must be prepared for an emergency at all times. Emergency drill procedures are posted in every room and teachers go over the plans in each classroom. Emergency drills must be taken seriously.



MANDATED REPORTER

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

SEX OFFENDER NOTIFICATION LAW

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

VIOLENT OFFENDER COMMUNITY NOTIFICATION

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

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

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, vaping and ecigs 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.

PESTICIDE APPLICATION NOTICE

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

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



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. Parents will be charged for any damage to district provided Chromebooks at all schools.



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:

- Substantially interfering with a student's educational environment;
- Creating an intimidating, hostile, or offensive educational environment;
- Depriving a student of educational aid, benefits, services or treatment; or
- Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.



- 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.

TEEN DATING VIOLENCE PROHIBITED

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

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 ten (10) 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

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

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

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



STUDENTS

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

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

SEIZURE OF PROPERTY

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



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.

POSITIVE BEHAVIOR SYSTEM

Positive Behavior System 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.

Positive Behavior System Includes:

- Proactive school-wide discipline systems
- Social skills instruction
- Academic/curricular restructuring
- Behaviorally based interventions
- Early screening and identification of antisocial behavior patterns
- Positive Behavior System uses 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

- Teacher issues a warning to the student.
- Teacher assigns a minor consequence (short detention, stay after class, etc.) if behavior continues.
- Teacher assigns major consequence if behavior continues.
- 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.(Recess, Lunch Detention)
- Seizure of contraband.
- Removal from classroom.
- Detention.

If transportation cannot 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 offenses, 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 3:00 – 3:45 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.

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 Director, 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:

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

The following are suspension procedures:

- 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.
- 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.
- 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:

The reason(s) for the suspension, including any school rule(s) allegedly violated by the student.

- The beginning date and total number of days of the suspension and the date on which the student may return to school.
- 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.
- The hearing shall be held within 10 school days of the beginning date of the suspension.



- 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.
- 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.
- 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.
- 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.

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:

- The student's record shall be expunged of all notations or remarks in regard to the suspension.
- The student's absence(s) shall be recorded as "excused".
- Students are responsible for getting assignments and homework from teachers and for turning in all such work.

EXPULSION

1. 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.
2. Due process Procedures for Expulsion.
 - a. 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.
 - b. The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:



- i. The reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the student.
- ii. The time, place, and date of the hearing.
- iii. The review hearing procedures below.
- iv. The hearing shall be held at a time and date mutually convenient to the parties involved.

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.

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.

Illinois Revised Statues

- 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.
- A student may be suspended for behavior which is or results from a handicap defined in Illinois Revised Statues 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.
- 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 Statues 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.



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

RE-ENGAGEMENT OF RETURNING STUDENTS

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

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:
 - a. Improper release of a school fire alarm or tampering with fire extinguishers
 - b. Starting a fire in school or on school property, or attempting to do so
 - c. 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.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT

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

1. During any school-sponsored education program or activity.



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

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

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

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

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

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

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



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 other devices, are subject to the following rules:

1. They must be kept in student locker/book bag. (P429 is not responsible for lost/stolen property)
2. They must be turned OFF during the regular school day unless the supervising teacher grants permission for them to be used.
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.
 - a. 1st violation – cell phone/device is confiscated, parent will be notified, student can pick up the phone from the office after school.
 - b. 2nd violation – cell phone/device is confiscated, parent will be notified, parent must pick up the phone from the office and conference with administration.
 - c. Each additional violation – cell phone/device is confiscated, parent will be notified, parent meets with administration to pick up the phone, student receives consequences ranging from detention to suspension.

STUDENT USE OF ELECTRONIC DEVICES

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in the student's locker unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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



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

- First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
- Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
- Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
- Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

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: 1st referral – conference with student/warning; 2nd referral – detention, phone call home to parents; 3rd referral – In-School Suspension, conference with parents; 4th 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

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.



- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Prohibited dress items will include, but are not limited to:

- Tank tops or basketball jerseys worn without sleeved undershirts
- Tube tops, spaghetti straps, halter tops
- Lycra shorts, tights or pants not worn under suitable apparel
- Wallet chains, chain belts, or any chains other than jewelry.
- Any top with the armholes cut out so far that the under arm is visible.
- Sunglasses (while in the building, unless required due to injury or illness).
- Clothing that exposes the chest, abdomen and/or under garments (Girls are not allowed to wear low cut tops)
- Clothing made of see through fabric
- Spike apparel, spiked accessories, animal collars

Jackets or coats are not to be worn to class unless permission has been arranged by staff with the principal.

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.

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

STUDENT RECORDS

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

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

The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

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

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

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

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

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

STUDENT INTERVENTIONS/ RtI

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 a 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.nrcl.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
Students are universally screened for progress in reading fluency, comprehension, math, behavior and in some 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.

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.

SPECIAL EDUCATION SERVICES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the district's Special Needs Office, located at 117 W. Livingston St., Pontiac.

Pontiac School District # 429 provides special education services for qualified students under the Individuals with Disabilities Education Act (IDEA). 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:

- obtain written parent/guardian consent to gather this information (conduct an evaluation)
- 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.

Intellectual 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. Students must have a documented medical condition from a physician.

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

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

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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. 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 District #429. 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.



Exemption from Physical Education Requirement

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

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

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

Evaluation or Observation

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

For further information, please contact the school principal.

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.



Purpose

This policy, also referred to as the “Acceptable Use for Electronic Network Related Technologies and Access Policy” (“AUP”) sets forth the standards and protocol governing the district’s use of Electronic Network Related Technologies and Access system. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. The policy promotes the ethical, legal, and school-related use of The District Network and ensures the District’s compliance with the Children’s Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to The District Network.

Authorized use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of The District Network is a privilege, it is not a right, which is provided to help authorized users complete and deliver educational obligations. The District Network provides authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances student’ educational experiences and complies with this policy and the regulations established from time to time by the District Board of Education (“Board”). The District students, through their use of The District Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

Parents who do not wish to allow their child(ren) to have The District Network access must indicate so in writing.



Definitions

The District Electronic Network Related (“The District Network”)

The District Network is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to The District Network. These components may function in conjunction with established hardware or wireless LAN running over outside lines, including, but not limited to Copper, Fiber, Distance Learning Equipment, owned or leased by the District.

Cyber Bullying

Cyber Bullying is knowingly harassing another person or persons through the use of electronic communication.

Damage

Damage means any impairment to the integrity or availability of data, a program, a system, a physical entity, a network, or information.

Distance Learning Equipment

Distance Learning Equipment is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute audio/video to individual classrooms and offices in schools.

Electronic Mail (“E-Mail”)

Electronic Mail consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.

Electronic Social Networking

Electronic Social Networking includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, blogs, message boards, forums, document forwarding via external entities, libraries, or other outside sources and other uses of electronic communication from non-educational purposes.

Hacking

Hacking is any illegal or unlawful entry into an electronic system to gain unauthorized information.

Harass

Harass means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.



Loss

Loss means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, physical entity, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.

Internet

Internet means a collection of worldwide network and organizations that contain millions of pages of information.

Other Electronic Devices

Other Electronic Devices include, but are not limited to, (cellular, light, radio, voice telecommunication devices such as cellular phones, digital sound emulators, light spectrum communicators, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.

Password

Password is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service, the Internet, and/or to modify certain software (such as parental controls).

Authorized User

Authorized User is anyone who has signed the current network acceptable use policy and has had it accepted by the school district superintendent or his/her designee.

Authorized Student User

Authorized Student User refers to a student in the District.

Unauthorized Access

Unauthorized Access entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.

Website

Website is a page and/or collection of “pages” or files on a network that are linked together.



Remote Access

Remote Access is the means of connecting bi-directionally to or from a device, system, or network contained within The District Network to or from an external device, system, or network in relation to The District Network.

Remote Viewing

Remote Viewing is the means of viewing another device, system, or network within The District Network. Purposes of this would be student or staff monitoring or technical assistance.

Internet Domain (Name)

A domain name is an identification label that defines a realm of administrative autonomy, authority, or control in the Internet. "District's Domain Name" pertaining to this document is a registered entity through the ICANN (Internet Corporation for Assigned Names and Numbers) which manages development and architecture of the Internet domain name space. In this instance the Internet Domain Name for The District Network is "pontiac429.org".

General Provisions

Authorized Users

All authorized users shall adhere to the provision of this policy as a condition for continued use of The District Network. It is a general policy of the District to promote the use of technology in a manner that is responsible, legal, and appropriate.

Disclaimer

Pursuant to the Children's Internet Protection Act, the District uses filtering software/hardware to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personal/Dating; Lingerie/Swimsuit; Racism/Hate; Vulgar; and Illegal/Questionable. In general it is difficult to avoid at least some level of contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address outside The District Network may lead to receipt of unsolicited E-Mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board, its members, employees, officers, servants, assigns, administrators, and volunteers shall not be liable. To minimize these risks, use of The District Network is governed by this policy. Notwithstanding that some specific examples are provided, these provisions and procedures to not attempt to state all required or proscribed behaviors by authorized users.



Terms and Conditions for Student Use of The District Network

Acceptable Uses

The District authorized users may use the various resources provided by The District Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of The District Network so that students will learn how network resources can provide valuable educational information. In addition to using The District Network strictly for educational pursuits, authorized users will be expected to follow generally accepted “Rules of Network Etiquette.”

RULES OF NETWORK ETIQUETTE:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers, or other identifiable information of students or colleagues confidential.
4. Use the resources so as not to disrupt service to other authorized users.
5. Do not upload, post, email, transmit, or otherwise make available any content that is unlawful, dangerous, or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping file structures organized.
7. Do not remove, delete, format, or destroy any digital or physical information that is intended to be in a common location available for other authorized users.
8. Do not leave an active terminal unprotected. An active terminal with access to private data must not be left unattended and must be protected by a password protected screen.

Unacceptable Uses

Improper use of The District Network is prohibited. The failure of any student or staff member to follow the terms and conditions of this policy will result in the loss of privileges, disciplinary action and/or appropriate legal action. Actions that constitute unacceptable uses of The District Network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Sharing any form of Authorized User access to The District Network or through the District’s authorized E-Mail accounts.
2. Accessing The District Network via any other means, including another Authorized User’s account, other than what has been detailed in this policy.
3. Use of The District Network for, or in support of, any illegal and/or unlawful purposes.
4. Use of The District Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should



immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the technology department. This will protect the user against allegations of intentionally violating this policy.

5. Use of The District Network for soliciting or distributing information with the intent of incite violence, cause personal harm or bodily injury, or to harass or “Bully” (cyber bullying) another individual.
6. Non-educational uses of The District Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
7. Student use of network tools for personal rather than educational purposes.
8. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
9. Plagiarizing any information gained on or through use of The District Network or any other network access provider.
10. Obtaining or use of copyrighted materials, including commercial software, without permission of the copyright holder and is a violation of state, federal or international copyright laws.
11. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students’ rights to privacy and the confidential maintenance of certain information including, but not limited to, a student’s grades and test scores.
12. Use of The District Network for financial gain or for the transaction of any business or commercial activities.
13. Use of The District Network in a way that such use results in damage to The District Network.
14. Any form of unauthorized access, as stated above or otherwise.
15. Student Authorized Users may be given the opportunity to use the District provided Email accounts. If a Student Authorized User is given an E-mail account, the student must use the E-mail account appropriately. (See Section VI, “Use of Electronic Mail”.)
16. Using The District Network while access privileges are suspended or revoked.

Security

All student authorized users are to report immediately any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations to the District’s Technology Director or designee of The District’s Network in order to ensure network security.

In order to maintain the security of The District Network, authorized users are prohibited from engaging in the following actions:

1. Use of any unauthorized personal equipment attached, connected, and/or installed to The District Network.



2. Intentionally disrupting the use of The District Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in “Hacking” of any kind, use of proxy or filter avoidance software or devices and/or engaging in computer tampering of any kind.
3. Knowing or unknowingly disclosing the contents or existence of The District Network computer files, confidential documents, email correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users’ passwords or security systems.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
5. Network security is a high priority. If you can identify a security problem on The District Network, you must notify a system administrator. Do not demonstrate the problem to other authorized or unauthorized users. Keep your account and password confidential. Do not use another individual’s account. Attempts to log on to The District Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Online Activities

Educational Purposes

Authorized Users may create web pages as a part of a class activity. Material presented on a class website must meet the educational objective of the class activity. The District has the right to exercise control over the content and/or style of the web pages. Only those students whose parent(s) or guardian(s) have completed the Internet consent form and photo release may post their work or picture on student or school websites. Students whose work is presented on the District website may be identified by first name only; likeness (as captured by photograph, video or other media) or voices presented on the District website shall not be identified by name for confidentiality and safety purposes.

Website Development

Teachers designing classroom related web pages should go to their website editor for directions and procedures they need to follow in developing their websites.

Electronic Social Networking

While home-based web sites, message boards, blogs, forums, and other uses of home based computers may be regarded as a benefit to a student’s computer literacy, the student needs to be aware of the following: Using a non-district computer such that the use results in material and/or



substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law or district rules.

Should such misuse be found, the District will implement appropriate consequences as defined in the acceptable use policy and the student discipline code/handbook. As The District Network use is a privilege, not a right, such violations may result in suspension of your use of The District Network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out, disciplinary action, and/or legal action.

Remote Access

Authorized Users may request the use of remote access through the District's Technology Director. Any unauthorized attempts to use remote access, including but not limited to the use of RDP, SSH tunnels, or monitoring software of any kind will carry potential revoke of privileges detailed within the acceptable use policy.

Unless specifically noted by the District's Technology Director, Authorized Student Accounts are not allowed to partake in any type of Remote Access with regards to The District Network.

Remote Viewing

Authorized Users may use The District Network to Remote View when monitoring students or to assist with instructional technology related items.

Authorized Student Access is not allowed to use Remote Viewing from the standpoint of being an instructor. Exception to this would be when requested and monitored by an Authorized User for educational purposes only.

Use of Electronic Mail (E-Mail)

The District's electronic mail system and its constituent software, hardware, communications, and data are owned and controlled by the District. The School District provides E-mail to aid staff members in fulfilling their duties and responsibilities and as an educational tool. The School District may provide electronic mail accounts to students as an educational tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an E-mail message that would be inappropriate in a letter or memorandum.



3. Electronic messages transmitted via the School District's electronic mail system carry with them an identification of the District's Internet Domain. This domain name is a registered domain name through ICANN and identifies the author as being associated with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect upon the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should be either immediately deleted or forwarded to the system administrator. Downloading any file attachment to The District Network is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's electronic mail system constitutes consent to the regulations.
6. Use of a disclosure statement in the signature of any communicated message is strongly advised. The following disclaimer is an example of an acceptable statement:

"This communication is the property of Pontiac District #429 and contains confidential and privileged material for the sole use of the intended recipient. Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies of this message."

Monitoring

The District Network is routinely monitored to maintain efficiency of the system. Authorized users should be aware that use of The District Network, including their use of E-mail, is subject to reasonable and appropriate monitoring by the District Staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the District Student Handbook may be reported and will subject the user to sanctions specified either in the District Student Handbook or in this policy. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

Assumption of Risk

The District will make a good faith effort to keep The District Network and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example and without limitation, the District does not warrant that The District



Network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board, the District and its employees from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of The District Network. Authorized users further acknowledge that the information available through interconnecting network may be inaccurate. The District has no ability to maintain such information and has no authority over these materials. The District makes no warranty of any kind, either express or implied, regarding the accuracy quality, or validity of the data and/or information residing on or passing through The District Network from outside networks. Use of The District Network is at the risk of the authorized user.

Indemnification

The authorized user indemnifies and holds the Board and District harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing The District Network that cause direct or indirect damage to the user, the District, or third parties.

Sanctions

Failure to abide by this policy may subject the authorized user to corrective action. Student authorized user consequences may range from suspension of some or all of access privileges up to and including expulsion and prosecutions according to the District Student Handbook and/or local, state, and federal law. A violator must understand that if his or her privileges to use The District Network are revoked that he or she has the right to appeal the revocation within thirty (30) days, in writing, to the District Superintendent or who the Superintendent deems to be the appropriate contact. The Superintendent or said appropriate contact's decision shall be FINAL.

A violator must understand that if he or she is removed from The District Network, there shall be no obligation to provide a subsequent opportunity to access The District Network. Additionally, the violator, or violator's parents(s) or guardian(s), may be responsible for any losses incurred.

The following are general guidelines as to the sanctions that may be imposed for specific infractions. However, the administration retains the right to increase any sanctions as appropriate should the circumstances require a more severe sanction than that which is identified.

- 1 - **Minor** - Detentions and possible Suspension of Network Privileges
- 2 - **Major** - Suspension and possible Suspension of Network Privileges
- 3 - **Severe** - Expulsion

(1) Non-Educational

Non-Educational uses of The District Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious



activities or political lobbying.

(1) Acts of Plagiarizing

Plagiarizing any information gained on or through The District Network or any other network access provider.

(1) Profanity

Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.

(1) Acts of Copyright Infringement

The use of copyrighted materials, including commercial software, without permissions of the copyright holder, any violation of state, federal, or international copyright laws is forbidden.

(1) Obscene or Pornographic

Use of The District Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a Student Authorized User inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other Authorized Users should report incidences to the District Technology Department. This will protect the user against allegations of intentionally violating this policy.

(1) Acts of Inappropriate Use

Any general inappropriate use of The District Network, which includes E-mail communication, that deters or interrupts an attitude of learning which is not specifically stated in this policy may warrant a minor sanction authorized by the District staff.

(1-2) Unauthorized Software

Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.

(1-2) Unauthorized Equipment

Use of any unauthorized personal equipment attached, connected, and/or installed to The District Network. This includes the use of non-district equipment in such a way that the use results in material and/or substantial disruption to The District Network.

(2) Acts of Cyberbullying

Use of The District Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "Bully" (cyber bully) another individual.

(1-2-3) Unauthorized Actions

Unauthorized Actions include but are not limited to use of The District Network for financial gain or for the transaction of any business or commercial activities outside the entity of the School District.

(1-2-3) Acts of Damage

Damages include but are not limited to the use of The District Network in a way that such use results in damage to The District Network.

(1-2-3) Acts of Disruption

Intentionally disrupting the use of The District Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for



ascertaining passwords, spreading computer viruses, engaging in “Hacking” of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.

(1-2-3) Acts of Disclosure

Knowing or unknowingly disclosing the contents or existence of The District Network files, confidential documents, email correspondence, or other information to anyone other than authorized recipients. Authorized Users must not share logins or password(s) and unauthorized information regarding other users’ passwords or security systems.

(1-2-3) Acts of Security Breach

If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account. Attempts to log on to The District Network other than yourself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to The District Network.

(2-3) Illegal Activities

Illegal Activities include the use of The District Network for, or in support of, any illegal and/or unlawful purposes.

Indemnification

LEGAL REF: 105 ILCS 10/1 et. Seq. (Illinois Student Records Act); Pub. L. No. 106-554 (Children’s Internet Protection Act)



Appendix I

STUDENT ONLINE ACCEPTABLE USE CONSENT

By signing below, I agree to follow Pontiac CCSD 429 Schools' Electronic Technologies Acceptable Use Policy (AUP). I understand that my use of The District Network is a privilege and requires proper online etiquette. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT): _____

Student Signature: _____

PARENT ONLINE ACCEPTABLE USE CONSENT

I give permission for my child to have access to the Internet using The District's Network. I also understand that some material accessible through the interconnected systems may be inappropriate for a school-age student. I agree to defend, indemnify and hold harmless the Pontiac CCSD 429 Schools and TIES from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

APPROVE

DISAPPROVE

Parent Name (PRINT): _____

Parent Signature: _____



Appendix II

GUIDELINES FOR PERSONAL USE OF SOCIAL NETWORKING - EMPLOYEES

The decision to use online social networking for personal use is at the employee's discretion. The district does not affirmatively monitor employee use of non-district, online social networking tools if the employee is not using district electronic technologies; however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates applicable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

1. When using your personal social networking sites, refrain from fraternization with students.
2. Ensure that social networking posting are appropriate for the public.
3. Weigh whether a posting will put your effectiveness as an employee at risk.
4. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions and derogatory comments.
5. Ensure compliance with data privacy laws and district policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.
6. Respect your coworkers and students. Do not discuss students, their families or coworkers.
7. Student images obtained from your employment with the district should not be included on personal social networking sites.
8. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.
9. If the public may consider your statements to be made in your capacity as a district employee, you may want to include "this posting is my own and does not represent the view of Pontiac CCSD 429 Public Schools." An employee in a leadership role in the district, by virtue of his or her position, must consider whether personal thoughts he or she publishes will be attributed to this district.
10. Social media identifications, login identifications, and user names must not contain the district's name or logo without prior written permission from (1) the director of media and technology and (2) the director of community education services and community relations.



Appendix III

ONLINE CODE OF ETHICS - STUDENTS

1. Students accessing or using online products including but not limited to blogs, wikis, Google applications for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, username, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students will not log in as another classmate on any website.
3. Students using online tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on online tools. Students are expected to treat others and their ideas online with respect.
4. Digital assignments are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
5. Students shall not use the Internet to harass, discriminate, bully or threaten the safety of others. If students receive a comment on an assignment or other online tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
6. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
7. Students will treat information, sources, subjects, colleagues and information consumers as people deserving respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
8. Students are accountable to their readers, listeners, viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
9. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.