

Tri-City Elementary School



PRINCIPAL'S MESSAGE

Welcome to Tri-City Elementary, home of the Tigers! The 2021-2022 school year promises to be one of the most exciting, challenging and rewarding years of your life.

Our school is staffed by one of the finest groups of teachers, secretaries, school nurse, para-professionals, and staff in the state of Illinois. They are here to assure that you have every opportunity to excel in every academic area and achieve the success that you desire.

Please take the time to read and discuss this handbook with your child(ren) as it contains important information and answers many questions that you may have about our school.

We encourage parental support and assistance throughout the school year to ensure your child will have a successful and rewarding year.

It is our belief that learning is a cooperative effort involving the child, parent, and school. I encourage both you and your parents to stay actively involved in your educational career at Tri-City Elementary and beyond.

I am looking forward to working with you and your child(ren) to give them the best educational experience possible. This is an exciting time filled with positive changes and new beginnings. I know this year will be a productive and rewarding school year for everyone at Tri-City Elementary! Good luck, and have a great year as a Tiger!

Sincerely,

Mrs. Kara Cummins, Principal
Phone: 364-4035



Mission	Vision
The Tri-City CUSD #1 is dedicated to providing every student multiple ways to success.	A Pathway to Success
Values & Beliefs	
We believe in:	<p>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</p>

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Tri-City Elementary

Chad Colmone, Superintendent

Kara Cummins, Principal

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tricityschools.org

Board of Education:

President: Travis Heck

Vice President: Melissa Black, Secretary: John Martincic

Mike Brooks, William Lee, Otto Rentchler, Rob Strode



Staff Assignments:

Secretary: Gwen Armintrout
Carrie Bailey

School Nurse: Kathy Getz

Music / Band: Donna Bull

Art: Megan Delai

Elem. Physical Ed / Primary Act. Time:
Erich Schleicher Taylor Buchanan

Elementary Computers: Ray Hughes

Special Education:
Kim Kramer (Speech)
Cara Shingleton
Sarah Adams
Cindy Colmone

Title I Reading: Ericka Tannehill

Interventionist & RTI Coordinator:
Janis Bredehoft

Classroom Teachers:

Preschool:

Katie Estes Christie Blankenship

Kindergarten:

Alison Whitworth Andrea Narup

1st Grade:

Wendy Dilley Nicole Schleicher

2nd Grade:

Nadine Kraft Ashley Bialas

3rd Grade:

Susanne Nihiser Morgan Bahnsen

4th Grade:

Lori Gremer Sarah Huber

5th Grade:

Rachael McRae Crystal Miller

HANDBOOK

GENERAL SCHOOL INFORMATION -This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.tricityschools.org or at the Board office, located at: 324 West Charles Street, Buffalo, Illinois 62515.

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, employees, and student body. Should it become necessary to make additions to this handbook, the additions will be properly displayed on the bulletin board across from the elementary office. These rules will become effective immediately upon their posting.

AGENCY & POLICE INTERVIEWS

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: 1) recognize individual student rights and privacy, 2) minimize potential disruptions, 3) foster a cooperative relationship with public agencies and law enforcement, and 4) comply with State law. (Tri-City CUSD 7:150)

ANIMALS ON SCHOOL PROPERTY

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

ARRIVAL / DEPARTURE - SCHOOL DAY

- Preschool hours are 8:15 a.m. – 11:00 a.m. for the morning session and 12:00 p.m. – 3:00 p.m. for the afternoon session Monday thru Friday.
- Kindergarten – 5th grade students shall not arrive at school before **7:50 a.m.** Classes begin at 8:15 a.m. and students are dismissed at 3:00 p.m. each day.
- Walkers/Car Riders will be dismissed from class at 2:50 p.m. The following rules shall apply, and failure to abide by the rules may result in discipline.

THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR STUDENTS WHO ARRIVE AT SCHOOL BEFORE **7:50 A.M.**
OR WHO LOITER AFTER SCHOOL.

- School doors will be locked until **7:50 A.M.** with supervision available at that time. Upon arrival, students will go directly to the All-Purpose Room. If your student is arriving later than 8:15, they must be escorted by their guardian and check in at the office.
- Students may not leave the school grounds during the school day. At dismissal, students are to leave the school grounds and go home as soon as possible.
- Students may be brought to school and picked up by parents if you desire; however, if there is any change in routine of the pick up or delivery you must contact the school as early as possible. If the school is not notified of changes by 12:00 p.m., the student will be dismissed by the original designated plan. On early dismissals, it is the parent's responsibility to pick up your child on time.
- Parents are discouraged from walking their student(s) to the classroom each day. We are trying to build student independence & have them follow the morning routine of their classroom.
- Preschool-5th grade students that walk home will not be allowed to leave school grounds until the school buses have left the parking lot. Students that have an older sibling/designated student in the middle or high school will be allowed to leave. There is a handicapped parking space at the front door to the elementary building. Please do not park in or block this area if you do not have the correct vehicle identification.
- Students are not allowed to call home to make after school arrangements. This must be pre-arranged with parents/students before school and students must present a note to do so.
- Students staying for after school activities must submit a parental note to their classroom teacher, or parents must call the office an hour before dismissal. Normal departure routine will be followed if the above is not followed.
- After school activities require a note from parents stating their children may participate, however, if activity is not immediately after school parents must make other arrangements. Your child will not be allowed to stay for an activity unless we have a note from the parent giving permission (soccer, Girl/Boy Scouts, etc.)
- We will not release any child during school hours to anyone except parents/guardians or someone designated by the parents. Identification may be required.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Students should not be taken out of instructional time to talk to a parent on the phone, etc. unless it is an emergency.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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

The school may require documentation explaining the reason for the student's absence. During each visit, parents should ask the doctor's office for a note that can be turned into the office. In the event of any absence, the student's parent/guardian is required to call the school at 217-364-4035 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. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Each student will be allotted a total of 9 absences per year of excused absences on a written / call in parental excuse. A note or phone call from a parent/ guardian explaining the absence must accompany the student upon returning to school. 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. Students who have used the allotted 9 absences per year will be considered UNEXCUSED and therefore truant per class period missed.

AN EXCUSED ABSENCE IS ONE RESULTING FROM PERSONAL ILLNESS, ILLNESS OF A MEMBER OF THE FAMILY, OBLIGATION TO CHURCH, OR PRINCIPAL DISCRETION. A physician's statement attesting to an illness shall be excluded from the nine days of allotted absences. 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. Medical statements must be produced within one week of the absence. If death in the immediate family occurs, absence from school will not be included in the ten-day limit. All other absences are considered unexcused. The principal must approve pre-arranged excused absences. The school may require documentation explaining the reason for the student's absence.

Family vacations are discouraged during the school year. If a family is leaving on vacation during a time when school is in session and the parents require that their students go with them, special arrangements must be made with the principal at least one week in advance of the date the student will be leaving with the family. All vacations will count on the nine days. Absences due to family trips can only be approved by the principal through the Prearranged Absences Form. Prearranged does not mean the absence is excused. The forms are available in the office or on the website. Once approval is granted, homework arrangements need to be made through the classroom teacher.

Success in school depends greatly on regular, punctual attendance and good study habits. Students are expected to be in school the entire school day unless there is a justifiable reason for being absent. Be reminded that K-5 is considered a full day after 2:00. Please schedule appointments accordingly.

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. This policy and procedure shall also apply when parents give permission for their student to be absent from school for an activity or special event for which they think is worthwhile to be absent from school.

A student who is absent from school, and does not return prior to 11:00 AM may not participate in outside or extracurricular activities after school hours on the day he/she is absent. If a student is too ill to attend school, he/she is considered too ill to attend extracurricular activities, exceptions at Principal's discretion. Any student absent on Friday must have the Principal's approval to participate in any activity the next day (Saturday).

All absences may be reported to the Regional Superintendent Office. This applies to all students.
AN EXCUSED ABSENCE WILL BE AT THE PRINCIPAL'S DISCRETION.

SIGN-OUT PROCEDURE: In the event a student must leave school during the day for such things as a doctor or dental appointment, the parent/guardian should notify the office in advance. Students are to sign out in the office before leaving and sign in upon their return. Students who have a doctor or dental appointment during the school day should bring an appointment card from the doctor or dentist's office upon their return to school.

TARDINESS A student who arrives after 8:15 a.m. is considered late to school and must report to the office. The classroom teacher will handle classroom tardiness, for the most part. This is done primarily to relieve congestion in the office and traffic in the halls during class time. Accurate records are kept of each student's tardiness. Tardiness is disruptive to the entire classroom. Students that are tardy (more than 4 per quarter) will receive a lunch detention for every tardy after the allotted four.

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.

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**

A 24-hour notification and a reason is required unless agreed upon otherwise for a parent- teacher/parent-coach meeting per the Agreement Between the Board of Education and the Tri-City Education Association Contract.

CLASSROOM

TEACHER REQUEST

Class assignments are made in April for the following school year. Teachers consider the personality of the child, other children in the room, and the teacher, as well as, the individual needs of each child when making class assignments. Parents should not request specific teachers and are encouraged to share information about the needs of their child for teachers to consider in making classroom assignments. The decision of the school will be final in all class assignments.

GRADE PLACEMENT

Students new to the district will be placed by the former school's records or by staff testing. Students who are less than six years old as of September 1 and who are entering school for the first time will be placed in kindergarten.

GRADING & PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding assignments, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

GRADING REPORTS

Report cards are issued to students approximately 1 week after the grading period ends. The district teachers determine grades and evaluations of students within the grading policies of the district.

- o Fourth & fifth grade report cards will be on Skyward.
- o Standard report cards will be sent home with specials on Skyward. Please sign and return the "Report Card Response" form provided for comments within seven school days.
- o Kindergarten through 2nd grade will have a Standards Based Report Card.
- o The 3rd-5th grades grading scale: A 90-100, B 80-89, C 70-79, D 60-69, F 59 and below

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

MAKE-UP WORK

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

BEHAVIOR

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, e-cigarettes, vapes, vape pens or other vaping related products.
- 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:
 - o Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - o Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - o Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - o 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - o 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.
 - o "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.
 - o 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.
 - o 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.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. 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.
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. 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.
6. 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.
7. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, public school sorority, or public school secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or

substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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

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

CONDUCT- GENERAL

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

The administration, faculty, and staff at Tri-City Elementary believe that all students can behave appropriately. Misbehavior is a matter of choice. All students are responsible for his/her actions.

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

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school 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.
15. Elementary students must be accompanied by their parents to any MS/HS event.

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.

Paw Pride: Respect Ourselves, Respect Others, and Respect Property

Teaching Matrix	Respect Ourselves	Respect Others	Respect Property
All Settings	<ul style="list-style-type: none"> *Complete homework *Always do your best *Work cooperatively *Return signed planners 	<ul style="list-style-type: none"> *Follow directions *Keep hands, feet and other objects to yourself *Share/help others 	<ul style="list-style-type: none"> *Take care of your belongings *Clean up after yourself
Hallways	<ul style="list-style-type: none"> *Respect yourself *Respect others *Face front and stay in straight line 	<ul style="list-style-type: none"> *Walk on the right *Travel quietly *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Respect our school *Keep hallways clean *Pick up trash *Respect displays & bulletin boards/hanging work
Bathrooms	<ul style="list-style-type: none"> *Flush toilet *Wash your hands 	<ul style="list-style-type: none"> *Honor privacy *Use quiet voices *Flush the toilet 	<ul style="list-style-type: none"> *Keep bathroom clean *Report problems *Conserve materials *Flush the toilet once
Cafeteria	<ul style="list-style-type: none"> *Eat your own food *Use utensils/napkin 	<ul style="list-style-type: none"> *Practice good table manners. *Use quiet voices *Courtesy to all 	<ul style="list-style-type: none"> *Clean Area *Choose one seat
Library & Computer Lab	<ul style="list-style-type: none"> *Use time to read, study, research 	<ul style="list-style-type: none"> *Maintain personal space *Use whisper voices *Return books on-time 	<ul style="list-style-type: none"> *Treat books and equipment with care *Push in chairs when leaving *Report any problems
Nurse's Office	<ul style="list-style-type: none"> *Only seek medical care when necessary 	<ul style="list-style-type: none"> *Wait outside office for turn *Respect others privacy 	<ul style="list-style-type: none"> *Keep hands off equipment *Conserve supplies /materials
Bus	<ul style="list-style-type: none"> *Walk to seat *Remain seated *Enter and exit quietly and orderly 	<ul style="list-style-type: none"> *Quiet voices *Keep hands and feet to yourselves *Share your seat 	<ul style="list-style-type: none"> *Keep bus clean
Fire /Weather Drill	<ul style="list-style-type: none"> *Walk Silently *Maintain personal space 	<ul style="list-style-type: none"> *Follow adult directions *Stay with group *Stay silent 	<ul style="list-style-type: none"> *Leave property of others alone
Dismissal	<ul style="list-style-type: none"> *Bring all necessary materials *Walk quietly 	<ul style="list-style-type: none"> *Follow adult directions *Line up for bus in designated area *Walkers leave promptly 	<ul style="list-style-type: none"> *Respect grounds *Stay on walkway areas *Keep area clean *Carry materials appropriately

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

DISCIPLINE

Student Behavior: The goals and objectives of this policy are to provide effective discipline practices that: 1) ensure the safety and dignity of students and staff; 2) maintain a positive, weapons-free, and drug-free learning environment; 3) keep school property and the property of others secure; 4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and 5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

DRESS

The principal reserves the right to use his/her discretion in determining what is inappropriate. Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. If there is any doubt about dress and appearance, the building principal will make the final decision.

- All sandals must have a back strap to decrease injuries.
- Appropriate footwear must be worn at all times. Tennis shoes will be required for pe/activity time. Failure to wear tennis shoes to pe/activity time may result in loss of privileges.
- Coats, bandannas, sweatbands, pajamas, and sunglasses may not be worn in the building during the school day.
- Tank tops must be at least one inch or wider.
- Hats and hoodies may not be worn in the building.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing showing skin and/or undergarments may not be worn at school. Students will wear clothing that is not revealing or unsafe, or does not disrupt the learning environment.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. This may include but is not limited to hair coloring, piercing, etc.

DUE PROCESS A student and/or his or her parents are entitled to due process rights that include a review of disciplinary actions by the principal. An appeal to the school board for a hearing may be made in writing within 10 days of the review by the principal. Immediate reporting to the parents along with a full statement of the reasons for the suspension and the right to review would be included in a notice of the suspension.

ISOLATED TIME OUT, TIME OUT and PHYSICAL RESTRAINT Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others

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.

SWAT PROCEDURE

If you are not being treated with respect:

Tell the person to



Stop
Then



Walk

Away IF the
problem continues.



Talk to an adult immediately.

PLAYGROUND

- A note from the doctor will be required if a student must remain inside for health reasons for longer than 3 days.
- The elementary staff will supervise the playground.
- Children are never to throw rocks, shove or push each other on the playground.
- Children are to remain in the sight of the supervisors. Never leave the playground without permission
- Rubber balls or Nerf balls are recommended for the school playground.
- Baseballs and purses are not allowed on the playground.
- On inclement (cold) days students are encouraged to wear appropriate outdoor clothing. Students will go outside as weather permits.

Each teacher has a more specific list of rules for his or her classroom, which are explained at the start of each school year. Overall, it must be understood by both students and parents that in order for a student to learn, we must have an atmosphere that promotes learning. Please do not bring anything of monetary or sentimental value to school (ex: any trading cards, jewelry, etc.). The school is not responsible for lost or damaged items. Parents will need to arrange a time with the building principal to pick up any confiscated item.

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.

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

Questioning of Students Suspected of Committing Criminal Activity: Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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:

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

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

BULLYING, INTIMIDATION & HARASSMENT: PREVENTION OF AND RESPONSE TO

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Kara Cummins
324 West Charles Street, Buffalo, IL
217-364-4035
kcummins@tricityschools.org

Erich Schleicher
324 West Charles Street, Buffalo, IL
217-364-4035
eschleicher@tricityschools.org

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

BUS PROCEDURES:

CONDUCT

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

1. Prohibited student conduct as defined in School Board policy, 7:190 Student Behavior.
2. Violating any school rule or school district policy.
3. Willful injury or threat of injury to a bus driver or to another rider.
4. Willful and/or repeated defacement of the bus.
5. Repeated use of profanity.
6. Repeated willful disobedience of a directive from a bus driver or other supervisor.

7. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.
8. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board will 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.

RULES & REGULATIONS

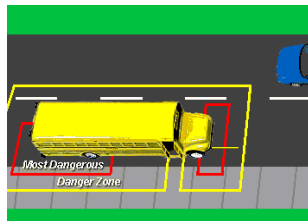
- Remember, the bus driver is responsible for the safe pickup and delivery of every child who rides the bus and is in complete charge of all students while they are passengers on his or her bus.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Window ventilation is to be regulated by drivers not by students.
- Be absolutely quiet when approaching a railroad crossing.
- Students may be given assigned seating.
- Notes from parent or office are needed for the following:
 - extra passenger with you on the bus
 - students riding a bus other than their regular bus
 - students getting off the bus at any other stop than their regular stop
 - students who do not normally ride the 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 at 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. The building principal must approve exceptions in advance. 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. 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.

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

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



TRAFFIC PROCEDURE / ELEMENTARY

Safety of our children is our #1 priority. The following reminders and directions will hopefully make the drop-off procedure more efficient and safe.

- Please have the children load and unload your vehicle on the passenger side as quickly as possible. **DO NOT INSTRUCT YOUR CHILD TO CROSS THE ROADWAY.** Drop your child off as close to the school as possible so they do not have to cross the roadway. Please have the students ready to exit the passenger side promptly with their belongings once the vehicle has stopped.
- Please refrain from using your cell phone or any other distraction while around school zones. This common-sense advice really applies whenever a motorist is behind the wheel, but especially when in a driving situation around young children and their perhaps spontaneous actions.
- When dropping off students, please drop them off quickly and proceed to exit. **There should be minimal cars waiting in the drop-off/pick-up zones.** It is helpful if students are preparing for the drop-off prior to your arrival at school.
- Know all traffic rules concerning school zones and traffic flows. Drive your pattern now and familiarize yourself with the various speed zones. Be aware of which side of the car your child sits, and consider positioning your child to the side most convenient for exiting. If your child is in a "drop" situation, see if the child seat or booster seat is something he can put on or off safely; the same holds true for lap belts and shoulder harnesses.
- Please do not get out of your vehicle. If you want to walk your child into the building, please arrive after bus drop off which would be 8:05 am.
- Try to arrive at the school on time. School begins at 8:15. If your child is being dropped off after 8:15 a.m., they are missing

- instruction and interrupting the learning of their classmates.
- Resist the urge to speed because you are running late. Whipping your car around, getting your child to dash out of the car to reach the classroom before the school bell rings, or encouraging a "drop-and-dash" drop-off is the recipe for disaster in terms of child safety. You would rather your child receive a tardy notice than to be in an accident.
- Avoid using handicapped parking spaces to pick up your child unless you have a designated permit, follow all posted signs.
- Try to get out of the fire lane as quickly as possible.
- Please share this information with others (grandparents, friends, babysitters, etc.) who pick up your children.

If we ALL follow these few simple procedures, our children will be safe. Thank you!

PARKING

The school has designated locations available for school visitor parking: by elementary office or student parking in front of the building. Those dropping off and picking up children may do so by the elementary office location during the following hours: 7:50-3:15. 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.

CAFETERIA

LUNCH / BREAKFAST

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. Students shall follow all cafeteria rules during lunch. The lunch program for grades K – 5 offers hot lunches daily. The cost is \$2.65 per day. A breakfast program is also available at \$1.50 per day. Students must arrive by 8:05 to participate in the breakfast program. Misbehavior will result in disciplinary action according to the school's disciplinary procedures. Free/reduced price meals are available for qualifying students. For an application, contact the building principal at (217) 364-4035.

Breakfast Time: 7:50 a.m. – 8:15 a.m.	Milk- .50	Breakfast- \$1.50	Lunch- \$2.65
4-5 Lunch 10:40-11:30 a.m.			
2-3 Lunch & Recess- 10:55-11:45 a.m.			
K-1 Lunch & Recess-11:10-12:00 p.m.			

Parents may join their children for lunch in the cafeteria. Please make sure to check in at the elementary office.

****GUESTS ARE NOT ALLOWED TO BRING FOOD FROM OTHER SOURCES TO THE CAFETERIA** (Subway, McDonald's, etc.). All lunch guests need to give a 24-hour notice. Guests may eat from the adult menu. The cost of the lunch will be deducted from their child's lunch card or they may pay for their lunch in the office. Parents may use their Skyward access to get exact lunch count totals. Please send money to school to establish an account for lunch and/or breakfast for your child/ children. We prefer that you pay monthly, but you may pay any amount on Mondays. ANY MONEY sent to school **MUST** be in an envelope labeled with student name, teacher name, and what the money will be used for.

CAFETERIA & LUNCH PROCEDURES

- NO SODA / BREAKABLE BOTTLES ALLOWED IN THE LUNCHROOM
- Students may not carry food out of the cafeteria.
- Students must have permission from the cafeteria staff on duty to go back to their classroom.
- Students will be dismissed one table at a time.
- Students are to form a single file line at the entrance door of the cafeteria for dismissal.
- Inappropriate lunchroom behavior is considered an infraction and will result in removal from the lunchroom or other consequences.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks, and other items.
- Students shall not trade food.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

CHILD ABUSE REPORTING Anyone in the state of Illinois, who works daily with children, is under legal obligation to report to the Department of Children and Family Services any suspicion of child abuse. (Abused and Neglected Child Reporting Act (Ill. Rev. Stat. 1985 Ch 23) It is not the school's job to investigate-we cannot do that. Investigation is the duty of the Department of Children and Family Services. We will call in reports as we are legally obligated to do and as we should do as caretakers and nurturers of children.

COMMUNICATION APPS/PROGRAMS

- **SKYLERT**-Skylert is a computerized program that will text, e-mail, and call parents/guardians with important information from the school. This information includes, but is not limited to bus changes, special activities, and school breaks. Emergency closings and early dismissals due to weather will also be announced on Skylert (as well as on TV and radio stations). Non-emergency items will be sent through email. Phone numbers that are on the parent portion of Skyward will be used for Skylert. **All phone numbers included in the immediate family will be called each time.** If a number needs to be changed, added or removed during the school year, please notify the elementary office. It is the parent's responsibility to update skyward and notify the office for school reach updates.

- **CLASS TAG-** All classrooms PK-5th will be utilizing Class Tag to communicate on a regular basis. Please contact the classroom teacher for assistance.
- **SEE SAW (Preschool- Kindergarten-1st-2nd)-** We will be utilizing this program on a regular basis. Please contact the classroom teacher for assistance.
- **GOOGLE CLASSROOM (3rd-4th-5th)-** We will be utilizing this program on a daily basis. Please contact the classroom teacher for assistance.

ELECTRONIC RECORDINGS ON SCHOOL

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate that policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacements. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Principal Kara Cummins, 217-364-4035.

ELECTRONIC DEVICES - NO ELECTRONIC ITEMS ALLOWED

(This includes, but is not limited to, Nintendo DS, PSP, handheld games, ipods, MP3 players, itouches, etc.)

Cell phones and Smartphones are subject to the following rules:

- Must be kept out of sight, such as in a backpack or purse.
- Must be turned off during school hours unless an adult deems necessary for use or if needed during an emergency.
- May not be used in any manner that will cause disruption to the education environment.
- Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).
- The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.
- Students in violation of this procedure are subject to the following consequences:
 - First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
 - Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
 - Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student may face consequences for insubordination.
 - Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to our Skylert Messages, any local radio or television station to be advised of school closings, remote learning, or early dismissals. If bad weather or other emergency occurs during the day, please listen to Skylert messages and local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled. 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.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Language Learners program, contact the elementary principal, Kara Cummins at (217) 364-4035.

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. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Tri-City Superintendent (217) 364-4811.

FEE WAIVER

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. If a student is eligible for a fee waiver 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: 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. 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 at (217) 364-4035.

FIELD TRIP / CHAPERONE GUIDELINES

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian. Students may be prohibited from attending field trips for any of the following reasons: Failure to receive appropriate permission from parent/guardian or teacher; Failure to complete appropriate coursework; Behavioral or safety concerns; Denial of permission from administration; Other reasons as determined by the school. Field trips are an extension to classroom learning. They offer our students a wide variety of experiences, which enhances the learning of the students. Parents are asked to sign a permission form on Skyward for field trips at the beginning of the year.

ALL STUDENTS ARE REQUIRED TO RIDE THE BUS TO AND FROM THE FIELD TRIP DESTINATION UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY ADMINISTRATION.

- Chaperones must be at least 18 years old.
- Chaperones will not be allowed to ride the bus, unless given permission by the building principal. This is due to limited bus space.
- Any sibling/child outside of the participating classroom will not be allowed to attend.
- Chaperones are responsible for the students the teacher has assigned to them and they need to be aware of where their students are at all times.
- Chaperones are to escort students to the restrooms. Male and female chaperones may need to assist each other at these times.
- Chaperones must ensure that all of their students follow the necessary and applicable safety rules on and off the bus.
- Teachers should be informed of any behavior problems as soon as possible.
- Chaperones are to assist the students in learning during the field trip. They are expected to follow all policies and guidelines.
- Chaperones should refrain from bringing money for extra items such as food and gifts.

FUNDRAISERS

Any fundraiser monies are due within the time limit of the specific fundraiser.

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 BOE for a final decision.

GUIDANCE & COUNSELING

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

HEALTH

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.

*****Additional 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 without the help of medication.**
- **If a child is not feeling well, a school official may contact a parent/guardian to pick up their child. If the school's nurse calls to have the 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 is dry and crusted over, usually not sooner than 6 days after it begins.
- School tips on school illness:

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit
I AM READY TO GO BACK TO SCHOOL WHEN I AM....						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school	Released by my medical provider to return to school.

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.

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.

DIABETES - CARE OF STUDENTS

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

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

EMERGENCY AID to STUDENTS Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

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.

EXAMINATIONS:

DENTAL: All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of

having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

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

Required Health Examinations and Immunizations

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.

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

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

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by 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.

EXEMPTIONS

A student will be exempted from the above requirements for:

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

FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 364-4035. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

HEAD LICE

The school will observe the following procedures 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 parents or guardians 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.

HOME & HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. For information on home or hospital instruction, contact: Mrs. Cummins, Elementary Principal at (217) 364-4035.

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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication: A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

- **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.
- **UNDESIGNATED MEDICATIONS** The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

PHYSICAL EDUCATION

Physical education is an integral part of the instructional program. It includes an appropriate curriculum that provides movement skills, health-related fitness, increases student knowledge, team building skills, and encourages healthy habits/attitudes for a healthy lifestyle. All children will be required to participate unless a doctor's written permission is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to (3) consecutive days per semester. After that time, a doctor's statement is required. Please remember all students are required to bring a pair of tennis shoes to be left at school for P.E./activity time.

EXEMPTIONS - PHYSICAL EDUCATION PE REQUIREMENT

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District. Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: The time of year when the student's participation ceases; and The student's class schedule.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. Contact the Tri-City Homeless Liaison at (217) 364-4035. Local Food bank: Tri-City Food Pantry located

in Mechanicsburg.

INVITATIONS

Students are not allowed to bring party invitations or gifts to school to pass out to friends. Please mail the invitations or pass out the invitations/gifts to friends at non-school events. This is done to avoid hurting other children's feelings. The office is unable to release addresses and phone numbers of individual students.

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.

MANDATED REPORTERS

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

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

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

III. Annual Report Card

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

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

VI. Student Privacy

Students have certain privacy protections under federal law.

VII. English Learners

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

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook.

For further information on any of the above matters, please contact the building principal.

PARENTAL INVOLVEMENT (Title 1)

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include: Contact Person: Mrs. Ericka Tannehill at (217) 364-4035, Title One Teacher, Highly Qualified.

The school provides Parents/Guardians with access to: (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results; (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet; (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and (d) timely responses to suggestions. Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

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

appropriate, in decisions relating to the education of children and positive use of extracurricular time. The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Principal, Kara Cummins at (217) 364-4035

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Principal, Kara Cummins at (217) 364-4035.

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

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Tri-City CUSD #1 Superintendent at (217) 364-4811. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PROMOTION – RETENTION POLICY

Students will not be promoted to the next higher grade level based upon age or any other social reason not related to academic performance. The decision to promote a student to the next grade will be based upon successful completion of the curriculum.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

RELATED SERVICE LOGS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: 1) observes any person in possession of a firearm on or around school grounds; however such action may be delayed if immediate notice would endanger students under his or her supervision, 2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or 3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

SAFETY DRILL PROCEDURES & CONDUCT

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

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

SCHOOL VISITATIONS RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

SEARCH & SEIZURE

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

School Property and Equipment as well as Personal Effects Left There by Students

- School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.
- The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

SEX OFFENDER NOTIFICATION LAW

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following: Illinois Sex Offender Registry, www.isp.state.il.us/sor/ Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/ Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

SEXUAL HARASSMENT

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

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

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

SPECIAL EDUCATION

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

school-sponsored function, program, or meeting.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. *A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.*

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact: Mrs. Kara Cummins, Principal, 217-364-4035, Tri-City Elementary, 324 West Charles Street, Buffalo, Illinois, 62515.

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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.

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

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

SPIRIT DAYS - TIGER TUESDAY

Every Tuesday, the faculty, staff, and students are encouraged to wear our school colors. Let's all catch the SPIRIT!

STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

STUDENT ATHLETICS

All 5th grade students participating in a junior high sport(s) will follow the Tri-City JH Student Athlete handbook.

STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students, parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

STUDENT INFORMATION

At the time you enroll your child, you will complete a student information form. It is critically important that if at any time during the school year you have a change of employment, address, or phone number you must update the information in SKYWARD so that your child's information

stays current. Please indicate any other person you wish to care for your child in the event of an illness or emergency. NOTE: It is important to have an alternative person to contact when we cannot reach you. Please make sure this person is able to provide transportation.

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- 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. The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

In addition to the language in this paragraph, schools must notify parents/guardians at the beginning of each school year of any of the following: (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information; (2) The administration of surveys requesting personal information; and (3) The administration of any nonemergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

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:

- **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.
- **The right to have one or more scores received on college entrance examinations included on the student's academic transcript**
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
- **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.
- **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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. 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.
- **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.
- **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.
- **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.²**
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.
 - **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.**
 - **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: U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

SUICIDE & 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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

TEACHER QUALIFICATIONS Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including: Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived; Whether the teacher is teaching in a field of discipline of the teacher's certification; and Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

TECHNOLOGY

NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Il. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as: instruction in the classroom or at home (including remote learning), administrative activities, collaboration between students, school personnel, and/or parents/guardians, and other activities that are for the use and benefit of the school district

CHILD ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES:

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the

student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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.

TELEPHONE USE

Students may have access to the school phone for legitimate necessary calls. They must receive permission from their teacher or an adult in the office before using the phone.

TRANSFER TO ANOTHER SCHOOL If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

EDIBLE TREATS & SNACKS: PRESCHOOL-5TH

Due to health concerns and scheduling, edible treats and snacks for ANY occasion must be purchased through a business and shipped/delivered directly to the school. We strongly encourage you to select an edible treat or snack with nutritional value. Parents or students will not be able to deliver edible items. For questions or assistance with this process, please contact the elementary office at 217-364-4035. Thank you for your understanding.

VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. 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. No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

VOLUNTEERS

All school volunteers must complete the background check 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.

Tri-City CUSD #1 is not authorized to deal with inappropriate behavior off the school property.

TRI-CITY COMMUNITY UNIT SCHOOL DISTRICT #1 IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE AGAINST ANY APPLICANT IN OUR HIRING PRACTICE.

Student Medication Authorization Form

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

Student's Name: _____ Birth Date: ____/____/____

Address: _____ Grade: _____ Teacher: _____

Home Phone: _____ Emergency Phone: _____ School: _____

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

Prescriber's Printed Name: _____ Office Address: _____

Office Phone: _____ Emergency Phone: _____ Medication name: _____

Purpose: _____ Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____ Diagnosis requiring medication: _____

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

Expected side effects, if any: _____ Time interval for re-evaluation: _____

Other medications student is receiving: _____

Prescriber's signature _____ Date _____

Asthma Inhalers

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

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

I authorize the School District and its employees and agents, to allow my child self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

Please initial to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not. 105 ILCS 5/22-30, amended by P.A. 99-480. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: www.iasb.com/law/diabmats.cfm, Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure

Parent/Guardian printed name: _____ Address (if different from Student's above): _____

Phone: _____ Emergency Phone: _____

Parent/Guardian Signature

Date

Internet Acceptable Use

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. 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;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

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

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.