

2021-2022

**Tri-City Junior High and High School
Parent/Student Handbook**



324 West Charles St.

Buffalo, IL 62515

Office – (217) 364-4530 Fax – (217) 364-4812

*The **mission** of Tri-City CUSD #1 is to provide superior educational programs to all students in a safe, positive, and adaptable learning environment by offering a challenging curriculum that equips students with the necessary skills to prosper in an ever-changing world.*

Note: This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules, and regulations. These policies may be subject to change during the year.

GENERAL SCHOOL INFORMATION

The purpose of this book is to make known to faculty, students, parents/guardians, and the residents of Tri-City Unit District #1 the rules, regulations, and policies by which Tri-City Junior High and High School will be governed. Much information is contained in this book, which will help all who read it to have a better understanding of the purpose and mission of our schools.

The administrators, school board, faculty and students have compiled this book. The Tri-City Community Unit #1 School Board has adopted it as official policy. The Tri-City school administration is charged with the execution of this policy and is given reasonable leeway in making decisions when performing their duties. This book cannot cover all situations and circumstances.

It is important that faculty, students, and parents are familiar with the contents of this policy handbook. Parents and students will submit a form during the registration process stating that they understand and agree with the policies stated in this handbook.

In addition, copies of this handbook are readily available in the principal's and counselor's office and on the district website for students to review at any time.

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

324 West Charles Street
Buffalo, Illinois 62515

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

Travis Heck, President
Melissa Black, Vice President
John Martincic, Secretary
William Lee, Member
Otto Rentschler, Member
Michael Brooks, Member
Rob Strode, Member

Vision Statement: A Pathway to Success

MISSION STATEMENT

The Tri-City CUSD #1 is dedicated to providing every student multiple ways to succeed.

We Believe in:

Teamwork

Opportunities for growth

Respecting all

Navigating an ever-changing world

Accountability for learning

Developing life-long learners

Open Communication

Expectations for Excellence

Supportive Community

Junior High/High School Office Telephone # 217-364-4530

High School Fax # 217-364-4812

Website: tricityschools.org

CHAIN OF COMMAND

Parents are often discouraged when they attempt to communicate with the superintendent and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command”, or where to begin the communication sequence regarding their problem or concern. Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level. This document does not supersede any employee’s or citizen’s right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

1. ***On Matters Involving Instruction/Curriculum***
 - a. ***Classroom Teacher****
 - b. ***Principal***
 - c. ***Superintendent***
 - d. ***Board of Education***
2. ***On Matters Involving Student Discipline***
 - a. ***Classroom Teacher****
 - b. ***Principal***
 - c. ***Superintendent***
 - d. ***Board of Education***
3. ***On Matters Involving Athletics or Extra-curricular Activity***
 - a. ***Coach or Club Sponsor****
 - b. ***Athletic Director***
 - c. ***Superintendent***
 - d. ***Board of Education***
4. ***On Matters Involving Facilities/Grounds/Building***
 - a. ***Superintendent***
 - b. ***Board of Education***
5. ***On Matters Involving Transportation***
 - a. ***Principal***
 - b. ***Superintendent***
 - c. ***Board of Education***

Academic Information

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

Students are required to have 24 credits. The local Board of Education and State requirements set the curriculum requirements as follows:

- 4 years English
- 2 ½ years History (American History & Government are required)
- A passing grade is required in an examination on the United States Constitution, the U.S. Flag, Declaration of Independence, voting procedures, and the Illinois State Constitution. The requirement is met in Government.
- 3 years Math (through junior year)
- 2 years of lab Science (one must be Physical Science or General Science)
- 4 years Physical Education – Required by State Law
- Driver Education, Health, Economics
- 1 year Liberal Arts (may include Foreign Language, Music, Art, or Vocational Education)
- Students will be required to have 24 hours of community service.

*Students must successfully complete 2 years of writing-intensive classes prior to graduation. These classes are English III and American History.

*Students must complete Algebra, Geometry and Algebra II or Integrated Math III.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

A student must have completed all of the above requirements prior to participating in the graduation ceremony.

Eligibility for Honors Courses

In order for students to be eligible to take classes considered to be honors courses they will need to meet the following criteria:

- Must have the recommendation of the content area teacher

- Must have received at least a B average in the course during the prior two semesters.
- NWEA MAP and/or PSAT scores will be used when available.

Junior High Student Grade Placements (6-8)

All students in grades 6-8 must pass 5 of 6 subjects (PE will not be included) before promotion to the next grade level. Students must have a cumulative grade of 59.5% for the entire year in order to pass a class. Any student failing more than 2 classes for the year will be retained. Eighth grade students are required to pass an exam on the U.S. and Illinois constitutions.

Grading & Promotion

Tri-City follows a four-quarter grading system. School report cards are issued to students on a quarterly basis. District teachers determine grades and evaluation of students within the grading policy of the district. For questions regarding grades, please contact the classroom teacher. We will use percentages to determine the quarter and semester grades.

*High School - The total points accumulated of the two quarters along with a semester exam points will be accumulated to determine the semester grade.

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

- Freshman classification is gained by advancement from the 8th grade.
- Subsequent classification is by credits earned not year of expected graduation.
- Students must average six credits per year in order to graduate on time.

Grading Scale

Numerical basis is as follows:

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

Grading Policy

Purposes of Grades

The purpose of grading should be to show proof of mastery of the content. Grading should serve as a tool to document a student's progress, to provide feedback to the student and family, and to inform instructional decisions. Grading should not be used to motivate or punish students.

Grading Guidelines

1. There shall be four grading periods during each school year. Progress reports are issued at the midpoint for each grading period. Report cards are issued at the end of each grading period.
2. Grades reported on interim reports and report cards shall be derived from work that measures student learning of knowledge, skills, and competency.
3. Homework and classwork is practice. Students are to learn from their mistakes. In order to learn from their mistakes, we have to make sure that students are not afraid to make them. This fear of making mistakes promotes a culture of cheating. It also encourages some parents to "help" their children with their homework to the point that it no longer becomes the student's own work. If homework counts too heavily in the grade, the grade may not be an accurate reflection of the student's mastery of the material.
4. If a student fails to complete an assignment a zero will be placed in the gradebook, if completed in a reasonable amount of time, the student will have the opportunity to complete the

assignment for at least half credit. Students may only turn in assignments completed within the present quarter. Individual classroom teachers will establish specific timelines for late work.

5. When calculating student grades, more weight is given to the summative assignments (assignments designed to evaluate student learning) than the formative assignments (assignments designed to provide practice and guide next-step instruction). Summative assessments will make up 70% of the student's overall grade. These summative assessments will include tests, quizzes, projects, labs, research papers, etc. Formative assessments will make up 30% of the student's overall grade. Formative assessments will be homework, practice work, classwork, etc.

6. All high school courses will administer a final. The final will be comprehensive and measure student learning of the content standards and outcomes presented during the course. The final assessment grade will be 20% of the final semester grade.

7. Students will be allowed to re-take an assessment in order to demonstrate mastery. Any student scoring below a 70% on an assessment will be eligible for a re-take. Each individual teacher will decide the window (number of days) a student has to re-take the assessment. Additionally, the teacher will determine the number of re-takes allowed per quarter (minimum of 2). The grade received on the re-take will be the grade issued to the student. Grades will not be averaged. This policy will not apply to assessments that are governed by state policy or semester and final exams. In honors' classes, re-takes will be at teacher discretion.

The lowest possible grade a student can receive for an assessment is a 55% if reasonable effort is being applied. This will only apply if a student has made the effort to complete a retake of the assessment.

8. Teachers shall return students' assessed work in a timely manner with meaningful, descriptive feedback in order to facilitate next step learning. We encourage students to take responsibility for their own learning. Students should be responsible for making arrangements with teachers to re-learn and re-take assessments.

9. Students and parents should have received an overview of the course, teacher expectations for students, and the procedures and criteria for determining grades.

10. Teachers will assist students in understanding the grading process and in using assessment data, grades, and descriptive feedback to improve their levels of academic achievement and performance.

High School Honor Roll Procedures

1. The grading system is on a four point basis, so that A-4, B-3, C-2, D-1, F-0
2. The “Honor Roll” consists of an “Honor Roll” and a “Superior Honor Roll”.
3. To be eligible for the “Superior Honor Roll”, one must obtain a 3.75 grade point average or better on a four point system.
4. To be eligible for the “Honor Roll”, one must obtain a 3.25 grade point average or better on the four point system.
5. The following courses will be considered Honors courses. Therefore, a passing semester grade shall be raised one point for the purpose of computing honor roll, grade point average, and class rank.
 - Chemistry, Physics, Anatomy, Physiology, Zoology
 - Trig/Finite, Calculus, Honors Honors Algebra I, Honors Geometry, Honors Integrated Math III, Honors Algebra II
 - Honors English I, II, III & IV
 - Honors American History
 - Online College Courses or Programs
 - Art IV
 - MC3
 - CEO
 - Online Agriculture Courses

Junior High Honor Roll Procedures

- The grading system is on a four point basis, so that A-4, B-3, C-2, D-1, F-0
- The “Honor Roll” consists of an “Honor Roll” and a “Superior Honor Roll”.
- To be eligible for the “Superior Honor Roll”, one must obtain a 3.75 grade point average or better on a four point system.
- To be eligible for the “Honor Roll”, one must obtain a 3.25 grade point average or better on the four point system.

Schedule Changes

All High school students are required to carry seven (7) classes per semester. Changes made at registration or prior to the start of the school year will be at no charge. Any and all changes to a schedule the first five days of school will have a fee assessed (\$10). At the end of the fifth school day, no changes will be made.

College Admission Requirements

The following high school subjects are required of freshmen entering community college transfer programs and public universities:

Credits -

4 English (emphasizing written and oral communication and literature).

3 Social Studies (emphasizing history and government).

4 Mathematics (introductory through advanced Algebra, Geometry, Trigonometry, and fundamentals of computer programming).

3 Science (laboratory sciences),

2 of any combination – Foreign Language, Music, Art, and Vocational Education.

Valedictorian and Salutatorian

These positions will be determined at the end of the second semester of a student's senior year. In order to be eligible to be a valedictorian, a student must take at least one (1) weighted class during their high school career.

If a student transfers into Tri-City High School all grades from the previous institution will be converted to the Tri-City High School grading scale for the purpose of calculating Valedictorian or Salutatorian status.

Parent/Teacher Conferences

Tri-City encourages conferences between parents and teachers. We feel it is beneficial to all parties concerned when such conferences are held. We have established the following guidelines in order to have productive conferences. We encourage students to attend conferences with their parents.

1. Parents shall contact the teacher to schedule the conference.
2. Twenty-four hour notice will be given to the teacher prior to the conference.

3. A date and time for the conference will be set during the teacher's planning period unless both parties agree upon other arrangements.

Driver's Education

In order to successfully complete the driver's education program a student must meet the following criteria:

- The student must turn 15 years of age during the quarter in which they are enrolled in driver's education.
- Students must complete 30 hours of classroom instruction and 6 hours of behind the wheel with the instructor.
- Due to the 30-hour criteria, students may only miss one class period during the quarter. Students missing more than one class period will be required to repeat the class the following quarter.

4. Students not completing the classroom and driving portions of the course will be required by the State of Illinois to wait until the age of 18 to obtain a driver's license.

- Students will be driving during the school day; any classroom assignments missed due to driving will be the responsibility of the student.
- Students are required to have their driving permit with them in order to drive with the instructor. Failure to have the permit at the scheduled driving time could result in consequences for the student.
- In order to be eligible to complete behind the wheel hours students must be passing all required academic courses.

Physical Education

Illinois students are required to participate in physical education on a daily basis. All students in physical education are required to wear a PE uniform, socks, and tennis shoes. A student may be exempt from some or all physical activities when the appropriate excuses are submitted to the school by a parent/guardian or by a person licensed under the Medical Practice Act (for periods of more than one day). **Students can be excused from PE by a parent/guardian for two days per semester, after the second excuse not participating in PE will have a negative impact on the student's grade.** Alternative activities and/or units of study will be provided for students who are unable to participate.

Exemption from Physical Education

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

A student in grades 9 -12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
2. Ongoing participation in an interscholastic or extracurricular athletic program;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in an academic class that is required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Grades 6-8

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

Semester/Final Exams

Semester exams will be administered to high school students at the end of each semester. The schedule for the exams will be as follows:

Day 1

8:15 – 9:30 – Period 3 Exam (75 Minutes)
9:33 – 10:48 – Period 5 Exam (75 Minutes)
10:51 – 11:35 – High School Advisory
11:38 – 12:08 – High School Lunch
10:51 – 12:15 – Junior High Advisory
12:18 – 12:48 – Junior High Lunch
12:51 – 2:00 – Junior High 7th Period
12:11 – 2:00 – Period 7 Exam (75 Minutes)

Day 2

8:15 – 9:25 - Period 1 Exam (70 Minutes)
9:28 – 10:38 – Period 2 Exam (70 Minutes)
10:41 – 11:51 – Period 4 Exam (70 Minutes)
11:54 – 12:24 – High School Lunch
11:54 – 12:30 – 6th Hour Junior High
12:33 – 1:03 – Junior High Lunch
1:06 – 2:00 – 6th Hour Junior High
12:27 – 2:00 – Period 6 Exam (90 Minutes)

Senior Exemption from Finals

Senior's last day of school will be approximately one week prior to the last day of the school year based on the calendar adjusted for emergency days. Students required to take final exams will be required to take their exams prior to their last day of attendance.

Seniors will be exempt from taking final exams if they meet the following criteria:

- Have a semester average of at least an A or a B
- Have not been tardy to school more than 3 times in the second semester
- Have had 9 or fewer unexcused absences for the school year.

- Have not received discipline in the form of an in school detention or out of school suspension.

Credit Recovery

Students will have the option to participate in such a program at a minimal cost to the parents to attain needed credit after not succeeding in a previous Tri-City course. Such a program will be offered year round to include summer availability. This program will be internet based. Students and/or families will assume financial responsibility for all credit recovery and summer school fees.

Distance Learning Courses

A student enrolled in a distance-learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the building administrator.
2. The student assumes responsibility for all fees (including tuition, tests and textbooks). Payment must be made prior to the beginning of each semester no matter the start date of the course.
3. Students cannot earn more than seven credits per academic year. Any course taken in addition to the 7 credits will not earn high school credit and will not appear on the official high school transcript.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count as weighted credit toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. Students must complete the course in its entirety; if a student withdraws prior to the completion of the course, an "F" will be issued on the student transcript. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the

building principal. International study course work not meeting district requirements may be placed in the student's permanent record as an international study experience.

LLCC Course Requirements

Seniors meeting the requirements set forth by Tri-City High School will be eligible to take advantage of this program. Students may take afternoon classes at LLCC and attend Tri-City High School in the morning.

Prerequisites:

- Senior standing;
- Apply and be accepted to LLCC by 2nd semester of junior year;
- Register for classes by end of 2nd semester of junior year;
- Passed all required courses before beginning senior year;
- Received no grade during high school career below a C;

Additional Requirements:

- Courses must begin during the school day;
- The college course grade will be figured into the student's cumulative GPA and will be weighted;
- High school office will receive liability form(s) and proof of automotive insurance prior to each semester.

Parents and/or guardians are responsible for all costs associated with taking classes at LLCC.

Grades earned in approved distance learning courses count as weighted credit toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. Students must complete the course in its entirety; if a student withdraws prior to the completion of the course, an "F" will be issued on the student transcript.

College Now Program

Seniors meeting the requirements set forth by Tri-City High School will be eligible to take advantage of this program. Students will attend class at LLCC in the morning and Tri-City High School in the afternoons.

Prerequisites:

- Junior/Senior standing;
- Contact Counselor by Spring semester of year prior to program;
- Passed all required courses before beginning of Junior/Senior year;

- Received no grade during high school career below a C;
- Apply and be accepted to LLCC by 2nd semester of sophomore/junior year;

Additional Requirements:

- The college course grade will be figured into the student's cumulative GPA and will be weighted;
- Students will attend New Student Orientation that will include training on Blackboard, Web Advisor, accessing library resources, using CAS, etc.
- High school office will receive liability form(s) and proof of automotive insurance prior to each semester.

Parents and/or guardians are responsible for all costs associated with taking classes at LLCC.

Grades earned in approved distance learning courses count as weighted credit toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. Students must complete the course in its entirety; if a student withdraws prior to the completion of the course, an "F" will be issued on the student transcript.

CACC Requirements

- Proper number of credits for junior standing (11).
- Students must have maintained good standing in the area of attendance in the eyes of the home school.
- Parents may be asked to give permission for their son/daughter to enroll and participate in Tech Prep articulated courses and earn college proficiency credit at Lincoln Land Community College.
- CACC Fee of \$150 per semester must be paid at registration.

Transfer Students

Credits will be assigned on a ratio basis for graduation. That is, a student who comes from a school yielding 5 credits per year for a full load will be assigned 7 credits if all classes were passed.

Home-Schooled Students

Home-schooled students entering the school program will be considered as a transfer or new student. Parents and school personnel are encouraged to discuss the curriculum used in instruction including any assessment and norm-referenced test results. Students may be tested with local or norm-referenced assessments to determine correct placement. It is the expectation of the Board of Education that all students receiving a diploma from Tri-City High School will be a full-time student enrolled at Tri-City. All transfer students (including home schooled) must satisfy the curriculum requirements for graduation established by the board that are listed in the handbook. An official transcript including courses taken together with course descriptions must be submitted upon enrollment. Any further documentation such as textbooks used, tests taken, instruction time allotted, assessments used, etc. should also be submitted at this time. Any questions or disagreement with the process and placement associated with the home school student should be referred to the Superintendent of Schools.

Home and Hospital Instruction

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before.

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: Christy Kindel, Building Principal.

High School Remote Learning Expectations

1. All school work, attendance and participation during remote learning, will be held to the same level of expectations as if we were at school like normal.
2. Attendance and participation for Zoom meetings is **MANDATORY**; attendance will be taken for a grade, unless prior arrangements have been made with your

instructor/administration. Students are expected to treat Zoom as an extension of the classroom. Students will need to follow the guidelines established by the teachers.

- a. Students will not be excused from mandatory attendance due to work conflicts.
 - b. Mandatory attendance will be subject to the current attendance policy regarding excused and unexcused absences.
3. Students are expected to complete ALL of the work that is assigned.
 4. Teachers will post assigned work in Google Classroom daily by noon (12 pm).
 5. Assignments will be due on Friday at 11:59 pm (unless an alternate date is specified by the teacher).
 6. Grades will be updated weekly in Skyward by the following Friday at 11:59 am. This does not apply to assignments turned in past the due date; these assignments will be graded at teacher discretion. The end of the quarter grades will be updated within three working days from the end of the quarter.
 7. All work **MUST** be submitted through Google Classroom. This means students may not email, text, message, send through Remind or turn in paper copies of digital assignments.
 - a. Special situations are up to teacher discretion.
 - b. If other arrangements need to be made, the teacher should be notified through appropriate channels.
 8. Any work not submitted will be scored as a zero and marked as “missing” in Skyward until completed.
 9. If a student fails to complete an assignment a zero will be placed in the gradebook, if completed in a reasonable amount of time, the student will have the opportunity to complete the assignment for at least half credit. Students may only turn in assignments completed within the present quarter. Individual classroom teachers will establish specific timelines for late work.
 10. Students are responsible for saving and properly submitting assignments and assessments within the required timelines.

Junior High Remote Learning Expectations

1. All school work, attendance and participation during remote learning, will be held to the same level of expectations as if we were at school like normal.
2. Attendance and participation for Zoom meetings is **MANDATORY**; attendance will be taken for a grade, unless prior arrangements have been made with your instructor/administration.
3. Students are expected to complete ALL of the work that is assigned.
4. Teachers will post assigned work in Google Classroom daily by 9:30 am.

5. Assignments will be due on Friday at 11:59 pm (unless an alternate date is specified by the teacher).
6. Grades will be updated weekly in Skyward by the following Friday at 11:59 am. This does not apply to assignments turned in past the due date; these assignments will be graded at teacher discretion.
7. All work **MUST** be submitted through Google Classroom. This means students may not email, text, message, send through Remind or turn in paper copies of digital assignments.
 - a. If there is a special situation, the teacher will be notified and arrangements may be made.
8. Any work not submitted will be scored as a zero and marked as “missing” in Skyward until completed.
9. There will be a 10% penalty on the grade for an assignment up to one week late, a 50% penalty for two weeks late, and work will not be accepted after the assignment is two weeks past its due date.
10. Students are responsible for saving and properly submitting assignments and assessments within the required timelines.

Disciplinary Code And Guidelines

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes and any type of device used for vaping.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

G. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

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

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

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, public school sorority, or public school secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to

behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. 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.

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

Any student with unserved disciplinary referrals (in-house or detentions) will not be allowed to participate in any extra curricular activities until the referrals are served. This will include participation in dances, attendance of sporting events, and attendance of concerts. Driving privileges may be revoked as well. Students participating in athletics will be required to serve after school detentions regardless of a conflict with practice or games.

Driving privileges may be revoked for any student with repeated discipline infractions and/or unserved consequences.

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the 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 superintendent may modify the expulsion period, and the board, on a case-by-case basis, may modify the superintendent's determination.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Types of Disciplinary Action

Any student with unserved disciplinary referrals (in-house or detentions) will not be allowed to participate in any extra curricular activities until the referrals are served. This will include participation in dances, attendance of sporting events, and attendance of concerts. Driving privileges may be revoked as well. Students participating in athletics will be required to serve their after school detentions regardless of a conflict with practice or games.

Driving privileges may be revoked for any student with repeated discipline infractions and/or unserved consequences.

1. Lunch Detention

Lunch detention will be conducted on a daily basis. Students will eat their lunch in the area designated for lunch detention. Students will report to lunch detention immediately at the beginning of lunch. Failure to follow the established lunch detention rules will result in another lunch detention being issued. Failure to serve a lunch detention will result in being assigned an after school detention.

2. After School Detention

After school detention will be conducted up to four times a week on Monday- Thursday during most school weeks from 3:00 – 5:00 p.m. Work, practices or games are not an excuse to miss detention. An administrator must approve all rescheduled detentions. The school will not be responsible for transportation for students serving detentions. Failure to serve detentions will

result in a consequence. In some cases additional detention hours, in-house detention or out-of-school suspension may be issued for repeated offenses at the discretion of the administrator.

3. In-School Detention

In-school detention is held in a designated room where the students are separated from their peers. The student will be dismissed to use the restroom once in the morning and once in the afternoon and be allowed to eat lunch outside the regular lunch hour. An alternate lunch menu will be provided for students who are serving in-school detention. A student serving in-school detention will receive work from each teacher and when it is completed, it will be returned to the teacher for evaluation. There is no sleeping allowed and students will not be allowed access to phones or any other electronic device. While a student is serving an in-school detention, he/she is not allowed to participate in any school activities until that in-school detention is completed.

NOTE: Failure to cooperate during in-school detention may be treated as an Act of Gross Misconduct, which will include an out-of-school suspension ranging from 1 – 10 days.

Additionally students will be required to complete the in-school detention upon their return to school.

4. Out of School Suspension

Out-of-school suspension will result in those cases involving drugs, alcohol, violence, tobacco, cumulative misbehavior and those acts designated as gross misconduct. Students will be allowed to turn in all work and make up all tests and exams. Students are not allowed to participate in or attend any Tri-City CUSD #1 activities for each day of the suspension (before, during or after school). The 105 ILCS 5/10-22.6 provides parents or guardians of a suspended student an opportunity to ask for a hearing on the suspension. The purpose of this hearing is to allow parents who believe their son/daughter has been unjustly treated an opportunity to appeal the suspension. If you request a hearing, it must be done in writing to the Superintendent or to the Principal within ten (10) days of the suspension. The Hearing Officer will then set a meeting to hear the case and make a report to the School Board.

5. Expulsion

Only the Board of Education can expel a student. When a recommendation for expulsion is approved, a student is removed from school and not allowed to attend or participate in any

school activities for a designated period of time, which can extend through the remainder of the school year and may extend up to two (2) years.

6. Restitution

Students are responsible for payment of any damage to school property when that damage is caused by negligent, irresponsible or intentional behavior.

Referrals to Law Enforcement Authorities

When appropriate, referrals will be made to the police or State's Attorney for any criminal action. Any student who is found using drugs or alcohol will be offered the full service of the school's personnel and a list of outside agencies will be furnished upon request.

Administrative Authority

The administration reserves the right to make any rules that are necessary and proper to ensure order and to protect the health, life and safety of the faculty, staff and student body. Should it become necessary to make additions to this handbook, the additions will be properly displayed on an officially designated area near the office. These rules will become effective immediately upon their posting, after an announcement has been made over the school public address system.

Note: Students who are absent should check the posted area upon their return to school.

Search And Seizure

Each student will be issued a locker when registered. **Lockers are not to be shared.** The administration has the right to search lockers at anytime without prior notification. A student's person, pockets, book bag, automobile, locker, purses, wallets or any other item may be searched or inspected by school administration.

Reasons for search would include:

- Suspicion or admission of theft.
- Suspicion or admission of possession of illegal articles such as tobacco, drugs, weapons, ammunition, or other items not allowed on school property.
- Possession of items deemed unsafe for student's use or possession.

- An administrator may notify parents if any item is confiscated from a student. Ammunition, weapons, controlled substances, or other contraband will be turned over to the appropriate law enforcement agency.

Reciprocal Reporting Of Criminal Offense By Student

Tri-City CUSD #1 strongly believes in the concept of interagency cooperation including the reporting of criminal offenses committed by students and other areas of concern. Agencies that Tri-City CUSD #1 works with will include but not be limited to local law enforcement agencies, the Sangamon County Regional Office of Education including Truancy Officers, and the Illinois Department of Children and Family Services.

Student Use of Electronic Devices High School

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

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period. Use of devices is prohibited in the hallways and during passing periods.

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

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

Junior High Cell Phone/Device Policy

Students in grades 6-8 will not be allowed to have a cell phone or device at any time during the school day, this includes in the gym/cafeteria in the morning. Cell phones and other devices must be kept powered off and out-of-sight during the regular school day.

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

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

Appropriate Attire And Appearance

The framework or guidelines in dress and attire will follow what is generally considered proper for school and are conducive to the student's health and safety. Choosing appropriate dress is an important vocational and social skill. Students at Tri-City are expected to wear clothing in a neat, clean, and proper manner both at school and during school sponsored events. According to the guidelines from the Legal Department of the Illinois Office of Education, appropriate student dress will be determined by health and safety factors and factors that substantially and materially disrupts the education process. Guidelines for appropriate dress and attire are as follows:

1. Students will wear appropriate and safe footwear at all times. House or bedroom slippers are not indoor academic attire. Tennis shoes will be required for Physical Education.
2. Students will wear clothing that is not revealing or unsafe, or does not disrupt the learning environment. Examples of unacceptable attire include clothing that reveals undergarments, pockets, or sags at the waist or underarms; tops that expose cleavage or waist; short shorts and skirts; tight skirts, shorts and pants; and clothing that is see-through or frayed to the point of being revealing. Overalls and coveralls are not permitted school attire.
3. Tank tops (less than three finger width), halter, backless tops; or tops with spaghetti straps are not acceptable school attire.
4. Students will not wear clothing which is obscene or profane, a source of advertisement which references tobacco products, alcoholic beverages, cults, drugs, sexual and body part references and the like.
5. Students will wear attire appropriate for indoor academic life. Examples of unacceptable attire are coats, hats, blankets, sunglasses, sweatbands, and head coverings including bandanas, and do-rags, etc. Spiked apparel or chains may not be worn.
6. Hats or head coverings should not be worn inside the building. This includes hoods. There are special circumstances that will permit the wearing of these items (i.e. – religious or health related). Administrative approval is required for these exceptions.

All students are expected to comply with the appropriate attire guidelines above and will be required to do one of the following if found in violation:

1. Change into appropriate apparel at school.
2. Change into school provided apparel, which must be returned.
3. Return home to change apparel per parental permission. Any class period(s) missed will be considered unexcused.

Offenses could result in disciplinary action as follows:

1st Offense:

Verbal Warning

2 nd Offense:	One-Hour Detention
3 rd Offense:	In-School Detention

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

1. During any school -sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school -sponsored or school - sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non – school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking.

All school staff members are available for help with a bully or to make a report about bullying.

Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member.

Anonymous reports are also accepted by phone call or in writing.

Female Complaint Managers:

Stacy Kolaz

217-364-4530

skolaz@tricityschools.org

Male Complaint Managers:

Ray Hughes

217-364-4530

rhughes@tricityschools.org

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Christy Kindel, Principal

Ray Hughes and Stacy Kolaz, Staff Member

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

- 6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. 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.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
- 9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
- 11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:125 *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235 *Acceptable Use Policy*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic

material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Authority to Exclude From Class

Students are reminded that teachers at Tri-City High School have the authority to remove them from class for the remainder of that period, students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Students removed from class will be expected to report to the office and must stay in the office until released by the administration or a staff member. Failure to report to the office upon exclusion from class shall be considered an Act of Gross Insubordination and appropriate disciplinary action will be taken. Penalties for removal from class may range from: verbal warning to out-of-school suspension, at the discretion of the administrator.

Restricted Areas

The Elementary building is at all times off limits to Junior high and high school students unless students are passing to and from a class, visiting the nurse, or attending a class for which they are assigned or sent on an errand or duty. Outside restricted areas: Faculty parking area, student parking area, south of the agriculture area, bus garage, track, baseball and softball fields. Also students are not to remain in or go to these areas after arriving at school.

Inside restricted areas: Students cannot be in classrooms, teacher's lounge, dressing rooms, weight room, boiler room, band room, and kitchen (except to pass to and from lunchroom or use machine). Even though the door to a room may be unlocked, students are not to be in classrooms unless a teacher/sponsor is present.

Levels Of Misconduct

1. ACTS OF MISCONDUCT

Consequences for violation of acts of misconduct range from administrative conference, detention, and/or in-school detention at the discretion of the administrator. These include but are not limited to:

Academic Dishonesty/Plagiarism

Any attempt to get a grade on a test or assignment by using another person's work is academic dishonesty or cheating. Students who are detected using cheat sheets, copying from other students, or submitting another person's work as though it were their own, or assisting another student in cheating, will be given a zero on that assignment or test and held to be in violation of this policy.

Articles Prohibited

Problems arise each year because students have articles that are hazardous to the safety of others or interfere in some way with the education process. These items and others as determined by the administration that interfere with the educational process or present a safety problem are absolutely prohibited at school. If these items are present, they will be taken from the student and placed in the office for return upon parental request.

- Food and drinks are not allowed outside of the All Purpose Room. Bottled water is allowed in the classroom with teacher permission.
- Other prohibited items include toy guns, water pistols, pocket knives, chains, video games, sling shots, laser pens, pets, dice, any game of chance, magazines with nudity or promoting illegal activities such as, drug use or violence.
- Book bags, backpacks, and purses are not allowed in the classrooms without administrator approval.
- Any devices that inhibit communication or disrupt the education process are forbidden.

Any article deemed inappropriate or specifically prohibited at school may be confiscated by school officials.

Forgery, Misrepresentation/Lying

Forgery, misrepresentation of the truth or lying is prohibited. This includes forged notes or misrepresenting parents when calling to excuse absences or early dismissals. Additional episodes shall be considered acts of gross misconduct and appropriate penalties will apply.

Insubordination

All students are expected to follow all reasonable requests of school personnel. Refusing to follow the directions of school personnel will not be tolerated.

This includes:

- Failure to appropriately participate during classroom instruction.
- Failure to comply with approved classroom management plans.
- Leaving assigned class without permission.
- Improper dress that could disrupt the educational process.

Offensive Language / Conduct / Gestures / Racial or Ethnic Slurs

Students are reminded that all students have the right to an educational atmosphere that is free from racial and/or ethnic insults and slurs. The use of offensive language, gestures, and offensive conduct such as spitting, throwing food, etc., is also prohibited and will not be tolerated. Any derogatory remark that refers to a person's color, race, sex, religion or sexual orientation, is absolutely prohibited.

Pranks / Practical Jokes / Horseplay

Occasionally students participate in pranks or practical jokes against their peers or staff members that could result in serious injury or bodily harm. These pranks have no place in the school setting and are disruptive and potentially dangerous.

Public Display of Affection

Any display of affection beyond the holding of hands is prohibited.

Student Publications / Writings

It is the policy of Tri-City JH/HS that printed and voiced material will be presented fairly reflecting actions that are reasonably related to legitimate scholarly and community concerns. Libelous statements, innuendoes, obscenities, material advocating prejudice, hatred, violence, disregard for law or school regulations, or material that disrupts the educational process will not be tolerated.

Distribution in school or written material that is obscene or libelous or advocates disregard for law or school regulations is prohibited. Distribution in school includes distribution on or adjacent to school property or at school related activities. The principal or a designee must approve all materials that are to be posted on school property.

Tampering with and/or Vandalizing School Equipment

It is essential that students respect and properly use all school equipment. Certain items of school property will be off limits for student use. However, some of it will be available to students to use on a limited basis. Any student who vandalizes, destroys, tampers with, or misuses school equipment shall also pay restitution for any damage done to said equipment and accept financial responsibility for any repair services or technician costs needed to check out equipment that is misused.

Violation of Dress Code

Students that are found to be in violation of dress code will be subject to consequences. Failure to comply with staff request will be considered an act of insubordination.

Violation of Acceptable Use Policy

Students that are found to be in violation of the district's computer/internet user policy will be subject to revocation/suspension of internet access, network privileges, and/or computer access. Consequences may also include detention, suspension, or expulsion; and legal action and prosecution by the authorities. The entire acceptable use policy is available in Section VI of this handbook.

Violation of Closed Campus

Students who leave campus without permission or who are found to be in the parking lot and/or parked cars without permission are in violation of the closed campus policy. Students in violation of closed campus policy are also subject to penalties under unexcused absence policy and may be subject to penalties under violation of vehicle safety rules or taking car off campus without permission policy.

Violation of Vehicle Safety Rules

In addition to penalties for violation of closed campus policy and/or unexcused absence policy, students may have their permit suspended, lose driving privileges, and/or be towed at the owner's expense. Students are expected to follow the traffic pattern rules and to enter and leave the parking lot at a safe speed.

Violation of Bus Rules

While students are on the bus, they are under the supervision of the bus driver and/or a bus monitor if one is present. Students may also be videotaped while on the bus.

Repeated Tardiness to Class or School

During the school day, it is the student's responsibility to be in the classroom when the hourly bell stops ringing. All tardies are unexcused unless a student has an excused late pass to class from another teacher or from office personnel. Students who are tardy to class three or more times during a quarter will receive a discipline consequence.

Acts Of Gross Misconduct

Acts of gross misconduct, which are seriously disruptive to the school program, create a health or safety hazard to others, and/or cause damage to school property shall result in temporary removal from school. Consequences range from in-school detention, withdrawal of privilege to ten (10) days out-of-school suspension with possible referral for expulsion, restitution, and prosecution. These include but are not limited to:

Abusive Language/Gestures

verbally or written to or about students or a staff member.

- **Extortion** - use of or threatening the use of force in order to obtain another person's property or money.
- **Failure to Identify Self** - all students shall be required to accurately and truthfully identify themselves when requested to do so by a school employee. It shall be prohibited to give false names or other false information to a school employee.
- **Fighting or Provoking a Fight** - all students are expected to avoid dangerous physical contact with other students. Students who provoke, actively participate, or otherwise aid in the initiation or continuation of a fight between themselves or others will be held in violation of this code. If it can be determined who the aggressor is, that student may receive additional penalties.

Gross Disobedience

shall be defined as behavior that disrupts the educational process or discipline of the school. This includes but is not limited to food fights, walkouts, etc.

Gross Insubordination

shall be defined as talking back or being verbally abusive to a staff member while failing to follow a staff member's direction, or repeatedly refusing to follow a direct order of an administrator or staff member.

Harassment/Initiation/Tagging/Bullying

Students and staff have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the

student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

- Physical: Hitting, kicking, pushing, grabbing, spitting, etc.
- Verbal: Name calling, racist remarks, put-downs, extortion.
- Indirect: Spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions.
- Written: Inappropriate electronic messaging of any kind, notes, and/or graffiti.
- Coercion: Coercing or forcing other students into acts against their wishes will not be tolerated.
- Other: Pictures or videos of others created without permission.

Use/Possession of Tobacco, E-Cigarettes, and Vaping

Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes (examples include but are not limited to juuls, mods, etc.)

Membership / Participation in Gang or Group Acts

or solicitation on behalf of any "secret society" is prohibited as defined in Section 31-1 of the School Code. Wearing of insignia or clothing indicating membership in secret societies shall be considered prima facie evidence of membership.

Repeated Violation of School Rules and Policies

repeated failure to obey rules established by the administration and the Board of Education will not be tolerated.

Sexual Harassment

Tri-City CUSD #1 intends to provide an environment free of unwelcome sexual advances, requests for sexual favors, harassment of others due to perceived sexual orientation, and/or other verbal or physical conduct that constitutes sexual harassment as defined by state and federal law. Students who feel uncomfortable should report the incident to a teacher, counselor, or administrator.

Sexually Explicit or Inappropriate Pictures or Images

Sending, receiving or possessing sexually explicit pictures or images, commonly known as sexting. Prohibited conduct specially includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

Theft/Possession/Transfer of Stolen Property This may include educational material and restitution may be required.

Threats to Students and/or Staff Members - 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.

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.

Smoking and/or Possession of Tobacco Products

Smoking, use, or possession of any tobacco products, including “electronic cigarettes” or “vaping” is prohibited on school grounds at all times, including the school day or evening events. Smoking is also prohibited at any school activity whether off campus or at school. The possession of tobacco paraphernalia includes, but is not limited to: lighters, loose tobacco, and matches.

Violation of Acceptable Use Policy

Students that are found to be in violation of the district’s computer/internet user policy will be subject to revocation/suspension of internet access, network privileges, and/or computer access. Consequences may also include detention, suspension, or expulsion; and legal action and prosecution by the authorities. The entire acceptable use policy is available in Section VI of this handbook.

Acts Of Severe Gross Misconduct

Certain acts of gross misconduct, which seriously threaten the health and safety of others, could result in temporary removal from school with referral to administrative panel for possible referral for expulsion, restitution, and prosecution. A reduction in suspension may occur if enrollment into a professional treatment program at parental expense occurs per administrative approval. These include but are not limited to:

- **Physical or Attempted Physical Threat or Attack on a Staff Member**
- **Arson/Setting Fires**
- **Assault and Battery**
- **Gambling**
- **Hazing**
- **Bomb Threats**
- **False Fire Alarm**
- **Firearm Possession** - This is subject to any federal/state guidelines as concerns suspension and/or expulsion. For firearm possession, students may be expelled up to a period of two years.
- **Furnishing, selling, purchasing or possession of controlled substances**, look-alikes, drug paraphernalia, unauthorized use of over-the-counter drugs, weapons or alcohol. Look alike (counterfeit) drugs are defined as a substance not containing an illegal drug or controlled substance, but one (A) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (B) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- **Possession, use, distribution, purchase, sale of, or being under the influence of a controlled substance or alcohol** (includes odor on breath or other evidence of use). **Possession, use, distribution, purchase, or sale of weapons or dangerous objects** (including ammunition, explosives and fireworks). A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered or look like a weapon, shall be expelled for at least one calendar year, but not more than two calendar years. The Superintendent may modify the expulsion period and the Board may modify the superintendent's determination on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs; or (3) "look alikes" of any weapon if used or attempted to be used to cause bodily harm. The Superintendent or

designee may grant an exception to this policy upon the prior request of an adult supervisor for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped nor intended to do bodily harm.

- **Soliciting for narcotics, alcoholic beverages, or sexual services or any alleged illegal activities.**
- **Possession, use, distribution, purchase, or sale of:** anabolic steroid not administered under a physician's care and supervision
 - any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish)
 - any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions
 - 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.
 - For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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; or (d) at any location on school property or at a school-sponsored event. 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 had the prohibited substance, as applicable, in their possession.
 - **Criminal damage to property or acts of misconduct which result in serious damage to or destruction of school property of staff or students**
 - **Engaging in any activity, on or off campus, that:**
 - Poses a threat or danger to the safety of other students, staff or school property
 - Constitutes an interference with school purposes or an educational function
 - Is disruptive to the school environment.

Discipline Of Students With Disabilities

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct of violations of the Discipline Code.

A. Suspension for a Cumulative Period not to exceed ten (10) days in any school year unless an MDR (Manifestation Determination Review) is held.

·The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year without an MDR.

B. Suspension Beyond ten (10) days or Expulsion

·The District shall promptly notify the student(s) guardian(s)/parent(s) of the disobedience, misconduct or code violation and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall comply with this notice. This information shall be confirmed in writing and the parent(s)/ guardian(s) shall be advised as follows:

· That the manifestation determination review (MDR) team shall meet as soon as possible but within ten (10) calendar days after this notice was sent unless such ten (10) day notice is waived by the parent(s)/guardian(s) to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience, misconduct or code of conflict violation and:

· That the student's parent(s)/guardian(s) are requested to attend the MDR team meeting and are notified of the date, time and location of the meeting.

· MDR Determination - The MDR may determine that the cause of the student disobedience, misconduct or code of conduct violation is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If a special education student is expelled for conduct determined to be unrelated, education service will be continued during the expulsion in a different setting than the regular school program. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine the appropriate alternative means of service delivery.

· The Board may not expel a disabled student if the MDR determines that the student's gross disobedience; misconduct or code of conduct violation is causally relative to the student's disabling condition. However, the MDR is responsible to address placement changes that may be approved in light of misconduct found to be disability related. This placement change may be outside the school setting or at another institution that is

deemed appropriate by the MDR and the administration with the authority to connect services.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, and if the superintendent or building principal believes that the current placement poses a continuing physical danger to the student or to others, the administration is authorized to seek a court order to change the placement and pose an interim placement away from school or to suspend the student for more than ten (10) days.

Behavior Interventions For Students With Disabilities

It is the policy of Tri-City CUSD #1 to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services.

Tri-City School District believes that behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. A fundamental principle is that positive, noninvasive interventions designed to develop and strengthen desirable behaviors should be used whenever possible.

Tri-City School District recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution.

Any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

References: Illinois State Board of Education, Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities, June 1994, *Memorandum=94-25M*;

The Illinois School Code, Chapter 122, Section 14-8.05, *Behavioral Interventions for Students with Disabilities* as amended by **105 ILCS 5/14-8.05**;

The Illinois School Code, Chapter 112, Section 10-20.14, *Parent-Teacher Advisory Committee* as amended by **105 ILCS 5/10-20.14**;

The Illinois School Code, Chapter 122, Section 24-24, *Corporal Punishment* as amended **105 ILCS 5/24-24**;

The Illinois School Code, Sections 10-20.31. *Time out and Physical Restraint*, **105 ILCS 5/10-20.31, 5/14-8.05, 5/34-18.18**;

M. NOTICE OF LEGAL ASSISTANCE AVAILABLE

In compliance with the School Code (105 ILCS 5/14-8.02(f)), you are hereby notified and presented with a list of agencies, which provide free or low cost legal assistance. The Department of Children and Family Services (DCFS) has entered into a contract with the Land of Lincoln Legal Assistance Foundation to provide support and advice for those individuals who are responsible for DCFS Wards.

Legal Assistance Agencies :

Legal Assistance Foundation of Chicago

Cook County Legal Assistance Foundation

West Central Illinois Legal Assistance

Prairie State Legal Services

Land of Lincoln Legal Assistance Foundation

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.

Equal Opportunity and Sex Equity

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

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

parent/guardian with a sex equity or equal opportunity concern should contact: Mrs. Larson (217) 364-4811.

III. Attendance Policy

Philosophy

All students are to attend school each day it is in session unless a valid cause for absence is identified. School attendance is the responsibility of both students and their parents. The faculty and administrators of Tri-City urge all students and parents to be aware of the value of regular school attendance. Attendance and academic achievement are believed to be closely related.

In addition, when students authorize a transcript to be released to potential employers, the attendance record, which is a part of the permanent record, may be examined as well as the grades. Therefore, students should strive to accumulate the best attendance record possible. Students earn the record; the school only reports it.

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

Arrival and Departure

Students shall not arrive at school before **8:00** a.m. Classes begin at 8:15 a.m. and students are dismissed at 3:00 p.m. each day.

Excused Absences

Absences are **excused** for:

- Illness of a student
- Observance of religious holidays
- Death in the family or of a close friend
- Family emergency
- Critical illness of a near relative (Mother, Father, Brother, Sister, Grandparent or corresponding step relation)
- Dental or medical appointment when prior arrangements have been made
- School related field trips

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

If the absence is excused, the student will be given make-up privileges for the day(s) missed.

NOTE: Parental approval to miss school does not necessarily mean that the school will approve the absence. Whether or not the absence is unexcused and disciplinary action is required is the discretion of the administrator.

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

Unexcused Absences

Each student will be allotted a total of 9 absences per year of excused absences on a written parental excuse. Any absence beyond the allotted amount will be considered as an **UNEXCUSED** absence unless a medical statement by a physician is submitted to the school upon returning. Medical statements must be produced within one week of the absence. All other absences are considered unexcused. The principal must approve pre-arranged excused absences. If death in the immediate family occurs, absence from school will not be included in the ten-day limit.

Students will not receive credit for any work or exam missed due to an unexcused absence.

Unexcused absences include truancy (skipping, whether a class, part of a day, or a full day), or any absence not recognized by state law, the school board, or the administration. Offenses will be dealt with as per the Tri-City School District Disciplinary Code, and range from detention to suspension.

Absences are **unexcused** for:

- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives without the pre-arrangement form

- Missing the bus
- Working
- Minor aches and pains (persistence may indicate a more serious problem)
- Other, as determined by the administrator

Truancy

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

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Absence Procedures

1. In the event of any absence, the student's parent or guardian is required to call the school at 217-364-4530 before 8:00 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. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. The parent/guardian must notify the office in advance if their child has a doctor or dental appointment during the school day.

2. Students who have used their allotted 9 absences per year will be considered UNEXCUSED and therefore truant per class period missed.

3. If a student has a chronic illness or one that forces the student to be absent for a lengthy period. Medical notification must be provided to the school.
4. Absences due to family trips or college visitation can only be excused by the principal. All vacations will count towards the nine days.
5. The parent/guardian must notify the office in advance if their child has a doctor or dental appointment during the school day.
6. A student who is absent from school for any portion of the school day may not participate in extracurricular activities without a doctor's excuse or administrator approval. If a student is too ill to attend school, he/she is considered too ill to work, attend ball games, etc. **Any student absent on Friday must have the Principal's approval to participate in any activity the next day (Saturday).**
7. Students must attend school in the morning to attend CACC in the afternoon and to be considered a full day of attendance. Students not in school by CACC departure time will be considered absent for Tri-City purposes and will count towards their accumulation of days absent. Afternoon classes at CACC are considered under CACC rules. Students who are unexcused at CACC are not eligible to participate in activities after school. This includes Saturday's activities.
8. CACC is an extension of our school. These two attendance centers will support one another with regards to any attendance and discipline procedures. This should be interpreted to include while on buses, field trips, and any attendance centers for CACC classes.

Make-Up Work

Students are allowed one day to make up work for each day that they have an excused absence. All long-term assignments must be completed by the due date assigned even if the student is absent on the day that the assignment is due. It is advisable that if you miss more than one day, you ask a friend to provide you with your books or assignments. If you miss two days or more, the office will assist you in getting your assignments from your teachers. A parent should make this request to the office by 11:00 am. Work not made up within these guidelines will result in your receiving a zero for the missed assignments. All make-up work is the responsibility of the student. Students need to consult the teacher's classroom management plan. Students may access most homework assignments on the school web site.

Prearranged Absences

Prearranged absences are those days taken by students beyond those days when school is dismissed. The school personnel realize that there are occasions when parents or guardians feel it is necessary or beneficial for students to miss school for trips and special events. However,

students and parents must realize that extra days out of the school schedule can be detrimental to the student's learning. Lectures, discussions, and laboratory time cannot always be equaled by a student's attempt to cover the same material alone. Work for prearranged absences must be completed in advance or immediately upon returning to school unless other arrangements are made with the teacher. Prearranged absences must be for at least three (3) or more days and prearranged at least three (3) days in advance. Work not made up within these guidelines will result in a zero for missed work.

If a student and his/her parents wish to take extra days from school, they will need to complete a pre arranged absence form that is available in the office. This form must be filled out and returned three (3) days in advance of the planned absence. If a prearranged absence is not approved, an unexcused absence and zero for work missed will be issued. No prearranged absences will be approved the last two (2) weeks of school or during the week of state testing. On IHSA sanctioned events only those who participated in that sport may be issued a prearranged absence to attend state playoff series.

College Days

Students will be allowed to secure prearranged absences to use as college days. A student may use a **maximum of four days** during their high school career. All college days must be pre arranged ahead of time (at least 24 hours notice) prior to departure. Students are required to check with their teachers ahead of time to secure any assignments. If college days are not prearranged and the appropriate paperwork is not filed in the Guidance Office, they will not be excused.

Students must present evidence of their visit to the office upon return from their visitation. Evidence of their visit shall usually consist of a note from an admission office or college official or official school letterhead stating that the visitation took place. Failure to present this will result in an unexcused absence if this visit cannot be verified by other means. Like all other absences for students, the student must verify the absence within 48 hours.

In the event of any absence, the student's parent/guardian is required to call the school at 217-364-4530 before 8:00a.m. to explain the reason for the absence.

If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school.

Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Military Days

Students will be excused for military testing if they have filled out the proper paperwork for a prearranged absence and are able to present appropriate evidence of their participation in military testing to the Guidance Office upon returning to school. If military testing dates are not prearranged and the appropriate paperwork is not filed in the Guidance Office, this absence will not be excused. Like all other absences for students, the student must verify the absence within 48 hours.

GUIDELINES FOR SENIOR TRIP

Seniors will be eligible to participate in senior trip as long as the following criteria have been met.

A. Eligibility criteria (including immediately prior to trip)

1. No out of school suspensions
2. No more than one in school suspensions
3. No more than five tardies and/or two unexcused absences for 2nd semester.
4. Credits – no deficiencies
5. All fees owed to the school must be paid in full.
6. No outstanding discipline requirements

B. Requirements set by Board of Education

1. Minimum of one adult to every ten students
2. All senior class sponsors must go on the trip.
3. At least one female and one male chaperone.
4. If any adult other than a faculty member chaperones the trip, they must be appointed by the principal.
5. At least one parent/guardian will be present at the parents' meeting with their student, which will be held at Tri-City High School. This is a MUST for the student to be eligible to go on the trip (exceptions only through the principal).
6. All criteria for the trip will be confirmed the Monday before the trip

School Related Field Trips

School related field trips will count as excused absences. Students will be allowed to participate in school related field trips if they meet the following requirements:

1. Student has a signed permission form from a parent or guardian. No phone calls the day of the trip will be allowed.
2. A pre-excused absence form is completed, signed by each teacher, and turned into the office at least 48 hours prior to the trip.

3. Student must be passing all classes in order to participate in the field trip.
4. Any student having more than nine unexcused absences will not be allowed to participate.

Excessive Absenteeism

There is a close relationship between student attendance and academic success. If a student is not in the classroom, valuable information is lost, some of which can never be made up. School personnel and parents need to work together to ensure that students attend school on a regular basis. State aid is also directly associated with the number of students in attendance on a daily basis. The policy adopted is oriented toward resolving student absenteeism in a cooperative fashion.

Attendance reports will be reviewed at least weekly. Once a student has missed (7) seven days, a letter sent informing parents about their student's attendance. When a student has missed (9) nine days for the year, a letter is mailed to the parents stating that for the remainder of the school year a licensed physician's medical excuse will be required for a student to have an excused absence.

Failure to produce a desirable change in the student's school attendance after the following efforts have been made will result in a referral to the Sangamon County Truancy Officer for possible prosecution. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Leaving School Grounds

Tri-City has a closed campus policy. Students are not allowed to leave during lunch hours or class periods unless an administrator has granted permission. Students who are ill at school cannot leave school without prior permission from the nurse or administration. Failure to follow these procedures may result in disciplinary action and unexcused absences being issued.

Tardiness

Tardiness to school must be accompanied by a phone call from parents. As in absences, a call does not necessarily mean the tardiness will be excused. When a student arrives tardy to school, he/she should sign-in in the office. If the sign-in is preceded with a parent/guardian phone call for an excused reason the student will be sent to class with an excused pass. If the tardiness has

not been preceded with a parent contact, the student will be sent to class with an unexcused pass until the tardiness is excused. Doctor appointments, dental appointments, etc., will be excused upon receipt of signed medical note verifying appointments. Oversleeping, car problems, etc., will be unexcused.

NOTE: Any student who is unexcused late while arriving at school will be issued a tardy to their 1st Hour class regardless of the time of their arrival to school. If a student is more than ten (10) minutes tardy for any class after 1st Hour it is an unexcused absence and will be dealt with accordingly which will be a zero for the class activities.

UNEXCUSED TARDINESS BY SEMESTER

3 rd Tardy:	1-hour detention
4 th Tardy:	2-hour detention
5 th Tardy (or more):	In School Detention

Hall Passes

Students who are in the halls once class has begun must have a pass. Only handwritten passes, “paddle” passes, or teacher classroom passes are acceptable but should be used sparingly. Students must present the hall pass to a staff member when requested to do so. Failure to do so may be considered insubordination and appropriate disciplinary consequences can apply. Students using a hall pass to go from their assigned teacher to another teacher must do the following: (a) get a signed pass from the teacher they are going to and (b) take that pass (in person) to the teacher you are leaving for their approval. This teacher has the right to deny the request. A hall pass may also be denied due to a student’s disciplinary status.

Medical Information

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

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

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

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

Eye Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student’s parent/guardian presents to the building principal 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/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/guardian shows an undue burden or a lack of access to a dentist.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 364-4530.

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

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

Care Of Students With Diabetes

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

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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.

Communicable Diseases

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

1. Parents are required to notify the school nurse 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.

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 nurse if they suspect their child has head lice.
2. Infested students will 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 school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

According to the Missing Children's Records Act: 325 ILCS every student must have an original certified copy of their birth certificate on file. A copy is only accepted if the building principal views a certified copy.

Health Guidelines

- Everyone needs to make an effort to stay healthy and keep our children healthy. When children come to school sick they are not able to participate in the learning

process and they expose others to their illnesses. The following guidelines are suggested to keep our school a healthy safe environment.

- A child that has a 100.0-degree temperature will not be allowed to attend school. Students may not return to school until they have been free of fever for 24 hours.
- If a child is not feeling well, a school official may contact a parent/guardian to pick up their child. Students are not allowed to contact parents when they are ill. Only the school nurse or the principal are allowed to send a student home from school.
- If the school's nurse calls to have parent/guardian pick up the sick student, the child will not be allowed to ride the bus home. They must be picked up as soon as possible.
- A child with diarrhea should be kept home.
- If vomiting occurs, keep at home until they can eat and keep food down.
- If your child has strep throat, pink eye, or impetigo, the child needs to be on the medication prescribed by the physician for at least 24 hours before returning to school.
- A doctor's permit is required before returning to class after missing school for a communicable disease.
- When a child has chicken pox, they may return after all the pox are dry and crusted over, usually not sooner than 6 days after it begins.

Student Medication

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

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

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.

Students needing occasional prescription and over the counter medications are to take these medications at home if possible. Medication that is prescribed 3 times a day can be given before the students come to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be brought to the office by a parent/guardian in its original container and accompanied by a written authorization from a parent/guardian/physician that includes the name of the medication with instructions of time and dosage. Cough drops are not allowed to be sent with a student on the bus.

The district school nurse or Superintendent's designee shall administer medication. In all cases the school retains the discretion to reject a request for administering medicine.

End of Year Procedures for Medication

The nurse will notify parents of remaining medication, and the parent will have (10) ten days to pick up the remainder of medication after which the medication will be disposed of.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Student Transportation

Student Parking

All students who drive to school need to register their vehicles with the office. A driver's license must be shown in order to purchase a parking tag (\$40). Students may park their vehicles in the lot designated "Student Parking" that is located at the front of the school between the hours of 7:00 a.m. and 4:00 p.m. Vehicles must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles must abide by the traffic pattern rules. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. Those students who leave school without permission during the school day or demonstrate improper use of a vehicle on school grounds will lose parking privileges. The lots designated "Faculty Parking" are for school staff, personnel, and other designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds.

School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Visitor Parking

The school has two locations available for school visitor parking.

Those dropping off and picking up children may do so in front of the school during the following hours: 7:50 a.m. – 3:15 p.m.

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

Bus Transportation

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

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

Non-rider Students Request to Ride on a Regular Daily Run

All requests must be made prior to noon.

If an emergency arises and a student needs to ride a bus and is not a regular rider on that bus, the student must:

1. Present a request note from the parent to the bus driver, if it is a request to ride in the morning.
2. Present a request note approved by the principal, to the bus driver if it is a request to ride in the evening.
3. The driver may refuse if adding the student to the bus will overload the bus.

Bus Rules and Expectations

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

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.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles.
17. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus.

Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's

regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

Field Trips

A field trip is a trip off school grounds taken in connection with the work of an organized class or activity. The school board considers field trips and excursions planned for specific educational purposes, an integral part of the school program. All field trips are to be planned with and approved by the principal. **A parent must sign and return the permission form available from the high school office.**

Administrative regulation shall be set up to ensure:

1. The safety of the students and their adequate supervision.
2. That no school field trips or excursions be of an overnight nature. Exceptions can be approved in case of necessary involvement of our students in curricular, extra-curricular, or organizational activities.
3. That transportation shall be restricted to school vehicles or vehicles approved by superintendent or principal or school board.
4. Students absent from school due to a field trip, athletic contest, etc., are responsible for homework, tests, and quizzes as assigned. It is the responsibility of the student to make arrangements for such make-up.
5. All trips away from the school must be under supervision of a teacher, and in addition, there shall be an adequate number of adult supervisors as determined by the principal.
6. Any field trips not meeting the rules and regulations hereby set forth must have the direct and previous approval of the Board of Education.

CACC Transportation Rules

ALL CACC students are required to ride the district provided transportation.

Attendance in CACC programs is a privilege and students are required to exhibit proper behavior at CACC, as well as during their transport to and from the CACC.

CACC bus behavior policy for minor infractions:

1st offense - detention

2nd offense - all day in-school detention

3rd offense - removal from the CACC bus for one week, afternoons will be spent in study hall or a parent may drive the student to CACC

4th offense - removal from the CACC program

GENERAL INFORMATION

Fines, Fees, & Changes;

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:²

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

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

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

Grades 6-12 Book Rental fee - \$120.00

VOCATIONAL (CACC) students will be charged \$300.00 per year

Driver Education students will be charged \$250.00 plus a \$20.00 permit fee paid to Secretary of State.

1. Art students will be charged \$50.00 per semester.
2. P.E. students will be charged \$25.00 that includes a lock.
3. A \$40.00 science lab fee (per semester) will be charged for Chemistry, Human Anatomy, Forensics, Earth Science, Zoology, and Biology students.
4. All students 6-12 will pay a \$40.00 technology fee.
5. The athletic participation fee is \$100.00 per sport per season. This fee will not exceed \$260.00 per family.
6. Parking tags will be \$40.00 each.
7. A \$20.00 Ag fee (per semester) will be charged for students enrolled in Ag classes.

A parent or guardian may submit applications for fee waivers 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.

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

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

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

324 West Charles Street
Buffalo, Illinois 62515
(217) 364-4530

School Breakfast & Lunch Program

Breakfast is served every school day from 7:50 a.m. to 8:05 a.m. Lunch is served every school day from 11:30 a.m. to 1:00 p.m., except when there is an early dismissal.

A student may purchase breakfast for \$ 1.40.

A student may bring a sack lunch from home or may purchase a school lunch for \$ 2.65 and/or milk for \$.50.

Tri-City offers online lunch payments through Skyward Family Access. All lunch payments should be placed in the box outside the office by 8:15 am. Students who run a negative balance may receive an alternate lunch until the balance is paid

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

School Reach Contact System

Tri-City School District uses the computerized School Reach system to contact parent/guardians with important information from the school. This information includes, but not limited to bus changes, special activities, and school breaks. Parents are responsible for keeping their contact information updated in Skyward Family Access. **Emergency closings and early dismissals due to weather will also be announced through School Reach (as well as on local television and radio stations).**

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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

Announcements

All announcements should be emailed to the office before 8:00 a.m. Announcements will be posted daily on the district website. They will be read over the P.A. at the beginning of 1st hour. All announcements are subject to principal approval.

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 beginning 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 guests and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Telephone Use

School phones are available for student use but should only be used for essential needs. Permission must be obtained from an administrator, secretary or faculty member before the telephone may be used. Students will not be called to the phone from class unless deemed necessary by an administrator or designee. In cases that are of an important nature, a message can be given to the student.

Duration of these calls will be monitored and may be ended at the request of a staff member. Students will not be allowed to leave class to make personal phone calls unless deemed necessary by a staff member. It is preferred that regular personal phone calls should be placed at lunch, before, or after school. If a student chooses to make a phone call between classes and is tardy, an unexcused tardy may be issued and the student can be subject to consequences.

Equal Opportunity & Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs,

physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

The Superintendent is the district coordinator for The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Jill Larson at (217) 364-4811.

Grievance Procedure

Should an individual feel he or she has been denied access to some aspect of the school operation because of sexual discrimination, the individual should first discuss the situation with the person in charge of that particular program. Should this fail to provide a satisfactory solution; the following steps should be utilized:

1. The individual or group of individuals should first discuss the situation with the Principal. The Principal will make every effort to resolve the complaint at the building level.
2. If the problem is not resolved at the building level, then the complaint may be lodged with the Title IX representative listed below. For this level the complaint must be submitted in writing, must state the nature of the complaint, indicate the specific clause or clauses of the Title IX guidelines, which allegedly have been violated and state the name, address, and phone number of the grievant(s).

Superintendent of Schools
324 West Charles Street
Buffalo, IL 62515

3. If the complaint is not resolved with the Superintendent, then the individual(s) may appeal directly to the Board of Education for a final decision.

Student Accidents

It is the responsibility of the student to report to the teacher/coach in charge at the time of the occurrence of an accident, all facts pertaining to the accident. The school will complete accident reports for accidents that happen during school hours, extracurricular activities, and/or to and from school. The faculty member should report all accidents and injuries to the secretary.

Insurance

A student insurance program is available. Students are generally covered for injuries and accidents, which occur in connection with school activities carried on under the supervision of the school. Participation in the insurance program is strictly optional, but the school does encourage careful evaluation of the program because it does provide some financial protection, which the school cannot assume. It must be emphasized that the school's only role in the insurance program is to supply forms and complete the school portion of those forms.

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.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Invitations & Gifts

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

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place

to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Treats & Snacks

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

Asbestos Notification

This notice is to notify you that Tri-City CUSD #1 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facility/Facilities. Copies of the Management Plan are available in the Administrative Office of the school district and in the Administrative Office of each school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00am to 4:00pm) and during other times by special arrangement. We request that appointments be made with us to review such plans.

Lead Contamination

Congress legislated a ban on use of all lead solder and pipe as a part of the Safe Drinking Water Act Amendment of 1986. The language in those amendments requires that all public water suppliers notify their water consumers of the potential dangers of lead in drinking water, and provide information regarding steps consumers can take to prevent ingesting water containing high lead levels. To prevent lead contamination, remember:

Use only cold water for drinking, cooking and preparing baby formula.

If water has not been run in your home, school, or business for several hours overnight, on weekends or during vacation periods turn on the tap and allow the water to run until you feel the temperature change.

This will remove or flush the water, which has been standing in the pipes, and supply water directly from the public water supply distribution system piping. It is very important that school custodians flush the drinking fountains each morning before children arrive.

Home softeners should not be plumbed to the cold water, which is used for drinking and cooking. A separate pipe can be installed for cooking and drinking, or the softener can be installed to include only hot water processing.

Place a glass or pitcher of water in the bedroom or bathroom for small children or members of the family who get up in the night for a drink of water. Store some drinking water in a glass jug in the refrigerator for drinking.

Student Dances

A student requesting to bring a date who is not a Tri-City High School student must pick-up, complete, and return a "Date Request Form" in office by the appropriate due dates that will be announced. This form requires the signature of the principal or administrator of the guest's home school. The minimum grade level for all guests is ninth grade and all guests must be under the age of 21. Photo ID's must be present at all events. Tri-City High School students must understand that all Tri-City rules apply at school functions and will take full responsibility to inform and insure their date's compliance to these rules. The guest must always have photo identification in his/her possession. Students who are under Withdrawal of Privilege or Out of School Suspension may not attend these events.

Release of Information to Military or College Recruiters

The *No Child Left Behind Act* requires high schools to provide to military recruiters, upon request, access to the names, addresses, and phone numbers of high school juniors and seniors. This law also requires high school to release information to college or other higher learning institutions, upon request. If you do not want Tri-City Community School District to disclose this information without prior written consent, you must fill out a Parent Opt-Out Form and return it to the school by October 1. This form is available in the Guidance Office and Office I. If we do not receive a completed form by October 1, we will release student information to military and college recruiters upon request. If the student is over 18, he or she must sign the form.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or

by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings(including electronic recordings made on school busses)that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records.

A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.

In certain circumstances, the District may request an additional 5 business days in which to grant access.

The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination.

Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news - related purposes (whether by a media outlet or by the school) of a student participating in school or school -sponsored activities, organizations, and athletics that have

appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. The right 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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. 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.

9. 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

Homelessness and Unaccompanied Youth

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed,

until the end of the academic year during which the housing is acquired; or enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

An “unaccompanied youth” is defined as students not in the physical custody or care of a parent or guardian. These students are afforded the same options as homeless students.

For more information regarding assistance and support for homeless families or unaccompanied youth please contact Tricia Link, Homeless Liaison at (217) 483-2411.

Sex Equity

No student shall, based on sex, 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 extra-curricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board’s resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

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

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal at (217) 364-4035.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Family Life & Sex Education Instruction Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6 -12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6 -12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion.

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

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

Student Biometric Information

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

Standardized Testing

Students and parents/guardians should be aware that students in grades 6, 7, 8, 10, and 11 will take standardized tests.

Students in grades 6 and 7 will be assessed three times per year using the NWEA Measures of Academic Progress (MAP). Students in grades 6-8 will also be assessed using the IAR assessment. This is the assessment for the State of Illinois.

Students in grades 8-10 will take an assessment using one of the SAT suite of assessments. These assessments are designed to predict a student's score on the SAT. Students and parents will be provided these scores for the purpose of using the data to improve their scores on the SAT. Students will be given College Board Accounts designed to give students individualized practice based on their scores of these predictive tests. The SAT will be given to all 11th graders in the Spring.

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

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;

- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Tri-City CUSD#1 ACCEPTABLE USE POLICY (AUP)

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The Network is defined as all district owned hardware and software. These procedures 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 procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

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

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

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

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Using the network for private financial or commercial gain;
- Wastefully using network resources as determined by the District;
- 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 or posting messages with someone else's name on it.
- j. Stealing data, equipment or intellectual property;
- k. Using the network for commercial or private advertising, including solicitation or promotion of religious, and/or political activity;
- l. Vandalizing, degrading or disrupting data, equipment, software, or system performance;
- m. Accessing, possessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- n. Using the network while access privileges are suspended or revoked.

Consequences of violations include but are not limited to:

- Suspension of Internet/Network access.
- Revocation of Internet/Network access.
- Suspension of computer privileges.
- Revocation of computer privileges.
- School suspension.
- In-school detention.
- School expulsion.
- Legal action and prosecution by the authorities.
- Other consequences designated in the District #5 Discipline Policy.

The District has the right to restrict or terminate computer/network access at any time for any reason. The District has the right to monitor computer activity in any form that it sees fit to maintain the integrity of the computer network.

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. It is the user's responsibility not to initiate access to inappropriate material. If any user accidentally or inadvertently comes in contact with questionable or inappropriate material on the network, the user should immediately exit the source and notify an appropriate staff member.
- e. Recognize that electronic mail (e-mail) is not private. District administrators or their designees have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities. Absolute privacy cannot be guaranteed in a network environment.
- f. Do not use the network in any way that would disrupt its use by other users.
- g. Consider all communications and information accessible via the network to be the property of the District.

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 the Acceptable Use Policy.

Security - Network security is a high priority. If the user can identify a security problem on the network, the user must notify the system administrator or building Principal immediately. 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 or an unauthorized user 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,

equipment, software, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Plagiarism - Plagiarism is defined in the dictionary as “taking ideas or writings from another person and offering them as your own.” Credit must always be given to the person who created the article or the idea. The user, who leads readers to believe that what they are reading is the user’s original work when it is not, is guilty of plagiarism. The Student Discipline Code related to plagiarism shall be applied to District computer and network use.

Copyright - According to the Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find on the computer networks as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find.

- The District reserves all rights it has under the fair use doctrine of the Copyright Act. Fair use permits limited use of copyrighted work without the author’s permission for “criticism, comment, news reporting, teaching, scholarship, or research.”
- Copyright laws do not protect ideas, only expression. Therefore, creative ideas posted on the District’s network or Internet may be stolen with no recourse.
- All communications and information accessed via the District’s computers shall be assumed to be private property of the author.

Privacy – Electronic mail (e-mail) is not private.

- District administrators or their designees have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Absolute privacy cannot be guaranteed in a network environment.
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District’s servers would always be private.

Use of Electronic Mail - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and 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 or staff member to an electronic mail account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain 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 electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or reported to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety – (As outlined by the Children's Internet Protection Act)

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.

Technology Protection Measure

The District technology coordinator periodically monitors and reviews the access logs generated by the Content Filtering & Monitoring System. This filtering system blocks visual depiction of:

- a. Obscenity
- b. Child pornography
- c. Materials harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the District Administration or designees.

Any violations to the district's AUP/Internet Safety Policy are reported to the District Administration.

The Content Filter also blocks access to chat rooms and other forms of direct electronic communications (such as instant messaging).

- **Monitoring Online Activities**

The District has filters and security in place to block student access to inappropriate and harmful websites. These filters are not a guarantee that all inappropriate material is blocked. Therefore, Teachers are instructed to continuously monitor and supervise all students, in the classroom or in a lab setting, when they are participating in an Internet activity to ensure that they are not engaged in inappropriate activities such as trying to bypass district filters in order to access inappropriate web sites. They should also monitor students to be sure they are not participating in other unlawful activities such as hacking into servers or administrative computers in order to change grades or obtain personal information on other students or staff. Teachers should also limit student use of personal e-mails and Internet sites where personal information could be disclosed. Teachers will instruct students not to participate in unauthorized disclosure, use and dissemination of personal identification information.