

**Hollis Grade School**  
**Consolidated School District 328**  
2019 – 2020 Student Handbook



Connect with us!

Hollis Grade School  
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[www.hollis328.net](http://www.hollis328.net)  
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#hawkpride328

**Leaders for Life!**  
Learners who are **I**nvolved, **F**ocused, and **E**nthusiastic

<b>Part 1: General Information</b>		Pesticide Registration	20
Staff	2	Sex Education Instruction	20
Mission, Vision, Belief Statements	2	Sex Offender Notification Law	20
Administration	3	Special Education Services	20
School Board	3	Suicide and Depression Awareness and Prevention	21
7 Habits	3	Video & Audio Monitoring System	21
Forms	3	<b>Part 5: Student Rights &amp; Responsibilities</b>	
NSF Fees	3	Behavior Expectations	23
<b>Part 2: Academic Information</b>		Bullying & Harassment	23
Awards	4	Corporal Punishment	25
Care of Textbooks & School Equipment	4	Disciplinary Measures, Out of School Suspension, In School Intervention, Expulsion	25
English Language Learners	4	Dress Code & Violations	27
Field Trips	4	Fighting	27
Grading Scale	4	Gang & Gang Activity Prohibited	27
Homework & Extra Credit	5	Halloween Costumes	28
Physical Education	5	Internet Policy, Safety, & Network Access	28
Promotion & Retention	5	Makeup Work	30
Report Cards	5	Non-school Sponsored Publications	31
Requirements for Enrollment	5	Party Invitations & Gifts	31
Requirements for Nonresident Student Admission	5	Plagiarism	32
Residence	6	Prohibited Student Conduct	32
Standardized Testing		Recess Expectations	34
Tuition Payments for Nonresident Students	7	Scooters, Skateboards, Inline Skates, Shoe Skates	34
Using Animals on School Property	7	Search & Seizure	34
<b>Part 3: Attendance &amp; Student Records</b>		Student Use of Electronic Devices	35
Attendance: Illness, Absences, & Truancy	8	Treats & Snacks	35
Makeup Work	8	Use of Reasonable Force	36
Restrictions Due to Absences	8	Weapons Prohibition	36
School Day Schedule	9	<b>Part 6: Parents, Communication, &amp; Community Relations</b>	
Student Biometric Information	9	Emergency School Closings	37
Student Privacy Protections	9	Friday Folders	37
Student Records	9	Parent Teacher Conferences	37
Student Record Transfer	11	Parental Involvement	37
Tardy/Leaving Early	11	Parental Right to Request Teacher Qualifications	38
Vacations, Religious Instruction & Observance	11	Parking & Parking Lot Procedures	38
<b>Part 4: Student Services</b>		Public Complaints	38
Asbestos	12	Room Parties	38
Book Rental, School Fees, Waiver of Fees	12	School Visitation Rights	39
Bus Transportation, Safety, Conduct, & Expectations	12	School Volunteers	39
Care of Students with Diabetes	14	Student Directory	39
Communicable Diseases	14	Visitors	39
Concussions & Head Injuries	14	Visiting Classrooms	39
Education of the Homeless	14	<b>Part 7: Information Specific to Grades 5-8</b>	
Emergency Drills	14	Activities Handbook	40
Equal Educational Opportunities	15	Attendance at School Dances	40
Food Allergies & Approved Safe Foods	15	Class Trips	40
Guidance & Counseling	15	Dissection of Animals	40
Head Lice	15	Eligibility Policy	40
Health Education	16	Extra Curricular Activities & Sports Physical Requirements	41
Home and Hospital Instruction	16	Honor Roll	41
Immunizations, Physicals, Dental Exams, Eye Exams	16	Judith Sapp Criteria	41
Lunch, Lunch Charges, Free & Reduced Lunches	17	Mike Meyer & America Legion Awards	42
Lunchroom Expectations	17	Selection of Graduation Speakers	42
Library Books, Adopt-a-Book, 7/8 Reserve Shelf	17	Selection of Seventh Grade Ushers	43
Lost & Found	19	Student Discipline Procedures	43
Mandated Reporting	19	Student Offenses & Consequences	44
Medication & Self Administration of Medication	19		
MTSS/Rtl	20		

## Part 1: General Information

### Hollis Grade School Staff

Superintendent & Principal	Chad Jones	<a href="mailto:cjones@hollis328.net">cjones@hollis328.net</a>
Assistant Principal	Alisha Schoedel	<a href="mailto:aschoedel@hollis328.net">aschoedel@hollis328.net</a>
Bookkeeper	Diane Kirkley	<a href="mailto:dkirkley@hollis328.net">dkirkley@hollis328.net</a>
Secretary	Christy Kirby	<a href="mailto:ckirby@hollis328.net">ckirby@hollis328.net</a>
Kindergarten	Erica Bolton	<a href="mailto:ebolton@hollis328.net">ebolton@hollis328.net</a>
First Grade	Jessica Bowen	<a href="mailto:jbowen@hollis328.net">jbowen@hollis328.net</a>
Second Grade	Melissa Musgrave	<a href="mailto:mmusgrave@hollis328.net">mmusgrave@hollis328.net</a>
Third Grade	Beth Parry	<a href="mailto:bparry@hollis328.net">bparry@hollis328.net</a>
Fourth Grade	Carol Benson – O'Connor	<a href="mailto:cboconnor@hollis328.net">cboconnor@hollis328.net</a>
Fifth Grade	Jessica DeLeon	<a href="mailto:jdeleon@hollis328.net">jdeleon@hollis328.net</a>
6 – 8 Science	Kim Martin	<a href="mailto:kmartin@hollis328.net">kmartin@hollis328.net</a>
6 – 8 Math	Brandon Heider	<a href="mailto:bheider@hollis328.net">bheider@hollis328.net</a>
6 – 8 English Language Arts	Alisha Schoedel	<a href="mailto:aschoedel@hollis328.net">aschoedel@hollis328.net</a>
6 – 8 Social Studies	Phil Quine	<a href="mailto:pquine@hollis328.net">pquine@hollis328.net</a>
Music	Stephanie Rzeszutko	<a href="mailto:szeszutko@hollis328.net">szeszutko@hollis328.net</a>
Physical Education	Trent Jordan	<a href="mailto:tjordan@hollis328.net">tjordan@hollis328.net</a>
Special Education	Bonnie Martin	<a href="mailto:bmartin@hollis328.net">bmartin@hollis328.net</a>
Rtl/Interventionist	Becky Gall	<a href="mailto:bgall@hollis328.net">bgall@hollis328.net</a>
Librarian/Learning Resources Aide	Jen Doktor	<a href="mailto:jdoktor@hollis328.net">jdoktor@hollis328.net</a>
Technology	Tony Rendleman	<a href="mailto:trendleman@hollis328.net">trendleman@hollis328.net</a>
Custodian	Chris Newport	<a href="mailto:cnewport@hollis328.net">cnewport@hollis328.net</a>
Custodian	Jake Arnett	<a href="mailto:jarnett@hollis328.net">jarnett@hollis328.net</a>
Latchkey Program	Tonya Kallister	<a href="mailto:latchkey@hollis328.net">latchkey@hollis328.net</a>

### **Mission & Vision**

Our mission is to prepare every child to lead their lives in a positive direction starting today . . . lasting a lifetime. We will accomplish this by creating opportunities for students to:

- Value and respect themselves and others
- Responsibly contribute to their community
- Succeed and persevere in an ever-changing world.

Hollis: Leaders for Life!

Learners who are **I**nvolved, **F**ocused, and **E**nthusiastic!

### **Belief Statements**

- All students can learn and succeed and therefore have the right to the best possible education.
- People have different learning styles and so have different educational needs.
- Students, parents, educators and the community share the responsibility in the learning process.
- The family is the primary influence in the development of an individual.
- Communication between parents/community and the school lead to involvement.
- In order to meet the needs of the global society in which we live, students must learn to solve problems and communicate effectively.
- Every person is valuable.
- A healthy environment is one that is safe, drug-free, orderly and so encourages learning.
- Mutual respect and trust is shared responsibility.
- A positive self-concept encourages personal growth.
- Excellence is the investment of time, talent and resources

This Hollis Consolidated School District #328 handbook is only a summary of board policies governing the district. Board policies are available to the public online and at the district office. The Superintendent and Board of

Education may amend the handbook during the year without notice as deemed necessary. This handbook is intended as the communication of all the policies to those who are to execute and comply with them.

### **Administration**

Mr. Chad Jones, Superintendent & Principal

Mrs. Alisha Schoedel, Assistant Principal

### **School Board**

The School Board governs the school district, and is elected by the community.

<b>Name</b>	<b>Position</b>	<b>Term Expiration</b>
Josh Sheckler	President	2021
Adam Crews	Vice President	2021
Tim Leach	Secretary	2023
Sara Bell	Member	2023
Troy Hattermann	Member	2023
Kevin Moore	Member	2021
Eric Van Tine	Member	2023

### **2019 – 2020 School Board Meeting Schedule**

Meetings will be in the Hollis library at 7:00 PM on the following dates:

July 16, 2019

August 6, 2019

August 27, 2019

September 17, 2019 (Budget hearing at 6:45)

October 22, 2019

November 19, 2019

December 17, 2019 (Tax Levy hearing at 6:45)

January 28, 2020

February 25, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

### **The 7 Habits at Hollis Grade School**

In May 2017, Hollis was named a Lighthouse School by Franklin Covey. Using Stephen Covey's *7 Habits of Highly Effective People* as a framework, Hollis students and staff are continually growing and fine-tuning their leadership skills. The 7 Habits are an important piece of everything we do at Hollis.

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek first to Understand, then to be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

Habit 8: Find Your Voice

### **Forms**

Forms referenced in this document are available at the end of this handbook, on the Hollis website under the **INFORMATION** tab, and in the school office.

### **NSF Fees**

A \$25.00 fee will be charged for each Return Item Notice received from the bank for Non-Sufficient Funds; i.e., checks and ACH tuition payments.

## Part 2: Academic Information

### Awards

Leader in Me Awards may be given out at any point during the school year, by any staff member, and to any student in grades K-8. These awards are earned by demonstrating one or more of the following attributes as defined in the following three categories:

#### Academic Pride Award

This achievement is awarded to a student who demonstrates academic excellence through hard work, perseverance, academic success, mentoring others, overcoming obstacles.

#### Hawk Pride Award

This achievement is awarded to a student who demonstrates the 7 Habits.

#### Character Award

This achievement is awarded to a student who demonstrates exemplary character traits such as caring, citizenship, fairness, respect, responsibility, trustworthiness.

### Care of Textbooks and School Equipment

If damage is done to school property, (books, desks, electronics, etc.) the student will be assessed a fine to cover the repair or replacement of the damaged property. All fees, fines, and obligations must be paid before Report Card Day in order for the students to receive their report card. Report Cards will be held until fines, fees and other obligations are paid.

### English Language Learners

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

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

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

### Field Trips

Field trips are an important part of the educational program. Students are encouraged to attend. Parents will be notified by the classroom teacher about any special needs, sack lunches, chaperones, etc. A student's field trip privilege may be removed by the administration at any time for any of the following reasons:

1. Failure to complete appropriate coursework.
2. Behavioral or safety concerns.
3. Other reasons as determined by the school.

Any student that is suspended from school may lose the privilege of attending any class trips for the remainder of the school year.

Field trips are for Hollis students only. Siblings are not allowed. Parents who volunteer to transport students for field trips, must assure that every child transported is seated in the back seat and is wearing a seatbelt. Parents must provide the office with proof of a valid driver's license and insurance.

### Grading Scale

99 – 100	A+
96 – 98	A
94 – 95	A-
92 – 93	B+
87 – 91	B
85 – 86	B-
83 – 84	C+
79 – 82	C

77 – 78	C-
75 – 76	D+
72 – 74	D
70 – 71	D-
Below 70	F

### **Homework & Extra Credit**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the teacher, subject matter, and grade level. Extra credit assignments, value, and frequency will vary depending on the teacher, subject matter, and grade level.

### **Physical Education**

If a student is excused from physical education due to illness or injury, they are unable to practice or participate in any sporting events in that duration. If a doctor excuses a student from physical education, the same doctor must also make the re-admittance to physical education/sport.

Students in grades 5 – 8, must have a gray, short-sleeve, Hollis issued PE shirt and red Hollis mesh shorts. All students must have one pair of gym shoes with non-marking soles to be left at school for PE.

### **Promotion and Retention**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on state assessments and district benchmark testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

### **Report Cards**

Students, in first through eighth grades, will receive hard copies of report cards at the end of every 9 week grading period. Kindergarten students will receive hard copies of report cards every 12 week grading period. Students and parents should check a progress report at the midpoint of each grading period online using Teacher Ease. Paper copies of midterm reports are no longer sent home. Students requiring a duplicate report card and/or a replacement for a lost report card envelope will be assessed a \$1.00 fee.

### **Requirements for Enrollment**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parent /guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate
2. Proof of residence, as required by Board policy 7:60
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy
4. Proof of dental and health records according to Illinois School Code.

*See page 16 for information relating to Immunizations, Physicals, Dental Exams, and Eye Exams.*

### **Requirements for Non-Resident Student Admission**

Non-resident students may attend Hollis Consolidated Grade School upon recommendation of the Superintendent, approval of the Board of Education, and subject to the following guidelines:

1. The decision to accept a non-resident student is within the discretion of the Board, which may utilize any lawful factors in its decisions.
2. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
3. The student will be accepted only if there is sufficient room.
4. The student must be a "student in good standing" in his or her resident district, as documented by an ISBE Student Transfer Form completed by the resident school.
5. The student must not have any serious disciplinary infractions in their current and/or previous schools, including but not limited to behavior resulting in suspension and/or expulsion.

6. Parents/guardians of non-resident pupils who attend the school shall be charged tuition as determined by the Board.
7. Tuition is to be paid in advance in full, by semester, or in monthly installments.
8. Transportation to and from school shall be the responsibility of the parents/guardians.
9. Parents/guardians of students and students enrolled under this policy shall be required to abide by all rules and regulations set forth by the Board of Education and the administration.
10. Failure to pay tuition costs in a prompt manner will be cause to drop the non-resident pupil from the rolls. Tuition is due the first school day of each month. Any payments made after that day will be assessed a \$25.00 per day late fee.
11. In accordance with Section 14-8.01 of the Illinois School Code, and as a condition of admitting or continuing the enrollment of any non-resident special education student, the resident district of a special education student (or the parent or guardian if the parent or guardian lives outside the State of Illinois) must agree to be responsible for programming and financing special education and related services for the student. In addition, a non-resident special education student seeking to enroll in Hollis Consolidated Grade School District must submit an ISBE Student Transfer Form completed by the student's resident school.
12. Misrepresentation of facts in connection with a non-resident student's application for enrollment is grounds for denial of enrollment or disenrollment.

### **Residence**

Only students who are residents of the Hollis 328 district may attend Hollis Grade School without a tuition charge, except as otherwise provided below or in state law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the district, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the district knows the current address of the child's natural or adoptive parent, the district shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the district for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

### **Standardized Testing**

Students and parents/guardians should be aware that the state of Illinois and Hollis Grade School require students to take certain standardized tests each year. These tests are usually administered in March – April. 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/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensures 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.

In addition to students in grades 3-8 taking the Illinois Assessment of Readiness (IAR), students in grade 5 and 8 will take the Illinois Science Assessment (ISA), and students in grades K-8 will complete benchmark testing three times each year (Fall, Winter, Spring). Test reports will be sent home following each round of benchmark testing.

### **Tuition Payments for Nonresident Students**

**Monthly Payment Plan.** Nine payments of \$311.12 are due. Each payment is due on the first school day of each month. (Exception: The first payment which covers August and September is due on Registration Day.) \*See exceptions below.

All non-resident parents must sign up for automatic fund transfer and return the completed form at registration. This option is required for those non-resident parents who would like to pay their tuition on a monthly basis. The payment will automatically be deducted from your bank account into the school district's account at Better Banks.

**Semester Payment Plan.** Two payments of \$1,400 each are due. The first payment is due on Registration Day and the second payment on the first day of the second semester.

**Annual Payment Plan.** One payment of \$2,800 is due on registration day.

\*Any new non-resident must pay their first tuition payment (August/September) by July 1. This early payment is to insure a commitment to the school district so that personnel staffing and material purchases can be completed. If a non-resident student is approved, makes their July 1 payment, and then withdraws from Hollis Grade School, they will forfeit one month's paid tuition.

There is a late payment fee of \$25.00 per day if a parent fails to pay a tuition bill by 4:00 pm on the date due.

In the event that a non-resident student ceases to attend Hollis Grade School, tuition will be reimbursed on a prorated basis.

### **Using Animals on School Property**

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



## Part 3: Attendance & Student Records

### **Attendance: Illness, Absences, and Truancy**

A student is expected to be regular and punctual in attendance. Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) 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: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

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, attending a military honors funeral to sound TAPS, or other reason as approved by the administrator.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the administration. The school may require documentation explaining the reason for the student's absence. **In the event of any absence, the student's parent or guardian is required to call the school at (309) 697-1325 before 9:00 a.m. to explain the reason for the absence.** If a call has not been made to the school by 9:00 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. 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.

Unexcused student absences will be reported to the Truancy Office of Peoria County. The administrator reserves the right to notify the Truancy Office of excessive absences even if the parent or guardian calls or writes a note. Unexcused absences include the following: absence with parents' consent other than those considered excusable, leaving school without office permission, absent without parents' or guardians' consent or knowledge.

After the third consecutive day absent due to an illness, the student must bring a note from his/her doctor stating the illness and indicating the student is released to return to school and participate in any and all activities.

### **Make-Up Work**

It is the responsibility of each student and/or parent to contact the teachers to get make-up work. It is the student's responsibility to complete this work as soon as possible to receive credit. A student will receive two calendar days to make up his/her work for each day absent. 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.

### **Restrictions Due to Absences**

If a student is absent due to illness or unexcused absence on the day of a game or practice, they are unable to participate in those events that night. A student who is absent due to illness must complete a half of the school day (150 minutes of instructional time) or may not participate in extracurricular activities on that date. (Note: The Superintendent/Principal may make an exception to this if he/she feels the circumstances warrant it.) Extra-Curricular activities are all school-sponsored activities held after school hours. Examples include the following: athletic contests, music programs, speech competitions, dances, etc.

### **School Day Schedule**

6:30 am	Latchkey opens
8:00 am	Students may arrive at school
8:15 am	Morning meeting begins
8:20 am	Tardy bell
11:30 – 12:10	6 – 8 Lunch period
12:10 – 12:45	K – 5 Lunch period
3:15 pm	School dismissed
6:00 pm	Latchkey closes

### **Student Biometric Information**

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

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

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

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

#### **Instructional Material**

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

### **Student Records**

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

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

**1. The right to inspect and copy the student’s education records within 10 school days of the day the District receives a request for access.**

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

Throughout the school year, the District may release directory information regarding students, limited to:

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

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

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building administration.

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

**8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

**Student Records Transfer**

The records of a student shall be transferred by the records clerk of a school to another school in which the student enrolled or intends to enroll upon request of the records clerk of the other school.

**Tardy/Leaving Early**

Students who arrive late to school or leave early for any reason must be signed in and/or out in the office by a parent/guardian. When possible, please schedule children's appointments during non-school hours.

**Vacations/Religious Instruction and Observance**

When a child is taken out of school for vacation, to observe a religious holiday, for religious instruction etc., parents must notify the office (at least five days in advance) so the teacher can provide the student with a list of assignments planned during their absence. Assignments are to be completed and turned in on the due date set by the teacher. Failure to complete the assignments or class work within time frame will result in the student receiving an "F" for that assignment. (See Make-Up Work on page 8.)

## Part 4: Student Services

### **Asbestos**

The building of Hollis Consolidated Grade School, District #328 has been inspected for asbestos-containing building materials by an accredited inspector. Also an Asbestos Management Plan has been prepared by an accredited Management Planner. The Inspection Report and Management Plan are on file in the office of the Superintendent and are available for public review during normal business hours.

### **Book Rental/School Fees**

Fee*	K – 8
Book Fees	\$50.00
Technology Fee	\$25.00
Scholastic Classroom Publications	\$10.00
Roller skating (PE)**	\$9.00
Total***	\$94.00

\*Fees for textbooks and other required instructional materials are waived for any student who is eligible for free lunch or is receiving aid under Article IV of the Illinois Public Aid Code.

\*\*A student must have a doctor's note to be excused from roller skating.

\*\*\* Total does not include required PE uniforms for students in grades 5-8.

### **Waiver of Student Fees**

Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Should a family demonstrate a financial need, a waiver form may be requested from the school office. 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 or is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

Within 30 days, the building administrator will notify parents/guardians if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, please contact the school administrator at (309) 697 – 1325. Students receiving a fee waiver are not exempt from charges for lost and/or damaged books, locks, materials, supplies, and equipment.

### **Bus Transportation**

The district provides bus transportation to and from school for all students living in Hollis School District. A list of bus stops will be published at the beginning of the school year before the first student attendance day. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off.

Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized education programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinley Homeless Assistance Act.

Students and parents should realize that riding a school bus is a privilege, not a right. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by a building administrator.

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

### **Bus Safety**

In the interest of safety and in compliance with state law, students are 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. Electronic devices must be silenced on the bus unless given permission to use by the bus driver, coach or teacher.
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.
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.

### **Bus Conduct & Expectations**

In the interest of the students' safety and in compliance with state law, students are expected to observe the following expectations whenever they are riding the bus – field trips, sport events, activities, or daily route. This privilege will be forfeited if a student fails to follow and respect the bus rules. Violations of these rules will lead to possible student bus suspension. Also please refer to the Hollis Grade School Behavior Expectation Chart found in the back of the handbook.

1. Students must follow the directions of the driver. The driver is in charge at all times. In the event of an emergency, follow directions from the driver.
2. All school expectations apply while on the bus, at the bus stop, or waiting for the bus.
3. Behavior on the bus is what is expected in the classroom. No disrespectful behavior, pushing, yelling, singing, or profanity are allowed.
4. Students should stay in seats at all times.
5. Students should wait for the bus to come to a complete stop before entering and exiting. Loading and unloading the bus should be done so in a single file line.
6. Animals are not allowed on the bus.
7. Students should not tamper with, damage, or deface anything on the bus. Parents will be held responsible for any damage done to the bus.
8. Book bags, coats, and other objects should be kept out of the aisles.
9. Emergency doors should only be used in an emergency.
10. Ask the driver for permission before opening any windows.
11. Athletic footwear with cleats should not be worn on the bus.

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

### **Care of Students with Diabetes**

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

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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 administrator.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. For more information, please refer to [http://www.idph.state.il.us/health/infect/comm\\_disease\\_guide.pdf](http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf)

1. Parents are required to notify the school secretary if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. 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.

### **Concussions & 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 school, 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 which can be found at the Hollis School website under the INFORMATION tab and in the Activities Handbook. Any student who leaves school due to a suspected concussion or head injury, must be evaluated by a healthcare professional prior to returning to school.

### **Education of the Homeless**

When a child loses permanent housing and becomes a homeless person as defined by 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; or (2) 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.

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. The superintendent and/or principal shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

### **Emergency Drills**

Safety drills will occur at times established by administration. 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 may or may not be preceded by a warning to the students.

### **Equal Educational Opportunities**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building administrator.

Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the district remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **Food Allergies & Approved Allergy “Safe” Foods**

State law requires Hollis Grade School 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 a student has a life-threatening allergy or life-threatening chronic illness, parents/guardians should notify the building administrator.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If a student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that the 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. The school district also may be able to appropriately meet a student's needs through other means.

Several Hollis students have allergies to peanuts, tree nuts (including coconuts and coconut oils), eggs, and some milk products. Food allergies can be life threatening. Hollis staff works to provide a safe educational environment for food-allergic students.

No homemade treats or snacks are allowed to be shared at school. All snacks must be in original packaging and have nutritional labeling attached. See also Treats & Snacks on page 35-36.

### **Guidance & Counseling**

Hollis Grade School provides a guidance and counseling program for students. The school's SEAPCO social worker is available to those students who require additional assistance.

### **Head Lice**

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

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



### **Health Education**

The health program in grades K-8 shall include annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the administration. Parents/guardians of students in grades K – 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or advance practice registered nurse anticipates his or her absence from school because of a medical condition, is 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 the building administrator.

### **Immunizations, Physicals, Dental Exams, Eye Exams**

All students are required to present appropriate proof (State of Illinois Certificate of Child Health Exam) that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

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

Failure to comply with the above requirements by the first attendance day 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 the first attendance day, the student must present, by 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.

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

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school.

Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### Dental Examination

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

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent or guardian presents a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent or 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
4. Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

#### Lunch

Lunch service will begin on Thursday, August 15, 2019.

This year, Aramark will manage our school lunch program. Each school day that lunch is served students will have the choice of selecting between one of two entrees. Lunch prices for students will be \$2.25 for a full price lunch, 40 cents for a reduced price lunch, and 40 cents for extra milk. Each student receives a lunch card at the beginning of each school year. **There is a \$1.00 fee if a student needs a replacement lunch card. Repeat offenders will receive additional consequences.**

#### Lunch Charges

Students are permitted a maximum of five (5) lunch and/or milk charges. Parents will be notified when their child reaches this level. Charges must be paid in full before a child may charge another lunch. At this point, students will be required to bring a cold lunch. Parents who wish to know their child's lunch balance should check their student's TeacherEase account or contact the office.

#### Free & Reduced Lunches

Students who were on Free and Reduced priced lunches at the end of last year will have until September 30, 2019, to file a new application. Students new to the district or not on Free or Reduced priced lunches last year must have an approved application on file in order to qualify for Free and Reduced lunches. Applications are available at the school office.

#### Lunchroom Expectations

Please also refer to the Hollis Grade School Behavior Expectation Chart found in the back of the handbook.

Because of the School Wellness Policy 6:50, no soda or energy drinks may be consumed at lunch. Only 100% juice, water, or milk should accompany a lunch.

#### Library Books

Material Usage:

- All materials removed from the library must be checked out under the patron's name.
- Failure to check out library materials, which are removed from the library, will result in loss of library privileges.
- Patrons must treat school library materials with respect and care.
- Students may check out a maximum of three materials at one time.
- Students are responsible for management of their library count
- All students who discover books that have been damaged due to too much wear are encouraged to bring it to the attention of the school librarian or classroom teacher so necessary repairs can be made immediately.

#### Overdue Books:

- Hollis School Library does not charge a fine for overdue materials.
- Any student with overdue materials on his/her account is not allowed to check out additional materials unless exceptional arrangements are made with the school librarian or the student's homeroom teacher.
- After the one week overdue period, the school librarian will send home a formal letter requesting return of the overdue material or monetary reimbursement for the materials and processing fees within a specified time.
- Failure to produce the overdue materials or provide reimbursement will result in suspension of the student's library privileges.
- An unpaid reimbursement may result in the withholding of the student's report card.

#### Lost or Damaged Books:

- During the borrowing period, students are expected to treat all school library materials with great care. Patrons will be financially responsible for materials lost or damaged during the borrowing period due to lack of care.
- Upon notice to the school librarian that materials have been lost or damaged, a formal letter will be sent home requesting reimbursement for the library material and processing fees within a specified time.
- The charge for the lost or damaged book will be based on the replacement cost of the book.
- The library cannot accept used or new copies of books in place of paying the replacement cost. Many of our books are purchased with special library bindings to make them more durable for heavy use. For this reason, district policy only permits library staff to accept cash or check payments for the replacement of lost or damaged items. In addition, there will be a \$2.00 library processing fee.
- Failure to provide reimbursement will result in suspension of the student's library privileges.
- An unpaid reimbursement may result in the withholding of the student's report card.

#### Refund of Reimbursement for Library Materials:

- Any parent of a student who finds previously lost library materials after reimbursement has been made, may request a refund.
- Refunds will be given only for those materials returned to the school library within 30 days from the initial date of loss.
- Upon return of the lost materials to the library, parents may send a written note requesting a refund for previous payment.
- With proof of previous payment, the school will make a full and complete refund.

#### **Adopt a Book**

Hollis Grade School has a long-standing tradition of giving parents, grandparents, and honorary guests the opportunity to "Adopt a Book." It also gives students pride in their contribution to Hollis Grade School and motivates life long reading for all students.

For a \$12.00 fee, a book can be chosen from the new book selections and bookplate will be created and placed inside the book to recognize these generous contributions to the Hollis library. Bookplates can be personalized for a special occasion or a personal message. Books can also be adopted in memory of a loved one. The son/daughter/ grandchild will be the first one to check out this book and the recognition label will remain in the book for as long as the book is in circulation in Hollis' library collection.

#### **7/8 Grade Reserve Shelf**

Hollis' library has some reading materials reserved for the seventh and eighth grade students. Hollis believes that although the reading levels of these books are at the middle school level and below; some of the content is for mature readers. These books may include adult language and situations. These books will not be kept in the library for younger students to peruse. The particular books are kept in the Language Arts room. Any parents may obtain a list of these from the 7<sup>th</sup> and 8<sup>th</sup> grade homeroom teachers or from the librarian. However, please note that this selection is continually growing as new materials are added throughout the school year. A consent form is sent home the first week of school for all seventh and eighth grade students. Once returned, this form will be kept on file in the library.

Please note, permission will not be granted to students in grades K-6 even with parental consent. Should a student want to read a book from this shelf, the parent or guardian must provide the book for the student (purchase the book, check out from a local library, etc.). The book should be read at home. Permission to take an AR test over a book from the 7<sup>th</sup> and 8<sup>th</sup> Grade Reserve Shelf will be at the teacher's discretion. All students and parents are encouraged to conference with their reading teacher regarding such situations.

### **Lost & Found**

Lost and found items will be turned in to the office and then placed in the designated lost and found areas. Unclaimed items will be given to a charitable organization during winter and summer breaks.

### **Mandated Reporters**

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

### **Medications**

Medication should be administered to school children at home. In exceptional circumstances, medication may be administered by school personnel under appropriate procedures developed by the administration and supervised by the principal.

1. Parents/guardians must request in writing that a principal designated school employee be able to administer medication to their child. After the initial request a district form will be provided for parent signature in order for staff to continue to administer the medication. (Medication form is attached to the handbook and available on the school website under the files tab)
2. Medications must be sent to school in a container (your pharmacy will supply a bottle for school at your request) with a label that includes the following:
  - a. Name and telephone number of the pharmacy
  - b. Student's name
  - c. Name of Physician
  - d. Name of the drug
  - e. Dosage to be administered at school
  - f. Time medication is to be administered

Ibuprofen, Acetaminophen, Tylenol, and other over-the-counter medications should be sent to school in its original container, not in a zip lock bag, and shall also be administered pursuant to items #1 and #2 above as appropriate.

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.

### **Medication: 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. At the end of the school year, parents should pick up unused medications in the office or any unused medication will be destroyed after two (2) weeks.

### **MTSS/Rtl**

Multi-Tiered System of Support (MTSS)/Response to Intervention (Rtl) is the practice of matching student needs to high-quality instruction, intervention, and enrichment using data to make sound decisions. Hollis Grade school uses a three tier model of school supports, utilizes a problem-solving method for decision-making, and uses an integrated data system that informs instruction. This MTSS/Rtl process allows our students to receive the support they need in order to be successful in school.

### **Pesticide Registration**

Hollis School District #328 has an Integrated Pest Management Policy (IPM) which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the most safe and effective means of pesticide. Although the District has no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, the District created a voluntary registration. By recording your name on this list, you are asking to be notified two (2) days before an airborne pesticide application would occur at school. In the event of an extreme emergency and pesticides must be used immediately, the District will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

### **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.

### **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):

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

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

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

A violation of this law is a Class 4 felony.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry at <http://www.isp.state.il.us/sor/> You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry at <http://www.isp.state.il.us/cmvo>

### **Special Education Services**

#### **Education of Children with Disabilities**

It is the intent of Hollis Consolidated School District #328 to ensure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) are identified, evaluated and provided with appropriate educational services. Hollis 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 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of Hollis Consolidated School District #328 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 Student with Disabilities" may be obtained from the school district office.

### Discipline of Special Education Students

The District will comply with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### Behavioral Interventions

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

### 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.

### Accommodating Individuals With Disabilities

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

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

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

### Notification to Parents

Medicaid is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. SEAPCO claims Medicaid/Kid Care reimbursement for these provided services. A consent form must be signed by you in order to claim this reimbursement. These claims will have no impact on your ability to receive Medicaid funding either now or at any time in the future.

### **Suicide and Depression Awareness and Prevention**

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

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

### **Video and Audio Monitoring System**

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.

## Part 5: Student Rights & Responsibilities

### **Behavior Expectations**

Copies of all school district policies on student behavior are available online through the school district's website or in the school office. Please also refer to the Hollis Grade School Behavior Expectation Chart found in the back of the handbook.

1. There is no buying, selling or trading anything at school by students, unless approved by teachers or the administration.
2. Portable electronic devices and trading cards are prohibited unless permission is given by an administrator or staff member.
3. No gum chewing is allowed in the school building or grounds during the school day unless permission is given by an administrator or staff member.
4. Food is eaten only in the lunchroom during the lunch period unless permission is given by an administrator or staff member.
5. There is no snowball or rock throwing allowed at anytime.
6. No dangerous objects, water guns, play guns, and/or real guns are permitted at school.
7. Don't do anything that would be harmful to anyone's physical or mental health.
8. Skateboards, hover boards, and skate shoes are not permitted at school.
9. Students are to talk respectfully to each other. The use of obscene language is prohibited.
10. Don't play close to the building during recess or lunch; other classes are in session and will be disturbed.
11. Students shall not run, talk loudly, or yell in the hallways or restroom, nor shall they punch, shove, or hit others.
12. Students shall not write on walls, desks or deface or destroy school property.
13. Students may not leave the playground and enter the building during any recess without permission granted by a teacher, lunch supervisor, or administrator.
14. Students walking to school or brought by parents should not arrive before 8:00 A.M.
15. Once a student leaves the classroom hallway at the end of the day, he/she is NOT allowed to re-enter the classroom hallway unless accompanied by a member of the school staff.
16. No laser pens are permitted at school.

In dealing with student discipline issues, Hollis School District values due process rights and the confidentiality of all persons involved. Consequences must be kept confidential and shared only with the student, teacher(s), parent/guardian, Superintendent, and Board of Education (if necessary).

### **When and where conduct rules apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Bullying & Harassment**

Hollis School District recognizes that all students have the right to be valued and treated with respect and that all students have a responsibility to conduct themselves in a way that respects the safety, health, and property of themselves and others. Towards this end, Hollis School District opposes bullying and encourages all members of the school community (employees, students, and parents) to take the appropriate steps to prevent and respond to bullying behaviors.

Reporting a bullying incident is not considered tattling. Protocol in these situations is to report the incident to the homeroom teacher first and then it will be passed along to the Principal and/or Superintendent.



The Illinois legislature defines "Bullying as meaning: "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 the school."

105 ILCS 5/27-23.7(b)

Bullying is a form of aggression that occurs when one or more individuals subject another person or persons to unwanted and hurtful actions that result in the target(s) feeling oppressed, and interferes with a safe, supportive school environment for the target(s). While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to the following types of behavior:

Verbal/Written – name-calling, teasing, threatening, taunting, gossiping, written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages, and emails)

Emotional – shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, exerting coercive peer pressure, and threatening with foods causing harmful allergic reactions

Physical – any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating, biting, tickling, and using allergy causing foods

Harassment of others is prohibited. Harassment is defined as any physical or verbal intimidation and/or ridicule. Harassment may include, but is not limited to: sexual harassment, ridicule, intimidation, or bullying.

A bystander to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully. Any student who is a bystander to any bullying conduct and who fails to take any actions to discourage the bullying conduct also may be subject to appropriate consequences.

Students in grades K-4 that are involved in Bullying and/or Harassment are subject to the following possible consequences: loss of recess and/or privileges, in-school intervention, and out-of-school suspension. Specific consequences for students in grades 5-8 are detailed on page 44.

#### Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or

electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Building Administrator 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 Building Administrator or any staff member. Anonymous reports are also accepted by phone call or in writing. Allegations of bullying shall be promptly investigated. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.

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.

Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate consequences.

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

### **Corporal Punishment**

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school intervention.
7. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

When and where conduct rules apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

**Out of School Suspension (OSS), In School Intervention (ISI) and Expulsion**

Out of School Suspension (OSS) and In School Intervention (ISI) are two discipline methods that may be used to motivate students to act in a manner appropriate for the school setting.

In school intervention will be used when it is deemed necessary, by the principal and/or superintendent, to remove a student from the classroom setting. ISI will be used when students are constantly disrupting class, disrespectful toward staff member, or for fights, etc.

An out of school suspension may be given when a student violates Board Policy 7:190. This policy states that pupils may be suspended if they are found guilty of "gross disobedience or misconduct." In cases of extreme or repetitive student misbehavior or excessive detentions, a student may be suspended from school for 1-10 school days. Parents are contacted by the building administrator prior to the start of the student suspension. Students suspended from school will be allowed to make up work missed during the suspension. Completed work must be turned in on the first day back from suspension.

Any child, who is suspended from school in accordance with the discipline procedure, shall not participate in any after school activity on the days of the punishment. Any additional consequences will be at the discretion of the coach, sponsor, or administrator.

Students that have accumulated 10 days of suspension out of school over the course of a school year will be brought to the board for an expulsion hearing. The request from the board will be sent to the parent(s)/guardian(s) by registered or certified mail with return receipt requested.

This request will include:

- a. The reasons for proposed expulsion as well as the conduct rule the student is charged with violating.
- b. The time, date, and place for the hearing.
- c. A short description of what will happen during the hearing.
- d. A statement indicating that The School Code allows the school board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
- e. A request that a student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and if so, the attorney's name.

For special education students, suspensions from school will be made in accordance with the requirements of the Individual with Disabilities Act (IDEA).

Regarding the 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.

### **Dress Code**

Some regulations regarding personal appearance are vital to students. A student's appearance, clothing or hair styles that tend to disrupt, distract, or diminish the disciplinary control of the teacher are not permitted. The standards in this code apply to all students while attending school, before and after school activities or events, and school sponsored trips. The dress code standards, in accordance with Board Policy 7:160, include the following:

1. All clothing and hairstyles are subject for review.
2. Shorts, capris, sandals, and flip-flops may be worn during the first and last quarter of each school year.
3. Halter tops, tube tops, racer back tops, spaghetti strap tops, short shorts, muscle shirts, midriff, shoulderless, or backless shirts and blouses, and pajama pants shall not be worn. No bare skin should be exposed at the waist or abdomen area. Cleavage should not be exposed.
4. The length of skirts/dress and shorts shall reflect modesty and good taste and will be monitored. Students' bodies should be covered from shoulder to mid thigh.
5. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
6. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols, suggestive sayings or inappropriate advertising.
7. Hairstyles, dress, and accessories that pose a safety hazard (including shoes/accessories with spikes) are not permitted.
8. Boxer shorts are not to be worn in lieu of shorts, skirts, jeans, etc., and should NOT be visible.
9. Leggings must be worn with a long top that covers the body to the mid-thigh.
10. Hats, bandanas, headscarves (except for medical reasons), sunglasses, unicorn horns, ears, dog collars, and tails are not to be worn.
11. Clothing with holes, rips, tears above the knee, and clothing that is otherwise poorly fitting, showing skin, and/or undergarments may not be worn.
12. Coats are not to be worn in the classrooms. They must be hung in the student's locker.
13. All K-4 students' shoes/sandals must have an enclosed heel or a strap around the heel.
14. Clothing that shows disrespect to any racial or ethnic group is not permitted.

### **Dress Code Violations**

Dress code offenders will remain in the office until proper attire can be attained.

Consequences for K – 4 dress code violations:

- First offense: warning, change clothes, parent notification
- Second offense: loss of 1 day's recess, change clothes, parent notification
- Third offense: loss of 5 days' recess, change clothes, parent notification
- Fourth offense: administration will determine appropriate consequences

Consequences for 5 – 8 dress code violations:

- First offense: warning, change clothes, parent notification
- Second offense: 5 demerits, change clothes, parent notification
- Third offense: detention, change clothes, parent notification
- Fourth offense: administration will determine appropriate consequences

### **Fighting**

Students in grades K-4 who are involved in a fight are subject to the following possible consequences: loss of recess and/or privileges, in-school intervention, and out-of-school suspension. The administration shall determine the appropriate punishments for the student based on the findings after investigating the incident. Specific consequences for 5<sup>th</sup>-8<sup>th</sup> grade students are detailed on page 45.

### **Gang and Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or

sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Halloween Costumes**

Halloween costumes are optional for all K – 8 students. If worn, students should come to school in costumes. Costumes should not be too scary, and should allow for maximum movement and bending. Masks, head wear, makeup, and extra props (brooms, magic wands, weapons, etc.) should be left at home. Doing so will allow students to move safely throughout the parade and parties.

Remember, this is kindergarten students' first experience participating in Halloween with older students. We do not want them to be afraid. Therefore, blood, guts, gore, and weapons of any type are not allowed.

### **Internet Policy**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The superintendent or administrator shall develop an implementation plan for this policy and appoint a system administrator.

The school district is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum**

The use of the district's electronic networks shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the acceptable use guidelines, use the Internet throughout the curriculum.

The district's electronic network is part of the curriculum and is not a public forum for general use.

#### **Acceptable Use**

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Hacking or gaining unauthorized access to files, resources, or entities;
- f. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;

- g. Using another user's account or password;
- h. Posting material authored or created by another without his/her consent;
- i. Posting anonymous messages;
- j. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- k. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide staff with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

- a. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how

such messages might reflect on the name and reputation of the school district. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- c. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- d. Use of the school district's email system constitutes consent to these regulations.

All use of the district's electronic network must be in support of education and/or research, and be in furtherance of the School Board's stated goal, or for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectations of privacy in any material that is stored, transmitted, or received via the district's electronic network or district computers. General rules for behavior and communications apply when using electronic networks. The district's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### Internet Safety

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The administration shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the administration or system administrator. The administration shall include measures in this policy's implementation plan to address the following:

- 1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
- 2. Student safety and security when using electronic communications;
- 3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
- 4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

#### Authorization for Electronic Network Access

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the district's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the district's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

**The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the district's educational objectives, or (b) for legitimate business use. Unacceptable use of the electronic network includes but is not limited to accessing personal email accounts without permission and visiting non-school related websites without permission.

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

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student has violated a school disciplinary rule or procedure.

#### Make-Up Work

It is the responsibility of each student and/or parent to contact the teachers to get make-up work. It is the student's responsibility to complete this work as soon as possible to receive credit. A student will receive two calendar days

to make up his/her work for each day absent. 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.

### **Non-School Sponsored Publications**

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

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

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **Party Invitations & Gifts**

When possible, party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. An exception to this rule is when all boys and/or all girls are invited to the party.



## **Plagiarism**

Hollis Grade School follows the plagiarism policy set forth by Limestone Community High School Board Policy 6.281. This policy states that plagiarism is defined as:

- Copying homework
- Looking on another's test or quiz
- Letting another student look on a test or quiz
- Using other secretive methods of giving answers on a test or quiz
- Taking information from another source that is not properly attributed
- Working with others on an assignment that was meant to be done by individuals
- Taking papers from the Internet, other publications, or other students.
- Taking any part of a test to use or to give to others.

Discipline associated with plagiarism includes: 1-3 detentions and notification of parents, possible In School Intervention and receiving a failing grade for the assignment.

## **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, vapes, an/or juuls.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or

automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

### **Recess Expectations**

If a student is excused from P.E. due to a parent's note, they may not be permitted to participate in any recess activities or in any after school sports activity. Please also refer to the Hollis Grade School Behavior Expectation Chart at the end of the handbook.

1. Please follow the instructions of the supervisor.
2. While playing, remain in view of the supervisor at all times. Students should not play behind the garage, past the library doors, or beyond the wall.
3. Equipment must be used properly. Consult the playground supervisor on what equipment may be used.
4. The playground equipment is available to use unless marked otherwise.
  - a. Only one person per swing and students must swing in the proper manner.
  - b. Only use the stairs to reach the top of the slide.
  - c. Monkey bars must be used appropriately. Student may not sit/walk along the top of the monkey bars.
5. No snowballs, rocks, or other foreign objects may be picked-up or thrown.
6. Games involving body contact will not be permitted unless directly supervised by a physical education instructor.
7. When the bell rings you are expected to line up quietly and wait for the playground supervisor's permission to enter the building.
8. Food or beverages may not be brought outside to the playground.
9. Rough play is not permitted.
10. No dunking or hanging on basketball hoops.

### **Scooters/Skateboarding/In-Line Skates/Shoe Skates/Hover Boards**

Skateboards, in-line skates, scooters, hover boards, and shoes with skates on the bottom are not permitted on Hollis School District property at any time.

### **Search and Seizure**

In order to maintain order and security in schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

#### **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 administrator 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 reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the 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 gender, 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.

#### Student Use of Electronic Devices

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 (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images; and (4) using personal email and sites not intended for educational purposes.

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

Students who choose to use any electronic device (including a cell phone) without permission will earn the following consequences:

1. First offense – the device will be confiscated. A verbal warning will be given. The student will receive the device back at the end of the school day.
2. Second offense – the device will be confiscated. A verbal warning will be given. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. 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 following 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.
4. Fourth and subsequent offense(s) – 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 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.

#### Treats and Snacks

When providing food for school snacks, birthday treats, or parties, please choose wisely. Remember, many students have health issues that require them to monitor sugar and caloric intake, as well as read labels to avoid dairy and nuts.

Due to health and scheduling concerns, 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 to be shared at school.** Treats and snacks should not require refrigeration and must have a clearly printed list of ingredients on the packaging.

### **Use of Reasonable Force**

A staff member may use reasonable physical force against a student for self-defense, the preservation of order or for the protection of other persons or the property of the school and the Board of Education. The physical force used shall be the force reasonably necessary under the circumstances.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **Part 6: Parents, Communication, & Community Relations**

### **Emergency School Closings**

In the event that school would need to be closed due to inclement weather or other emergency, parents are reminded to check the following stations and sites: WMBD-TV, WHOI-TV, WEEK-TV, [www.centralillinoisproud.com](http://www.centralillinoisproud.com), [www.week.com](http://www.week.com), [www.facebook.com/hollisgradeschool](http://www.facebook.com/hollisgradeschool). We will use Blackboard Connect to notify you of school delays or cancellations. If school is canceled or dismissed early for an emergency, all after school activities are automatically canceled.

### **Friday Folders**

Each student will be issued a folder to carry home important papers. These papers may include assignments, tests, notices, newsletters, etc. Parents are asked to review the contents and return the folder to school on the next attendance day. If the Friday Folder is lost, there is a \$3.00 replacement fee.

### **Parent/Teacher & Student Led Conferences**

Parent/Teacher conferences are scheduled for Thursday, October 24, from 2:00 p.m. to 7:00 p.m. and Friday, October 25, from 8:15 a.m. to 12:15 p.m. Student Led Conferences are scheduled for Friday, February 28, 2020. If a parent desires a conference at another time during the school year, they may call or email the teacher and arrange a meeting time which is convenient for all participants.

### **Parental Involvement**

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:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation for such results.
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure students progress, and the proficiency levels students are expected to meet.
- 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.
- 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 administrator.

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 administration.

The state's resources on parental involvement can be located at [www.schoolcommunitynetwork.org](http://www.schoolcommunitynetwork.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.

### **Parental Right to Request Their Child's Classroom Teacher Qualifications**

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

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether any instructional aides or paraprofessionals provide services to your child and their qualifications.

If you would like to receive any of this information, please contact the school administration or visit <http://www.isbe.net>

### **Parking & Parking Lot Procedures**

Hollis Grade School has parking available during school hours on the west side of the semi-circle driveway. Any of the semi-circle drive parking spaces, the west field, and the activity parking lot behind the school building may be used for after school and various night activities.

Vehicles MAY NOT be parked or located in the activity parking during school hours without permission from the administration.

In order to ensure the safe dismissal of students that are picked up after school by their parents, we will again follow the established traffic procedures used last year. Please begin by forming a line on the left-hand or inside lane of the parking lot. If this lane is filled, you may park in the outside lanes. Parents are not allowed to park on Tuscarora Road and wait to pick up their child(ren). You must pull into the parking lot and park in one of the lines of traffic. Parents who meet their children in front of the school and escort them to their vehicles are reminded to do so quickly, so as not to delay the departure of other vehicles in the parking lot.

The custodian or staff member on duty will direct traffic and indicate to parents when vehicles may move to exit the parking lot. If you need to enter the building or your child is late coming out of the building, please pull your vehicle out of line and park it. There are spaces available along the exterior of main parking lot or you may pull into the teacher's parking lot. This will prevent other parents from being delayed because your vehicle is blocking their path.

If you need to make special arrangements for after school pickup, please contact the office. Students not picked up after school by 3:30 PM will be required to report to Latchkey.

### **Public Complaints**

The following is the proper procedure for handling complaints and board members are urged to relay this procedure to citizens who have complaints:

Public complaints regarding school issues shall be referred to the appropriate staff member. If a solution is not reached, and/or the problem is not resolved by the staff member, the complaint should be referred to the principal, and then to the superintendent. In those cases where the chain of command procedure does not result in a satisfactory adjustment of the situation, the superintendent shall refer the complaint to the Board of Education. Citizens may address the Board of Education during Presentation by Audience On Agenda Items or Presentation By Audience on Non-Agenda Items. Comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a long period of time, the individual may be allowed to speak for more than 5 minutes.

The board, at its next regular or special meeting, shall consider the complaint and will attempt to dispose of the matter in a judicious manner.

### **Room Parties**

Grades K-8 have Halloween, Winter Holiday, and Valentine's Day Parties. Parent Club Room Parents organize these celebrations and may ask for parents to help. A list of Room Parents and their phone numbers can be

found in the School Directory. Parent Club requests a \$9.00 donation to help offset the costs associated with these parties.

### **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.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and have their background and fingerprints checked at the Peoria Regional Office of Education, and be approved by the building administrator prior to assisting at Hollis Grade School. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building administrator.

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

### **Student Directory: Disclosure of Directory Information**

The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. Information collected for a school directory is limited to: name, address, gender, grade level, birth date and place, parent/guardian names and addresses, academic awards and honors, information related to school-sponsored activities, organizations and athletics and period of attendance at school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Superintendent or Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

### **Visitors**

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 around their neck 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.

### **Visiting Classrooms**

We encourage parents to visit the school and classes. This helps both the student and parent in working with the school. Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.092(g-5), amended by P.A. 96-657. Parents should notify either the teacher or office 24 hours prior to their visit. Visits should be limited to 1 hour or 1 class period per school quarter. If parents stay for lunch during their visit, they should inform the school office or their child's homeroom teacher prior to 9:30 A.M. The cost of our adult lunch is \$2.55. Parents who choose to bring in lunch from an outside restaurant are encouraged to provide a healthy lunch option for their children and adhere to our School Wellness Policy (6:50) that states no soda or energy drinks may be consumed at lunch. Only 100% juice, water, or milk should accompany a lunch. Any parent wishing to visit the school must report to the school office and sign in.



## Part 7: Information Specific to Grades 5 – 8

### **Activities Handbook**

All coaches will conduct a parents meeting at the beginning of each season. All Hollis activities follow the rules and regulations of IESA. An Activities Handbook which includes information specific to sports and activities will be distributed at this meeting. Examples of this information include: Athlete/Parent communication, Expectations of the Coach, Tryouts, Code of Conduct, Discipline, and Awards/Recognition. The Activities Handbook is available on the Hollis Website.

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend Hollis Grade School may attend school-sponsored dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Class Trips**

Upon the earning of the 5<sup>th</sup> detention or 1 day In School Intervention, the student will meet with the appropriate field trip committee and the administration to discuss eligibility to attend. More information can be found on page 41.

### **Dissection of Animals**

Students who have moral objections to dissecting animals will be excused from classroom attendance during times when such activities are taking place without penalty. The Building Principal shall inform students and parents(s)/guardian(s) at the beginning of the school year of a student's right to refrain from attending classes when instruction involves the dissecting of animals. Alternative instructional programs and classroom attendance shall be arranged by the classroom teacher, with the Building Principal's approval, for the students.

Experiments on living animals are prohibited. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with The School Code.

### **Eligibility Policy**

The following eligibility policy has been adopted at Hollis Consolidated District 328 School. As a member of the Illinois Elementary School Association (I.E.S.A) we are required to follow the state guidelines pertaining to eligibility. They are as follows:

#### Scholastic Standing

- 3.021 All contestants shall be in grades five through eight and shall not have passed eighth grade standing.
- 3.022 A student shall be doing passing work in all school subjects determined by the local school district and the school shall certify compliance with this by-law. Use of a player, contestant, or participant shall be deemed such certification.
- 3.0221 Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday.
1. Eligibility will be determined by work completed at the end of the school day Thursday.
  2. A notice will be sent home with the student on Friday stating that the student is ineligible and the reason for the failing grade. Athletes are ineligible beginning Monday through the following Saturday.

3.0222 The eligibility check shall be the same day each week except when school is not in session, and then it must be taken on the last day of the student attendance that week.

3.0223 Grades shall be cumulative for the school's grading period. In addition to the state eligibility guidelines Hollis School will be using the following eligibility procedures for all students.

1.A cumulated average of F or U in any graded subject will make the student ineligible the following Monday through Saturday for participation in any extra-curricular activities. The ineligibility period must include 5 school days. These activities include: computer use (unless assigned as part of class), clubs, sports games, meets and practices. An extracurricular activity shall be defined when no grade is given.

2. Special arrangements shall be made during extended vacation periods.

### **Extra Curricular Activities & Sports Physical Requirements**

Basketball	Grades 5 – 8
Baseball	Grades 5 – 8
Track	Grades 5 – 8
Volleyball	Grades 5 – 8
Cheerleading	Grades 5 – 8
Track	Grades 5 – 8
Chorus	Grades 6 – 8
Band	Grades 5 – 8
Speech	Grades 5 – 8
Student Council	Grades 6 – 8
Scholastic Bowl	Grades 5 – 8

An athlete must have a current physical examination report, completed by a licensed physician, physician's assistant, or advanced practice registered nurse, which finds the athlete is physically able to participate on file at the school office before the athlete's first participation in any activity. This includes baseball, basketball, track, volleyball, and cheerleading.

### **Honor Roll**

1. Students in grades 5 – 8 are eligible for the Honor Roll.
2. Nine week grades for the following subjects will be considered: Math, Algebra (8<sup>th</sup> grade only), Reading, Language, Science, Social Studies, P.E. and elective classes.
3. The Honor Roll will consist of two types, each with the following prescribed qualifications:
  - a. High Honors: A student must receive all A's in all subject areas listed on the report card.
  - b. Honors: A student must receive all A's and B's in all subject areas listed on the report card.
4. A student who earns High Honors or Honors for all 4 grading periods will receive a medal.

### **Judith Sapp Scholar Criteria**

1. A graduating student must have attended their entire 8<sup>th</sup> grade year at Hollis Grade School to be eligible for this honor.
2. The graduating 8<sup>th</sup> grade students with the top 10% grade point averages shall be designated as a Judith Sapp Scholar. A minimum grade average of a B (9.0) is required to be eligible as a candidate for this honor.
3. Grades accumulated in 6th-8th grade shall be considered when computing grade point averages. In the case of transfer students, every effort will be made to equate the grades as fairly as possible. Grade point averages will be computed in accordance with the grade point conversion chart.

Grade/Point Conversion Scale	
13	A+
12	A
11	A -
10	B+
9	B
8	B -
7	C+
6	C
5	C -
4	D+
3	D
2	D -

4. Only letter grades for the following subjects shall be considered: English Language Arts, Social Studies, Algebra, Math, Science, PE, and elective classes.
5. GPA's shall be computed by the administration immediately following the issuance of midterm grades for the last nine week grading period.
6. In the event of a tie, all students who tie shall share the honor.
7. The 8<sup>th</sup> grade students will be recognized in the graduation program and asked to give a speech at the ceremony.

#### **Mike Meyer and American Legion Awards**

A graduating student must have attended their entire 8<sup>th</sup> grade year at Hollis Grade School to be eligible for either of these honors. Based on the number of possible points that a student could accumulate, qualifying students must receive at least 80% of these possible points.

The American Legion awards will go to the top two girls who qualify and the top two boys who qualify. Because of the 80% minimum number of points needed to qualify, not all of the awards will necessarily be given.

The Mike Meyer Award will go to the qualifying student who receives the most number of votes. The student who receives the Mike Meyer Award will be one of the students who receive the American Legion Award.

All 8<sup>th</sup> grade students will be judged in these categories: leadership, personality, fairness, competitiveness, scholastic achievement and respect for society. A five-point scoring system will be used:

- 5 points – superior
- 4 points – good
- 3 points – average
- 2 points – fair
- 1 point – below average

All teachers who have the 8<sup>th</sup> grade students for a graded course will have the opportunity to vote for these awards.

#### **Selection of Graduation Speakers**

A candidate for graduation speaker must have attended Hollis for their entire 8<sup>th</sup> grade year in addition to meeting the following requirements:

1. A minimum grade average of a B (9.0).
2. Letter grades accumulated in grades 6 – 8 will be considered when computing grade point averages. Grade point averages will be computed using the Grade/Point Conversion Scale (see Judith Sapp Scholar Criteria).
3. Letter grades from the following subjects will be considered: English Language Arts, Social Studies, Algebra, Math, Science, PE, and elective classes.
4. GPA's shall be computed by the administration immediately following the issuance of midterm grades for the last nine week grading period.

### **Selection of Seventh Grade Ushers**

A candidate for usher must have attended Hollis for their entire 7<sup>th</sup> grade year, in addition to meeting the following requirements:

1. Letter grades accumulated from the first quarter of 6<sup>th</sup> grade through the third quarter of 7<sup>th</sup> grade will be considered when computing grade point averages. In the case of transfer students, every effort will be made to equate the grades as fairly as possible. GPA's will be computed using the Grade/Point Conversion Scale (see Judith Sapp Scholar Criteria).
2. Letter grades from the following subjects will be considered: English Language Arts, Science, Math, Social Studies, PE, and elective classes.

In addition to acting as ushers at the 8<sup>th</sup> grade graduation ceremony, 7<sup>th</sup> grade ushers will also be invited to attend the Illinois Principal's Association student recognition program in May.

### **Student Discipline Procedures**

Students in grades 5 – 8 use a demerit/detention system. Demerits will be accumulated on a weekly basis from Monday through Friday of each week. Students will begin each week with no demerits. Demerits earned from a substitute teacher will be doubled.

Detentions will be accumulated over the school year. A student may be assigned a detention for any of the reasons stated below, or the accumulation of ten or more demerits in a week. Detentions are served on Wednesday afternoons from 3:15 – 4:15 pm. Parents are responsible for transportation home after the detention has been served. Upon earning a detention, students will be issued a detention notice. The notice will need to be signed by a parent/guardian and returned to school before serving the detention.

In dealing with issues regarding student conduct and behavior, the administration may consider requiring that students participate in a psychologist or social worker evaluation or other human service intervention. In addition, the administration may recommend the student and parent/guardian meet with the Hollis Board of Education to discuss further disciplinary measures. Such measures could include probation, revocation of non-resident status, and expulsion.

10 demerits	1 detention (held every Wednesday from 3:15 – 4:15)
3 Detentions	3 <sup>rd</sup> detention will be served as a ½ day in school intervention
5 Detentions	5 <sup>th</sup> detention will be served as 1 full day in school intervention Parent/teacher/administrator conference Written warning of suspension from school if misconduct continues
7 Detentions	7 <sup>th</sup> detention will result in 1 full day out of school suspension Loss of class trip privileges
10 Detentions	10 <sup>th</sup> detention will result is 3 – 10 days out of school suspension Possible expulsion hearing

For students with disabilities, suspensions from school will be made in accordance with the requirements of the Individuals with Disabilities Act.

In dealing with student discipline issues, Hollis Grade School values due process rights and the confidentiality of all persons involved. Consequences must be kept confidential and shared only with the student, teacher, parent/guardian, school administration, and Hollis Board of Education, if necessary.

### **Grounds for Disciplinary Action**

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

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

## Offense

1. Misbehavior at school.
2. Switching lunch choices, using the wrong lunch card, or not turning in a lunch card.
3. Unexcused tardy arrival to school, class, study hall, assembly or other scheduled school event.
4. Use of cell phone or other electronic device without permission.
5. Chewing gum or eating food or candy without permission in any class, restroom, in an assembly, or other school scheduled event.
6. Being in, on, or around any vehicle.
7. Failing to report for an assigned detention.
8. Being in the halls, restrooms, or any other off limits area without permission.
9. Loitering or otherwise remaining on school premises without authorization when school or school activities are not in session or while suspended or expelled from school.
10. Public display of affection, including but not limited to hugging, holding hands, kissing, etc.
11. Disrespect, insubordination, verbal abuse or defiance towards school personnel, visitors, volunteers, or use of vulgar, profane, or other unacceptable language.
12. Bullying (see pages 23 – 25)
13. Disrespect, harassment towards students or use of vulgar, profane, or other unacceptable language.
14. Forgery or cheating on notes, assignments, quizzes, tests, detention notices, passes, homework notices, report cards or other school documents, including plagiarism.

## Possible Consequences

- 1 – 5 demerits, 1 – 5 detentions, In School Intervention, 1 – 10 day suspension from school
- 3 demerits
- 5 demerits
- Confiscation, parent pickup, detention, loss of privileges. See page 44.
- 5 demerits
- 5 demerits
- 1 additional detention for each offense
- 5 demerits
- 1 detention
- 1 – 3 detentions, parent notification, in school intervention
- 1 – 5 detentions, in school intervention, 1 – 10 day suspension from school, possible expulsion
- 1 – 5 detentions, in school intervention, 1 – 10 day suspension, possible expulsion
- 5 demerits, 1 – 5 detentions, in school intervention, 1 – 10 day suspension, possible expulsion
- 1 – 3 detentions and parent notification, in school intervention, failing grade for assignment

15. Leaving the school premises without permission	3 detentions, in school intervention
16. Truancy from school or class missed	1 detention for each class, in school intervention
17. Participation in any fight, pushing, shoving, or other physical altercation on school premises, or at any school activity.	1 – 5 detentions, 1 – 3 day in school intervention, 1 – 10 day suspension, possible expulsion
18. Being involved with any public school  fraternity, sorority, secret society, gang, or engaging in gang-like activities, including	1 – 5 detentions, in school intervention, 1 – 10 day suspension from school, possible expulsion
displaying gang symbols or paraphernalia 19. Theft	Return of the property or reimbursement for its value, demerits, 3 – 6 detentions, in school intervention, 1 – 10 day suspension from school, possible expulsion
20. Destroying, damaging, or defacing property belonging to school, school personnel, or another student	Reimbursement for the value of the property or payment of repair costs, 3 – 6 detentions, in school intervention, 1 – 10 day suspension from school, possible expulsion
21. Sending, receiving, sharing, viewing, or possession a sexually explicit or otherwise inappropriate picture(s)	1 – 10 day suspension from school, possible expulsion, notification of law enforcement
22. Possession of, using, distributing, purchasing, or selling of tobacco materials, including electronic cigarettes, vapes, juuls, etc. on school premises or at any school activity.	2 day suspension from school
23. Possessing, using, under the influence, selling, delivering or offering to sell, purchasing, delivering, on school premises or during any school activity, any alcoholic beverage or any substance regulated or controlled by any law or statute of the state of Illinois or the United States of America governing the use, possession, sale or delivery of drugs, narcotics, or other controlled substances such laws or statutes are now in force or hereafter may be amended, including but not limited to, any substance which produces a positive result when tested for the presence of such drugs, narcotics or other controlled substances in a “field test” or other test and also including any look-alike substance as defined by Ch 56 ½, Sec. 1102 Ill. Rev. Stat. as presently enacted or hereafter amended or by any other applicable statute.	Possession: 5 day suspension Selling/distributing: 10 day suspension Possible expulsion

24. Possessing, using, under the influence, selling, purchasing, delivering or offering to sell or deliver, on school premises or during any school activity, any item of "Drug paraphernalia" as defined by the Drug Paraphernalia Control Act, Ch. 56 ½, Sec. 2102, Ill. Rev. Stat., as such Act is presently enacted or may hereafter be amended or by any other applicable statute.

Possession: 5 day suspension  
Selling/distributing: 10 day suspension  
Possible expulsion

25. Possession of any weapon on school premises or at any school activity.

Possible expulsion for a period of not less than one (1) year

26. Extortion, intimidation, or any threat – verbal, written, or on an Internet website – toward school personnel or another student

3 – 6 detentions, in school intervention, 1 – 10 day suspension from school, possible expulsion

27. Any other act which is disruptive to the educational process and to the orderly conduct of the school or any school activities.

Demerits, detentions, in school intervention, suspension from school, possible expulsion

Any student who completes the entire school year without receiving a detention, In School Intervention, Out-of-School Suspension, or accumulating 50 demerits will be eligible for a "No Detention Party."

# HOLLIS GRADE SCHOOL BEHAVIOR EXPECTATIONS

<b>SHOW RESPECT FOR:</b>	<b>Hallways &amp; Foyer</b>	<b>Bus</b>	<b>Cafeteria</b>	<b>Recess</b>	<b>Bathroom</b>	<b>Auditorium</b>	<b>Classroom, Library, Computer Lab, &amp; Gym</b>	<b>Office</b>
<b>OURSELVES</b>	Take one stair step at a time Walk quietly with hands and feet to self	Face forward in your seat at all times Wait for bus to stop before exiting Keep materials in backpack or read	Turn in correct lunch card Eat only what belongs to you Use good table manners and keep both feet under the table	Play fair Follow rules for equipment and games	Quietly wait your turn Be quick and take care of business	Stay seated in your line facing forward Use kind words and actions	Listen to and follow directions Stay on task Be prepared	Enter quietly Wait patiently for help
<b>AREA</b>	Keep hallways clean Shut lockers quietly	Leave the bus the way you found it Report problems to the driver	Clean up after yourself Use all items as they should be used	Use equipment properly Stay in assigned area	Take 2 -2 towels -2 pumps of soap Use garbage can	Keep hands and feet to self Keep your belongings on the floor	Treat all materials with care Respect the space and belongings of staff & students	Sit properly Voice level 0-2 Respect the space and belongings of staff & students
<b>RIGHTS OF OTHERS</b>	0-1 Voice Level Walk on the right side of the hall Make good choices in what you say and do	0-2 Voice Level Keep hands and feet to self	0-1 Voice Level while waiting patiently in line 0-2 Voice Level while seated Raise your hand if you need help	Use polite language Show good sportsmanship At bell, proceed to line with a 0 voice	Respect privacy of others 0-2 Voice Level Keep hands and feet to self	Respond politely Pay attention to the speaker or supervisor 0-2 Voice Level	Use the "Golden Rule" Use the appropriate voice level	Use kind words Keep hands and feet to self 0-1 Voice Level while waiting patiently for help

[Type text]

2B

Voice levels-0=No Voice, 1=Whisper Voice, 2=Normal Voice, 3=Outside Voice, 4=Emergency Voice



## HOLLIS GRADE SCHOOL BEHAVIOR EXPECTATIONS

<b>SHOW RESPECT FOR:</b>	<b>Swimming Pool</b>	<b>Locker Room</b>						
<b>OURSELVES</b>	Walk Follow safety procedures and guidelines Listen for whistle signals	Be quick and take care of business						
<b>AREA</b>	Enter only when a supervisor is present Enter water only when directed by supervisor Use equipment properly	Appropriately store all belongings in lockers Return swimsuits and towels to assigned area						
<b>RIGHTS OF OTHERS</b>	Exit water immediately with a 0 Voice Level 0-2 Voice Level	Respect privacy and property of others Keep hands and feet to self 0-2 Voice Level						

[Type text]

2B

Voice levels-0=No Voice, 1=Whisper Voice, 2=Normal Voice, 3=Outside Voice, 4=Emergency Voice

## BUS AGREEMENT FORM

I, \_\_\_\_\_, HEREBY AFFIRM THAT MY CHILD(REN),

\_\_\_\_\_, OF

Name(s)

\_\_\_\_\_ NEED(S) TO BE

Homes Address

TRANSPORTED FROM HOLLIS SCHOOL TO A CHILDCARE/ACTIVITY-CARE PROVIDER  
LOCATED AT THE FOLLOWING ADDRESS:

\_\_\_\_\_

Name and Address of Care Provider

All students transported to childcare/activity care providers must be transported on existing bus routes. Parents may change the address of their childcare/activity care provider only once during the school year. I have read these guidelines regarding transportation to the childcare/activity-care provider and agree to them.

\_\_\_\_\_

Parent's Signature

Date

We agree to provide childcare/activity-care for the above mentioned student(s).

\_\_\_\_\_

Parent's Signature

Date

**Hollis Grade School District # 328  
School Medication Authorization Form**

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year.  
+Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**FOR PRESCRIPTION MEDICATION:**

*To be completed by the student's physician, physician assistant or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):*

Physician's Printed Name: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Medication: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_  
Time medication is to be administered / under what circumstances:  
\_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?  Yes  No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
Date

Asthma Inhalers Parent(s)/Guardian(s) please attach prescription label here:

**FOR NON-PRESCRIPTION MEDICATION:**

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered / under what circumstances:  
\_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?  Yes  No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

**BACK OF FORM MUST BE SIGNED**

Hollis Grade School District # 328  
School Medication Authorization Form

*For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:*

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 (105 ILCS 5/22-30). **If you agree please initial:** \_\_\_\_\_

Parent/Guardian

*For all parents/guardians:*

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I 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 the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian printed name

Address (if different from Student's above): \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature Date

BACK OF FORM MUST BE SIGNED