

Tri-Valley High School Student Handbook 2014-2015



Tri-Valley High School
503 E. Washington
Downs, IL 61736
(309) 378-2911
www.tri-valley3.org

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MISSION STATEMENT

It is our mission to provide students with a safe and nurturing environment with social and emotional support, adequate facilities, and a competent, professional staff. We must develop in each student the capacity to think critically and to solve problems logically, the ability to acquire knowledge and to apply it. To this end, we ensure an education emphasizing fundamental skills in math, science, social studies,

and written and oral communication. Our students will be the leaders of a rapidly evolving, global society. We are committed to empowering them to lead fulfilling, responsible, and productive lives in the 21st century.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. Any changes to the handbook would then be subject to subsequent approval by the Board of Education. Teachers may create additional classroom rules as long as they are fully explained to the students and are uniformly enforced within their own classroom.

Introduction

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 at the District office located at 410 E. Washington in Downs, IL. 61736.

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

Carl Neubauer, President
Jay Chrisman, Vice-President
Tricia Williams, Secretary
Shari Weigand
Joni Schenkel
Mark Bowers
Brian Myers

The School Board hired the following administrative staff to operate the district:

David Mouser, Superintendent
Ben Derges, High School Principal
Doug Roberts, Middle School Principal
Sara Burnett, Elementary Principal
Kurt Hartke, Transportation Director
Gail McCane, Special Education Director
Josh White, Technology Director
Bonnie Mitchell, District Nurse

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 the office personnel of their reason for being at the 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 guest ID tag and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Volunteers

All school volunteers must be approved by the building principal prior to assisting in the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. All visitors must return to the main office and sign out. For school-wide volunteer opportunities, please contact the building principal.

Video Monitoring Systems

A video monitoring system may be in use on school busses and 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 videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

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.

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 dangerous animal or an unhealthy environment.

Fines, Fees and Charges; Waiver of Student Fees

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

Application for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

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

I. Attendance Procedures

A. Philosophy

It is the belief of Tri-Valley Schools that frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, pupils who miss school frequently usually experience great difficulty in achieving the maximum benefits of schooling and are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each student. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. This handbook section acts in accordance with Board policy 5115.

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

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

B. Attendance and Punctuality

Students are expected to attend school all days that it is in session, unless the student is ill, or his/her absence is required for a good reason. **IT IS THE RESPONSIBILITY OF PARENT(S)/ GUARDIAN(S) TO SEE THAT STUDENTS ARE IN SCHOOL.**

C. School Arrival/Start/Dismissal Times

Tri-Valley Elementary School starts at 8:10 a.m. and dismisses at 3:10 p.m., on regular school days. Tri-Valley Middle School starts at 8:15 a.m. and dismisses at 3:15 p.m., on regular school days. Tri-Valley High School starts at 8:15 a.m. and dismisses at 3:10 p.m., on regular school days. Students arriving late will need to sign in at the school office, before entering class.

D. Early Dismissal

On days when there is an early dismissal, students will ride their regular bus route home, (unless stated differently, on the form the elementary school uses).

Parent(s)/guardian(s) will need to make arrangements, if they will not be home, at the time the bus arrives. It is important to check the calendar for these dates.

In the event it becomes necessary to close school because of weather, or any other emergency situation, an announcement will be made, hopefully between 6:00 a.m. and 6:30 a.m., on the following stations:

Radio: WJBC (1230 AM), WBNQ (101.5 FM), WBWN (B104.1 FM) -

Bloomington

Television: WEEK-TV (NBC Channel 25) – Peoria

In the event a decision is made to cancel school the night before, or dismiss early during the day, the above stations will be contacted. **Please do not call the radio stations or the schools regarding school closing and dismissals. Listen to the radio or watch our website.**

Additionally, the school website, www.tri-valley3.org, will have all of the latest cancellations. The school offers a feature that will automatically notify parents via e-mail and telephone voice messaging system in case of cancellations due to inclement weather. The link to this service can be found under the Community portion of the website.

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

If school is dismissed early for an emergency or weather, all after-school functions are cancelled.

E. Student Absence

Regular and prompt attendance at school is extremely important, but an ill student should not be in school since this may result in his/her health being impaired, and may result in other students being exposed to a communicable disease. Whenever a student is absent the following procedures should be followed:

- 1. Parent(s)/guardian(s) are to call the school by 9:00 a.m. each day of a student's absence, and indicate the reason for the absence.** State law requires the school to call parent(s)/guardian(s) at home or work, if the school has not been notified about a student's absence. The Tri-Valley School shall make a reasonable effort, to telephone parent(s)/guardian(s) within two hours, after the first class to notify a K-12 student's absence, if such student is absent without valid cause.
- 2. In situations where a parent/guardian does not notify the school by phone, when a student is absent, a written note is required from the parent/guardian, within one school day, or the absence will be considered unexcused.** The note should contain:
 - The date(s) of absence;
 - The specific reason for the absence/tardiness; and
 - The parent/guardian's signature.
- 3. If a student has seen a doctor during the absence, a note from the doctor stating the date and time of office visit, when the student may return to school, and any restrictions required should be sent to school with the student.**
- 4. It shall be the responsibility of the student to present make-up work to his/her teacher within a reasonable period of time, usually within a period of time equal to the number of days absent.**
Parent(s)/guardian(s) should check to make sure their child has completed all make-up work and that the work has been turned in.

F. Excessive Absences

Students are expected to be present every day throughout the school year unless there is an appropriate reason for being absent. Absences that exceed five (5) days per semester will not be excused and the student will have no make-up privileges. Exceptions of the five (5) day absence rule and no make-up privileges may be reviewed by the Principal with make-up privileges to be reviewed on a case-by-case basis.

G. Excused Absences

An excused absence is one that is due to illness or injury, death of a family member or close friend, medical and dental appointments, court appointments, or an emergency situation acceptable to the administration. Each semester, students will be allowed five (5) incidents of absence for medical reason that may be certified by a parental phone call or note only. Any additional medical absence in that semester will require a doctor's excuse or it will be classified as an unexcused absence.

All absences from school will be either excused or unexcused. If the reason for the absence is such that it can be excused, the required note or call from a parent/guardian will allow the student to make-up the missed work for credit. The work must be made-up in a period of time equal to the number of days the student was absent.

For example, a student has known for weeks of a test on Wednesday, but the student has an Excused Absence that day. In this scenario, the student would be required to take the test on Thursday.

In another example, a student has an Excused Absence on Monday, when an assignment is given that is due Tuesday. In this scenario, the student would be required to turn in the work on or before Wednesday.

If the work has not been turned in after the given number of days, zeros will be recorded for the work no matter what the reason for the absence. After the fifth Excused Absence in a semester a written physician's note, court document, or funeral statement will be required to obtain make-up work for credit.

H. Unexcused Absences

Any absence other than those outlined in the "excused" absence sections is an unexcused absence. All unexcused absences impact students in various ways depending on grade levels:

*** All High School students receive zero (0) percent credit for any grades recorded in each period on the date of the Unexcused Absence.**

Any absence from class without permission is rated as being an unexcused absence. It is important that students study and do make-up efforts for material missed during unexcused absences even though credit may not be given for the work. Such study

does prepare the student for unit or semester tests later. The following are examples of unexcused absences, but not an all-inclusive list:

1. Car trouble;
2. Hair appointments;
3. Shopping;
4. Studying;
5. Skipping;
6. Babysitting;
7. Oversleeping;
8. Missing the bus;
9. Work (unless prearranged); and
10. Any absence during the day if the student fails to check out through the office.

Repeated violations of these rules will bring strong consequences including suspension.

Students who have exceeded 5 parental call ins for the semester will be marked unexcused for each additional for each additional absence. If the student has a doctor's excuse, it must be turned into the office to be changed to an excused absence within one week of the date of the absence to receive credit for make-up work. If it is after that one week time period, it will be the teacher's discretion whether or not the student will be allowed to make up the work missed.

I. High School 10-Day Rule

Students are expected to be in attendance daily at Tri-Valley High School. In the unlikely event a student accumulates more than ten (10) Unexcused Absences in a class per semester and still has a passing grade, no academic credit will be granted for that semester. The only exceptions to this rule will be when there is a death in the immediate family, required court appearance, approved school activities, or when a student is confined to a hospital or home by a doctor's orders. Parents will be informed by mail of a student's fifth, eighth, and tenth Unexcused Absences from school. A note or phone call shall be required from the parent or guardian indicated they are aware of the absence. Students who arrive at school any time during the school day without written permission will be counted tardy to school as well as absent for those classes missed.

J. Planned Absences

The school calendar has vacation periods established at regular intervals during the year. Those intervals should be adequate to meet the students' and/or parent/guardians' needs. If parent/guardian or student needs are such that the student must be absent from school they must make arrangements for such absences in advance. **All make-up work for those absences is the responsibility of the student**

and/or parent/guardian to arrange. The following may be types of anticipated absences that can be approved, provided the outlined procedures are followed:

1. Family approved vacations;
2. Special religious events;
3. School business

Steps that must be taken for the absence to qualify as prearranged include:

- a. A parent/guardian must notify the building principal and teacher in writing at least one week before the date of intended absence.
- b. Prior to the planned absence, the student or parent must make arrangements with the teacher for all work missed.
- c. Unless otherwise arranged with the teacher in advance, all work is due the day that a student returns from a planned absence.
- d. Teachers are responsible for grading all work.
- e. As the school does not condone family vacations during the school year, all such days

missed count towards truancy calculations.

- f. If all of the above criterion are met, the days missed will be counted as Excused Absences. If the above criterion are not properly satisfied, then any days missed will be counted as unexcused Absences.

K. Religious Observance

A student shall be released from school as an excused absence for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the district five (5) days before the student's anticipated absence. The parent(s)/guardian(s) written notification of the student's anticipated absence will satisfy the district's requirement of a written excuse when the student returns to school.

L. College Days

All College Days are to be treated as Planned Absences. If handled in accordance with the aforementioned criterion, College Days may be Excused Absences.

Seniors are allowed two (2) college days per year (including any required college entrance testing). Juniors may make a request to the high school principal at least a week in advance to receive permission to take one college day. In extremely unusual circumstances, additional college days may be needed. If so, the administration may grant additional days upon request.

M. Tardiness

All students are to be in the place of their activity before the bell rings marking the beginning of that activity. There is ample time for students to go from one classroom to the next by way of their lockers, but there is no extra time permitted for loitering and talking in the hallways. Habitual tardiness will not be tolerated and will be dealt with appropriately. Students who arrive late to school should report to the office.

Continued and regular instances of being tardy to class will bring negative consequences. A regular pattern of tardies will be dealt with according to the student handbook.

N. Truancy

Unauthorized absence from school is considered truancy and will be treated as such. The Illinois State Board of Education has established regulations for dealing with truants and their parent(s)/guardian(s), which are promulgated from the Illinois School Code of Laws.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

O. Leaving School Grounds

Students are not to remain at school after dismissal unless attending a school sponsored activity, or unless a teacher or the school arranged with a parent/guardian for the student to remain after school. All students who are not under the supervision of a staff member must be out of the building by 3:30 p.m. Students must be accompanied by a staff member whenever they use the building outside of the regular school day.

Students are not permitted to leave the school grounds during school hours without the permission of the building principal. The building office will always attempt to contact parent(s)/guardian(s) before sending a student home during school hours. Parent(s)/guardian(s) should contact the principal, by note or telephone, in advance to arrange for dismissing a student when school is in session. Students leaving the school during the school day must sign out at the office. Failure to sign out may result in disciplinary action.

P. Pass Slips

Students must have a pass slip to be in hallways during classes.

Q. Withdrawal from School

When it has been determined that a student is to withdraw from school, he/she should present a statement from the parent/guardian to the office stating the reason for the withdrawal. The office will issue withdrawal forms that are to be signed by the

people indicated on the forms. All books must be turned in or paid for and all fees must be paid up-to-date.

R. Entering and Leaving School

The school day will begin at 8:15 and end at 3:10. There will be a warning bell 5 minutes before school starts. After school is dismissed, all students who are not under the direct supervision of a teacher or coach are to leave the building and grounds.

S. Leaving School During the School Day

Students who have made advance arrangements to leave should sign out through the office at the designated time. Those who have not made prior arrangements and must leave for emergency reasons must verify with the parent or guardian the reason for leaving and then sign out through the office. Anyone leaving the campus without proper clearance through the office will be considered truant. Students will not be allowed to go home to get school materials, supplies, uniforms, money, etc. Students may not leave school to go out for lunch.

II. Required and Elective Courses

A. Required courses:

9th grade

English I, World History, Biology Math, Health (1 semester)

Up to three electives may be chosen from the courses listed on the following pages.

10th grade

English II*, Math, Chemistry, Geography (1 semester) P.E., Intro to Business** (1 sem)

Up to three electives may be chosen from the courses listed on the following pages.

*Must pass English I before taking this class

**This course fulfills the state's Consumer Ed requirement

11th grade

U.S. History, P.E., English III*, Math, Science

Courses to complete the requirement for eight subjects may be chosen from those listed on the following pages *Must pass English II before taking this class

12th grade

American Government, English IV*/AP English/*Career and Technical English , P.E., Math and/or science (if graduation requirements not previously met)

*Must pass English III before taking this class

Courses to complete the requirement for eight subjects may be chosen from those listed on the following pages.

B. Elective courses:

Agriculture Option

- 9 – Intro. to Ag (1 credit)
- 11/12 – Ag Communications/Ag Business (1 credit)
- 10 – Pre-Vet Ag Science (1 credit)
- 11-12 – Ag Mechanics and Utilities (1 credit)
- 11-12 – Horticulture (1 credit)
- 11-12 – Ag Business Management (1 credit)
- 12- Advanced Horticulture (1 credit)

Social Studies

- 11-12 – Psychology (1/2 credit)/Social Issues (1/2 credit)

Art

- 9 – Introduction to Art (1 credit)
- 10 – Intermediate Art (1 credit)
- 11-12 – Advanced Art (1 credit)
- 11-12 – Advanced Studio (1 credit)

Business Education

- 10-12 – Accounting I (1 credit)
- 11-12 – Accounting II (1 credit)
- 12 - Accounting III (1 credit)
- 10-12 – Desktop Publishing/Photography (1 credit)
- 11-12 – Desktop Publisher/Photo II
- 12- Desktop Publisher/Photo III (1 credit)
- 10-12—Media Applications (1 credit)

Language Arts

- 12 – AP Literature & Composition (1 credit)

Mathematics

- 9-10 – Essentials of Algebra (1credit)
- 9-11 – Algebra I (1 credit)
- 10-11 – Basic Geometry (1 credit)

Industrial Arts Option

- 9- Technology Ed1 (1 credit)
- 11-12- Maintenance Tech
- 9-12 – Intro. to Industrial Technology (1 credit)
- 10-12 – Woods (1 credit)
- 10-12 – Welding (1 credit)

Music

- 9-12 – Band (1 credit)
- 9-12 – Chorus (1 credit)

Foreign Language

- 9 – Spanish I (1 credit)
- 10 – Spanish II (1 credit)
- 11 – Spanish III (1 credit)
- 12 – Spanish IV (1 credit)

Science

- 11-12 – BSAA (1 credit)*
- *Must earn a B or better in Biology, unless taking it as a Soph. then a B or better is required*
- 11-12 – Human Anatomy
- *Must earn a B or better in Bio. unless taking it as soph., then a B or better is required*
- 11-12 – Earth & Space Science (1 credit)
- 11-12- AP Physics
- 11-12 – AP Biology (1 credit)
- 11-12 – AP Chemistry (1 credit)

General Electives

- 9-10 – Life Skills (1 credit)
- 10-12 – Computer Programming
- 11-12 - Student Assistant to Teacher

10-12 – Plane Geometry (1 credit)

10-11 – Essentials of Algebra II (1 credit)

10-11 – Algebra II with Trigonometry (1 credit)

11-12 – Probability & Statistics (1/2 credit)

11-12 – Analytic Geometry (1/2 credit)

11-12 – Pre-Calculus (1 credit)

12 – AP Calculus (1 credit)

11-12 – Programming (.5 credit)

11-12 – Visual Basic Computer
(.5 credit)

11-12 – Visual Basic I and 2 (Same)

C. Transitional Alternative Program

Students enrolled in the Transitional Alternative Program will arrange to take on line courses offered through the —Transitions program and receive .5 credits for each semester course completed. Course grades earned will not figure into the student’s GPA. Students must apply or be recommended in order to be part of the Transitional Alternative Program. **Students cannot take any course in transitions or credit reclamation until they have failed the course they wish to take and the enrollment semester is completed.**

III. GRADUATION REQUIREMENTS

Credit requirements for graduation from Tri-Valley High School are shown below. All classes reward a student with a half (1/2) credit for each semester in which a passing grade is earned. Of the 25 total credits required for graduation, 18.5 are required and the remainder may be elective courses.

Subject Area	Credits Required
English	4
Social Studies	3.5
Mathematics	3
Science	3
Physical Education*	3.5
Intro to Business	0.5
Health	0.5
Art, Music, Vocational Ed	2
Electives	5.0
	25 Total

*May include .5 driver education course credits if taken at Tri-Valley.

The following units of credit are required of all students by state law or by the Tri-Valley Board of Education before a student will be allowed to graduate:

1. Four credits are required from the Language Arts department.
2. 3 1/2 credits are required in Social Studies. These must be World History, Geography, U.S. History, and American Government.

3. Three credits are required in Science, one of which must be Biology and another must be Chemistry
4. Three credits are required in Mathematics.
5. Successful completion of Physical Education is required each year unless excused for medical, Board of Education, or administrative reasons - see below.
6. Driver Education. State law requires that public and private schools offer students the opportunity to take a driver education course. Students who desire to take Driver Education courses must receive a passing grade in at least eight academic courses during the previous two semesters prior to taking Driver Education. This requirement may be waived by the local superintendent of schools or nonpublic chief school administrator.
7. Health Education is required.
8. Two credits are required in any combination of Art, Music, or Vocational Education.
9. Intro. To Business or Ag Business Management meet the state Consumer Ed requirement.
10. Dual credit opportunities exist for Heartland Community College for certain courses. Check with the guidance office for more details.

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

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.

A. High School Physical Education Options

The Tri-Valley Board of Education has elected to allow its students to opt out of Physical Education in accordance with guidelines established by the State Board of Education. Section 27.6 of the School Code provides three circumstances by which school districts can authorize student exemption from daily physical education by official board policy. Exemptions from physical education instruction at the 11th and 12th grade levels may be granted for students in the following situations:

1. Any 11th or 12th grade student who participates in two interscholastic athletic activities.
 - a. Interscholastic athletic programs do not include other activities such as outside of school activities, swimming, karate, etc. unless specifically board approved under special circumstances.
 - b. The student athlete may take an extra class in place of physical education if he/she chooses to do so.

2. Any 11th or 12th grade student who, in order to be granted admission to a specific institution of higher learning, must complete a specific academic course not included in existing state or local graduation standards. Exemptions cannot be given for general college prep coursework, accelerated courses, etc.
3. Any 11th or 12th grade student who lacks sufficient course credit or lacks one or more specific courses and must enroll in a class other than physical education in order to meet state or local graduation requirements.

B. Student Recognition

To be recognized as a student at Tri-Valley High School, a student must be enrolled in one of the following programs:

1. Full time enrollment
2. Participation in at least 1/2 day of school and vocational school
3. Participation in at least 1/2 day of school and college education
4. Participation in at least 1/2 day of school and Work Coop
5. Any deviation from the above must be submitted in writing prior to the start of the school year for approval by the Board of Education.

IV. Students with Disabilities

A. 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.

B. Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

C. Exemption from Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or the student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

D. Certification of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

E. 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.

F. Area Vocational Center

The Tri-Valley Board of Education will strive to offer each student experiences appropriate to his/her individual needs, interests, and capabilities. All students interested in vocational education shall be given the opportunity to develop skills in a variety of vocational areas at a rate and to an extent appropriate to their ability. As skills and techniques are mastered, additional opportunities for exploration of other challenging, interesting, and rewarding methods and subject matter shall be provided through student attendance at the Area Vocational Center.

Students seeking admission to the AVC program and meeting the district's criteria for admission must have final approval of the Board of Education to be enrolled.

Students interested in attending the AVC shall display an interest, aptitude, and/or

skills for the AVC program for which they apply. The decision for allowing a Tri-Valley student to attend AVC shall be based on his/her previous high school record, including but not limited to: (1) good attendance, and (2) exhibit appropriate study habits and citizenship traits. Special education students who do not meet the normal criteria may be considered for an AVC program with the written approval of their Tri-Valley vocational teacher(s), special education teacher(s), and the principal. Any student that fails a course at the area vocational center will not be allowed to take a course at the area vocational center the following year. Many AVC programs are available in each of the vocational areas. See the guidance counselor for more information.

G. Student Schedule Changes

Student's schedules shall not be changed after the first five days of each semester. Courses dropped after the first five days of school will receive no credit and will show on the student's transcript as WP (withdrew-passing) or WF (withdrew failing).

H. Student Study Halls

Students, except those with an IEP, may schedule a maximum of one study hall. Students who wish to serve as a student assistant must arrange to work for a teacher during the student's study hall time.

I. Correspondence Courses

A student having attended six semesters of high school may earn no more than 2 credits through correspondence courses or adult education courses to fulfill the total credits required for graduation. The pupil will pay the costs for such courses. Furthermore, eligibility to enroll in correspondence or adult ed courses will be limited to senior level students: (1) whose education in certain content areas has been so accelerated that a special course is necessary but unavailable in the high school program, or (2) who, because of scheduling conflicts, mid-term transfer into the district, or failure of a first semester course, lack a required course to graduate. Credit for any correspondence course must have written approval of the high school principal prior to enrollment in the course. The principal shall state in the written approval a date by which the course must be completed, what course requirement shall be met, and require that a letter or statement from the Correspondence School or other educational institution be filed with him certifying satisfactory completion of the course and the credit earned.

J. Community Service Program

To help Tri-Valley's high school students develop social and community awareness, the Board of Education has approved the creation of a —Community Service Program. This program encourages high school students to participate as volunteers in various activities within their respective communities or within the Tri-Valley School system. The Community Service Program is an elective program which

rewards the student volunteers with 1/2 credit for every 66 hours of documented service. Students may earn up to two full credits which can be applied toward the number of credits required to graduate from Tri-Valley High School. The hours of community service must be earned during a student's study hall time or outside the hours of the regular school day. The hours may be earned during the summer as well as during the school year.

K. High School Class Placement

A high school student shall be classified as a sophomore, junior, or senior according to the number of credits earned; sophomore – minimum of 6 credits, junior – minimum of 12 credits, and senior – minimum of 17 credits and has complete the Prairie State Achievement Exam. Class placement will only be changed at the beginning of each school year with the exception that any student who has accumulated 21 credits by the end of the seventh semester will be classified as a senior.

L. On Line Credit Reclamation Opportunity

Upon arranging a supervising teacher and paying a registration fee, any student wishing to reclaim credit for a failed course(s) may take an on line course(s) offered through the Transitional Alternative on line courses. **Students cannot take any course in transitions or credit reclamation until they have failed the course they wish to take and the enrollment semester is completed.**

M. Transitional Alternative Program

Students who struggle with the traditional classroom and may need a different educational setting can apply to be accepted into the Transitional Alternative Program. This program is held under the direction of teachers, and gives the student opportunities to earn credits through an online based curriculum. Included in the transitional program will be help in job placement and the learning of personal social issue responsibility and strategies. **Students cannot take any course in transitions or credit reclamation until they have failed the course they wish to take and the enrollment semester is completed.**

N. Foreign Exchange Programs

Any student wishing to take part in a foreign exchange program must submit academic experience in writing a full semester prior to the experience. The program must be approved by the building principal prior to the beginning of the experience. In addition, students wishing to receive academic credit for the foreign exchange program will need to have all requirements approved prior to leaving, and provide documentation from host school of courses completed upon their return. Failure to provide attendance and grades earned will result in no academic credit being provided to the student. Possible credits to be earned will be determined by the principal and superintendent as part of the approval process prior to the exchange

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

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

O. Home and Hospital Instruction

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

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

V. Early Graduation Policy

Students satisfying the present requirements of Tri-Valley High School may graduate early, at the end of their junior year or the end of the first semester of their senior year, providing these steps are followed and the necessary approvals granted:

1. The student, with their parents' written approval and request, must file a statement with the Principal and the Counselor by August 1 prior to the student's junior year. The written statement shall include the request to graduate early, the anticipated graduation date, reasons for the request, plans for meeting graduation requirements, and stating parental approval of both the request and plans.
2. The requesting parents and student must meet with the Counselor and the Principal to discuss the request.
3. The request will be presented to the Board for final approval only if the Principal and the Guidance Counselor deems such consideration appropriate.

Students not having attended six semesters of high school prior to their last year of high school, and having Board of Education approval to graduate early upon meeting graduation requirements, shall be restricted from participating in certain class activities or receiving honors or privileges such as:

- A. Qualifying for Graduate of Distinction honors. However, special mention shall be made at the graduation ceremony of their comparable scholastic achievement.
- B. Being eligible for any senior class graduation awards, including but not limited to the DAR, SAR, and the I Dare You awards.
- C. An early graduate may participate in the next scheduled graduation ceremony.

Early Graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

VI. WEIGHTED GRADES

In order to give adequate weighted credit to difficult and very difficult classes, the following four tier system will be implemented giving more weighted credit to very difficult classes, yet giving weighted credit to difficult non-required courses. In order to be considered for a weighted class, classes must not be required for graduation and must have prerequisites. Only classes taken at Tri-Valley High School will be given weighted grades.

1.0 multiplier – All required courses and courses without a prerequisite except for Spanish II

1.1 multiplier – Spanish IV
 Analytic Geometry
 Probability and Statistics
 Algebra-Trigonometry
 Plane Geometry
 Honors English

1.2 multiplier – Pre-calculus

1.3 multiplier – *AP Chemistry
 *AP Literature
 *AP Calculus
 *AP Language
 *AP Physics

*Must take AP Exam to earn Weighted Credit

VII. Honor Roll

Superior Honor Roll = 3.75-4.00 Non-Weighted GPA

Regular Honor Roll = 3.25-3.749 Non-Weighted GPA

Grade Point Averages are calculated numerically with A = 4.0, A- = 3.667, B+ = 3.333, B = 3.0, B- = 2.667, C+ = 2.333, c = 2.0, C- = 1.667, D+ = 1.333, D = 1.0, D- = .667, F = 0.0

VIII. Grade Reporting

A. Grades

Grades, which are cumulative throughout the semester, are updated frequently and are available on Family and Student Access on Tri-Valley's web page. The letter grades shown below are intended only as a guide. The actual grading scale used in a classroom may vary from teacher to teacher.

90-100 A=4 excellent work

80-89 B=3 above average work

70-79 C=2 average work

60-69 D=1 below average work

0-59 F=0 unsatisfactory/failing work

INC = Incomplete work

If a student receives an incomplete on his or her report card, that student has five school days from the date the report cards were distributed in which to make up the work or the student will receive a 0 for that work.

B. Cheating/Academic Dishonesty

Cheating is a violation of all principles of education. The student involved loses all self-respect and the grades of other students may be affected. During the school year, student learning will be measured by taking tests and quizzes, writing papers and completing projects. The grades received for these efforts should inform students how much has been learned from the course. We recognize that there are some students who may try to improve their grades by cheating. Cheating is dishonest, degrades character and reputation, and impedes individual learning. Students found cheating will receive no credit on that material or test and may receive additional discipline according to this handbook.

IX. Academic Recognition

Tri-Valley High School seniors, based on 8 semesters, will earn academic recognition levels as follows:

- **Graduate of Distinction:**
 - To be eligible for the *Graduate of Distinction* honor, students must attain a minimum of 3.75 cumulative grade point average, complete all state and local required courses, and finish with a prescribed curriculum and our most challenging courses that include:
 - Honors English II, AP Literature and AP language (with Exam)
 - AP Chemistry, or AP Physics (all with Exam)
 - Pre-Calculus or AP Calculus (with Exam)

- 2 credits of the same foreign language
- 4 credits, any combination, of Art, Music, Agriculture, Foreign Language (3 or 4), Business, or Industrial Arts.
- **Cum Laude (“with honor”):**
 - Students with a 3.50-3.80 grade point average.
- **Magna Cum Laude (“with great honor”):**
 - Students with a 3.81-3.97 grade point average.
- **Summa Cum Laude (“with highest honor”):**
 - Students with a 3.98-4.0 grade point average

X. Conferences & Reports of Unsatisfactory Progress

Conferences may be arranged by the parent calling the office for an appointment with the teacher or counselor. Any time parents have questions regarding the program of a student, a conference is recommended. Please log into family access to follow student progress through our website.

XI. Sexual Harassment/Non-Discrimination

It is the policy of Tri-Valley Community Unit District #3 that its educational and extra-curricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage, or opportunity.

Equal educational and extra-curricular 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.

Sexual harassment is unwanted and unwelcome sexual behavior which interferes with a person’s right to get an education or to participate in school activities. It may result from words or conduct that offend, stigmatize, or demean a student on the basis of sex.

The target of the harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one-time or multiple occurrences. Examples of sexual harassment include but are not limited to: touching, pinching and grabbing body parts, sexual notes or pictures, sexual graffiti, being cornered and subjected to suggestive or sexual gestures, looks, verbal comments (including —mooring, —barking, and other noises) or jokes, spreading

sexual rumors or making sexual propositions, pulling someone's clothes off, pulling your own clothes off, attempted rape and rape.

Some forms of sexual harassment may also be crimes and should be reported to police or prosecutors.

Any person who feels, on the basis of sex, they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of Tri-Valley High School, may appeal such discrimination, in person or in writing to the Title IX coordinator, Mrs. Harper.

XII. Preventing Bullying, Teen Dating Violence & Harassment

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal. Bullying on the basis of actual or perceived race, color, nationality, 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.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: Threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or

retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Nondiscrimination Coordinator: Mrs. Lee Harper, Guidance Counselor

Complaint Managers: Mr. Ben Derges, HS Principal, and Mrs. Lee Harper, Guidance Counselor

XIII. Gangs & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purpose includes 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.

XIV. Firearms & Weapons

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:

- (1) A firearm. For the purposes of this section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defines 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.

XV. Tri-Valley High School Discipline Policy

A. Due Process

All students are assured of the protection of their rights through due process procedures. At the very least, the student will be given oral or written notice of the charges against him/her, and, if he/she deny the charges, an explanation of the evidence the authorities have and an opportunity to present his/her side of the story. If students or their parents wish to appeal a suspension, they may pick up a copy of the due process procedures from the office and request a conference with the principal to initiate the appeal process.

B. Student Discipline

School administrative procedures and teaching methods shall have as a fundamental objective the maintenance of an environment in which self-discipline and control are encouraged, learned, and expected. Controlled activities and procedures are a part of this learning process and are a means of preventing and correcting abuses by anyone who is unable or unwilling to exercise self-discipline and control for the common good and who, consequently, may infringe upon the liberties of others.

The student handbook lists acts of misbehavior or misconduct and punishments appropriate for most disciplinary infractions. However, it is at the discretion of the administration and the School Board to deal more sternly with those instances which, in their judgment, require a more severe punishment than listed, such as expulsion from school for a first offense.

C. Discipline Ladder - The various acts of misbehavior have been separated into six groups as follows:

Group 0

Gum, candy, pop outside commons	Tardiness	Littering
No hall pass	Minor swearing	Snowballs
Public display of affection	Dress code violation	Water balloons
Hanging on basketball rim	Pulling bleachers out	
Disruptive/inappropriate use of any type of audio/video player		

Group I

Misconduct/disruptive behavior	Major swearing	Skipping class
Unauthorized use of building/grounds	Electronic tampering (minor)	
Missing teacher detention	Excessive PE dress cuts	Cell Phone on
Diversity intolerance, spontaneous threat to student person		

Group II

Gambling	Cheating	Cyberbullying
Trespass to a teacher's room or desk	Disrespect	Fireworks
Missing Detention Hall	Assault to students	Truancy
Unauthorized use of a teacher network account	Harassment/intimidation/bullying	
Repeated misconduct		

Group III

Gross disrespect/disobedience	Vandalism	Stealing
Assault to a school employee	Reckless driving	Sexual harassment
Unauthorized use of the AED	Suspension violation	Premeditated threat
Vulgarity towards a staff member	Tobacco possession/use	
Unauthorized possession/use of school keys	Electronic cigarette possession/use	
Distributing, purchasing, or selling tobacco materials; including electronic cigarettes or e-cigarettes		

Group IV

Possession of a weapon other than a firearm	Battery to a student
Electronic tampering/vandalism (major)	Fighting
Vandalism to a school employee or volunteer property	
Threat to a school district employee student	
Being under the influence of of any of the substances listed in Group V, other than those prescribed by a licensed practitioner for medical purposes	
Sale, transmittal, or aiding in the possession, sale, or transmittal of drug paraphernalia (including any materials which are represented as such or the student believes to be drug paraphernalia, regardless of their true nature)	

Group V

Firearm possession, sale and/or use (school grounds or school activity)

Use of a weapon

Gangs/gang activities

Battery of school employee/volunteer

Using, possessing, distributing, purchasing, or selling alcoholic beverages.

Using, possessing, distributing, purchasing, or selling:

- Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
- Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- 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.
- "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- 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.
- Any substance recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for the use by the student in the manner provided.

D. Punishment	Group 0	Group I	II	III	IV	V
Warning	1 st Offense	--	--	--	--	--
1-hr. Sat. detention	2 nd & 3 rd	--	--	--	--	--
2-hr. Sat. detention	4 th & 5 th	1 st Off.	--	--	--	--
3-hr. Sat. detention	6 th & 7 th	2 nd	1 st	--	--	--
2 3-hr. Sat. detentions	8 th	3 rd	2 nd	--	--	--
1-2 day in school suspension	9 th	4 th	3 rd	--	--	--
2-5 day in school suspension	10th<	5 th	4 th	1 st	--	--
1-3 day out of school suspension	--	6 th	5 th	2 nd	--	--
4-6 day out of school suspension	--	7 th	6 th	3 rd	1 st	--
7-10 day out of school suspension	--	8 th <	7 th <	4 th	2 nd	--
Expulsion	--	--	--	5 th	3 rd	1 st

- *Drug/Alcohol Assessment* - Any student who has been expelled or otherwise disciplined in lieu of expulsion for violation of the rules regarding alcohol or drugs **must** have a drug/alcohol assessment prior to being allowed to return to the high school. If the drug/alcohol assessment indicates a need for treatment, the student **must** make arrangements to participate in and complete a recommended program for drug/alcohol use. The student and their parents must work with the high school staff to follow through with the recommendations from the assessment. Failure to substantially complete recommended treatment may serve as a basis for additional disciplinary measures. Students that are not making an effort to serve scheduled Saturday detentions without a valid excuse will be subject to out of school suspension.
- *Reward Program* - The reward system described below applies only to acts of misbehavior in Groups I, II, and III; it will not be used for Group 0 or Groups IV and V. The reward system will apply only within groups, not across or between groups. The reward system will work as follows: once a student has been disciplined within the established guidelines, his/her next punishment will be reduced one step for each month they go without a repeat violation within that group. Any student asking for help to overcome an addiction prior to a violation discipline or a report of a violation will not receive school discipline for such action. Students asking for help in overcoming addiction after being caught in violating a school rule will be given assistance, but must serve the full school discipline.

E. Discipline - Definitions

Exclusion- any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.

Suspension- an exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the

current school term, the suspension may be imposed in or carried forward to a succeeding school term when deemed appropriate.

Expulsion- an exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when deemed appropriate.

Emergency- a situation where the student's presence poses an immediate or a continuing danger to himself, other persons or property, or constitutes an ongoing threat of disrupting the educational process.

Bus Suspension- an exclusion from riding a school bus for any length of time not exceeding ten (10) school days.

Bus Expulsion- an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.

In-School Suspension- an exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area to be selected by the Superintendent or his designee. Seventy-five percent credit shall be given for the work done in an in-school suspension. An in-school suspension may be imposed in or carried forward to a succeeding school term when appropriate.

Certified Person- any person who is duly certified under the provisions of the Illinois School Code and who is employed by the School District in a position requiring a certificate.

Detention- If you miss an assigned Detention Hall, you will be assigned the appropriate punishment from Group II and you will also be given another Detention to make up for the one you missed.

Stealing- Items must be returned in the original state if possible or restitution for the value of the item must be made.

Fighting- Students who are involved in fighting will have their parents contacted and will be sent home for the rest of the school day or from the even in which the fighting occurred.

Vandalism/Damage to Property- The regulations of our Board of Education are very specific with regard to school property. These regulations state that students are required to pay for all damages which they have done to school property. They may even be suspended from school for willful damage. All report cards, certificates of credit, or graduation diplomas may be withheld until all obligations are met. The District is not responsible for securing restitution for damages done to personal property.

Weapon - Any instrument or object capable of inflicting bodily harm which has no other useful school purpose, including but not limited to: knives, razor blades, guns, metal knuckles, broken pieces of glass or metal, self-defense apparatus, clubs, chains, etc. All weapons will be taken away from a student. Refusal to give up a weapon to a staff member will result in an additional suspension from school.

Unauthorized Use of Buildings or Grounds - During the school day, no student is to be in the parking lot without a parking lot pass from the office or outside of the building without a pass or supervision. At lunch time students may go outside but are restricted to an area extending from the southeast corner of the gym south to the track and from the track to the southeast corner of the green house. Students may not go outside this area without the permission and supervision of a staff member. Students may not be in the IMC, academic area, or a teacher's room without permission and/or supervision.

Premeditated threats are defined as being written down, sent electronically, or occurring more than once over a period of time.

Skipping is defined as intentionally missing one or more class periods but remaining on school grounds.

Truancy is defined as intentionally missing one or more classes and leaving school grounds or never coming to school at all

Minor Electronic Tampering (Group I) includes but is not limited to:

- logging in to a district system as another student
- accessing an e-mail account without teacher permission
- unauthorized installation of third party software to any district system
- removal of district software from any system
- attempting to bypass the district internet filter. The second attempt by a student will be considered major electronic tampering

Major Electronic Tampering (Group IV) includes but is not limited to:

- malicious attempts to undermine the local network or local website
- malicious attempts to undermine any external network system or website
- unauthorized use of a teacher account
- logging in or attempting to log in as a network administrator
- unauthorized use of the district student management system
- using an e-mail account for illegal, inappropriate, or threatening purposes

Gross Disobedience or Misconduct- specifically includes but is not limited to:

- a. Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
- b. Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, bus drivers, or any other district employee.
- c. Behavior which interrupts the orderly process of school affairs.
- d. Conduct which is or may be physically injurious to persons or property.
- e. Truancy - subject to the provisions of Section 26-12 of the Illinois School Code.
- f. Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.

- g. Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule, or regulation.
- h. Excessive unexcused absences.
- i. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff, or school bus driver.
- j. Use or aiding in the use of tobacco products.
- k. Destruction or damage to school property shall require restitution and/or suspension.

Harassment/Intimidation/Bullying- repeated instances of threatening or detrimental behavior directed toward another student. Examples of prohibited conduct include, but are not limited to, name-calling, using derogatory slurs, pinching, tripping, wearing or possessing items depicting or implying hatred or prejudice of a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

- If a teacher witnesses any of the above mentioned actions he/she should.
 - 1) Acknowledge unacceptable behavior to student
 - 2) Issue appropriate classroom or office discipline
- Students believed to be under the influence of alcohol or any controlled substance may have tests administered to confirm suspicion by the administration or local authorities.

F. Teacher/Administrator Responsibility

Teachers and/or Principals are responsible for maintaining proper student behavior during school hours and at school-related activities. Teachers are responsible for all disciplinary actions resulting from student misbehavior within the classroom or while the student is under their supervision. Any repeated or gross incidents of misbehavior shall be reported to the Principal.

G. Discipline - Notice

Within fifteen (15) days of the first day of pupil attendance in each school year, the administration shall provide a copy of all student disciplinary policies to each student or their parent or guardian. If a student enrolls after the commencement of the school year, a copy of all student disciplinary policies shall be provided to the student or their parent or guardian within fifteen (15) days following the student's enrollment. The disciplinary policies may be included in the Student Handbook provided to each student, and a copy of the Student Handbook may be provided to each parent or guardian for the purposes of the notice required herein. As soon after the start of the school year as is practical, the administration shall cause all students to be advised of the student disciplinary policies then in effect.

H. Discipline - Removal From Classroom

Any certificated person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health, or property. Removed students shall remain in the school in a restricted or isolated area to be selected by the Superintendent or his designee pending further discipline when applicable. Students' rights to due process will be assured by the teacher discussing the situation with the student or referring the student to the office for further discipline when applicable. Nothing in this policy shall affect the powers of the Administration or the Board under the policies concerning Expulsion and Suspension.

I. Discipline - Corporal Punishment

Corporal punishment of students by school officials shall be prohibited. Corporal punishment shall include, but shall not necessarily be limited to, the intentional infliction of bodily harm, slapping, paddling, or the prolonged maintenance of a student in a physically painful position. School officials shall not be prohibited from the use of reasonable force for purposes of self-defense, to protect property, to protect the health or safety of the students in their charge, or to protect other persons.

J. Discipline - Suspension

The Superintendent and/or Principal(s) shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct, as those terms are defined in paragraph 9 of the discipline definitions policy.

K. Pupil Control and Conduct

1. Classroom behavior - Each student is responsible for his/her own behavior. If a student's behavior in class is consistently inappropriate, the teacher is requested to schedule a conference with the student. If the student's behavior does not improve, the student shall be referred to the principal, his/her parents shall be notified, and a conference arranged.
2. Among the forms of punishment used to counteract misconduct are:
 - a. Detention - defined period of confinement assigned by a teacher or administrator
 - b. Saturday Detention - same as above except the time is for a specified amount of time on a Saturday (8:00 a.m. – 11:00 a.m.)
 - c. In-School Suspension - isolation from classroom activities with study and/or work assigned by the teachers or administrator, the work completed during this time will receive 75% of its normal value; the In-School Suspension will

be supervised by a teacher or substitute teacher in a designated school area. Work done during the in-school suspension must be arranged for and picked up by the student prior to 8:15 on the day of the in-school suspension.

d. Payment for damages

e. Suspension - temporary removal from the school facility by an administrator with no make-up of school work missed.

f. Expulsion - permanent removal from the school facility by the Board of Education.

3. Violations and Punishments - If a student should violate proper conduct and come under the jurisdiction of this disciplinary manual, the parents of the student shall be notified in writing when the first offense occurs. This list of punishments is meant to be a guide. The principal, or his designee, has the authority to exercise discretion in increasing or decreasing punishment according to circumstances. Depending on the situation, this could mean possible expulsion for a first offense. Any student who willfully and/or knowingly remains in an area where school rules are being violated runs the risk of being accused of violating the rules, and they should expect to be held accountable for the actions taking place.

L. Internet Threats

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.

M. Access to Student Social Networking Passwords & Websites

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

XVI. General Rules & Regulations

A. Student Dress/Attire/Appearance

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. A manner of dress which results in disruption of the educational process, or which contributes to unhealthy or unsafe conditions, will not be permitted.

1. Shoes or other appropriate footwear must be worn in the school building.
2. No hats or caps or any other form of head covering are to be worn upon entering the school building on a regular school day for class instruction or for disciplinary periods except for a prearranged activity.
3. Swimming suits for both boys and girls are not appropriate for school and should not be worn.
4. Words or pictures on articles of clothing which advertise illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products, or any other items not legally usable by high school students will not be permitted.
5. Dress and appearance must be such that all students are covered from shoulders to mid-thigh. Clothing which fails to adequately cover the body, exposes underwear, or which is torn or altered in an explicit or suggestive manner will not be permitted. There are to be no bare midriffs; shirts must have shoulders and sleeves and must have the ability to be tucked in all around the body and be able to remain tucked in when seated. Tops made of see through material or open weave material such as fish netting which are inappropriately revealing, or tops that have low cut necklines revealing cleavage will not be allowed.
6. Clothing which conveys a demeaning or sexual message, whether explicit or implied, may not be worn at school.
7. Gang related words or symbols or gang paraphernalia will not be permitted at school or on clothing worn to school or on the person of anyone on school property.
8. Sun glasses will not be worn upon entering the school building on a regular school day for class instruction unless the student has written doctor's instructions to do so or for a prearranged activity.
9. Students may not wear pajama pants to school.
10. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
11. Student Dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
12. Clothing with holes, rips, tears and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

Students whose dress causes a substantial disruption to 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.

If you have any questions regarding acceptability of a particular item of clothing, check with the Principal before you wear the item to school.

B. Care of Personal Property

During the course of the school year, school personnel hear reports from students and parents regarding items belonging to students which have been lost or stolen at school. On some occasions, the items lost are the result of carelessness on the part of the owner. The school is NOT responsible for items lost or stolen from lockers.

C. Motor Vehicle Policy

The parking lots and the 25' area immediately around them are off limits to students at all times during the school day - this includes during the lunch times. The following policies are in effect during the school year concerning vehicle usage on school grounds:

1. All vehicles will be driven in a safe manner. There will be no excessive spinning of tires or excessive speed on school grounds.
2. All vehicles must be registered in the school office. In order for students to park in the school parking lots, students must purchase a parking permit from the school office. Students will be assigned a parking spot and must park in that assigned spot during the school day and display their parking permit on their vehicle.
3. When arriving at school, all students must leave their cars immediately upon parking them; no loitering in the cars or the parking area will be permitted.
4. All motor vehicles will remain parked where they are for the day unless permission is given from the office. Students forgetting materials at home will not be allowed to drive home to get them. Students will refrain from entering their vehicles during the day unless permission is received from the office. Vocational students leaving school for AVC or Work Coop jobs may not return unless for a scheduled class or practice.
5. Students are to be particularly careful when buses are present.

Vehicles parked on campus should be kept locked at all times. The school assumes no responsibility for loss of personal property or damage to cars parked on the campus. Driving a motor vehicle to school is a privilege. Students who violate the above rules will be disciplined as follows:

- a. First offense - loss of driving privileges for one week and/or a Group I offense
- b. Second offense - loss of driving privileges for one month and/or a Group II offense.
- c. Third offense – loss of driving privileges for the remainder of the school and and/or a Group III offense.

D. Study Hall Guidelines

1. A firm control of students and a study atmosphere should be maintained at all times.
2. No games or card playing is to be permitted.

3. No student should be out of study hall unless they have a pass. The study hall teacher should know exactly where the students are going and when they will return.
4. Individual electronic music devices may be allowed at the discretion of the study hall teacher as long the music is not heard by or disturbing others.

E. Middle School/High School Separation

Neither middle school students nor high school students will be allowed to invite the other as a guest to dances or other school activities provided for just one of the groups.

XVII. General Information

A. Sales and Collection of Money

Any school organization or class wishing to raise money must submit the idea to the principal for approval prior to the event being held or the contract signed. The organization or class must indicate why the money is needed, how it will be raised, and how it will be spent.

B. Announcements

All-school announcements will be made over the PA once a day at the beginning of the day if necessary.

C. Field Trips and Co-Curricular Trips

All field trips and co-curricular trips must be approved in advance by the principal. Transportation must be arranged with the Transportation Director after approval for the trip has been received.

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 with authority to give permission. 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.

D. Fire Drills and Emergency Drills

Drills are held to acquaint all students and personnel with the necessary emergency procedures. Each teacher will instruct their students on the procedures to be followed in case of an emergency; such directions are posted in each classroom.

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

E. Visitors to School

All visitors who come to the school for any reason during the school day must report to the school office and receive permission to be on school grounds. If the school staff desires, visitors may be issued a —visitor’s pass. As a general rule, friends or relatives of students will not be allowed to spend any part of the day with them in school. Any person on school property who has not registered with the school office is illegally on school property and is to be asked to identify themselves. Any person refusing to cooperate with school personnel in this matter will be asked to leave school grounds. If necessary, the police will be called.

F. School Lockers

Each student is assigned a locker equipped with a built-in combination lock. Padlocks are not to be used. The locker is provided for the safeguarding of personal property and such school property as has been issued to the student. It must be kept locked at all times when not in use. Each student shall be responsible for the locker assigned and its condition. Doubling or sharing of lockers will not be permitted, and the combination should not be shared with friends. If at any time the lock does not function properly or other problems arise, the facts should be reported to the office at once. The school cannot be held responsible for lost or stolen items. Lockers are, and shall remain, the sole property of Tri-Valley and students should have no expectation of privacy therein. The school reserves the right to open the locker assigned to a student, with or without the student’s knowledge, for inspection with or without a reasonable suspicion that the student has in the locker an illegal, harmful, or prohibited substance, or an object which could be considered to be used as a weapon. To maintain order and security in the school, school authorities are also authorized to conduct reasonable searches of students and their personal effects, including purses, book/gym bags, and similar paraphernalia.

G. Search and Seizure

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

1. School Property 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.

2. Students

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

3. 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.

H. Lost and Found

Lost articles should be reported to the office immediately. Found articles must be turned in to the office.

I. Physical Education Participation/Dress

Students in all Physical Education classes (except Senior PE) will be required to wear a physical education t-shirt made available by the PE department, royal blue shorts, white socks, and gym shoes. All articles of clothing should be marked for identification.

Success in Physical Education requires active involvement in each class. Failure to dress in the proper uniform precludes healthy and safe participation, and as such, —dress cuts interfere with success. Students involved in extra-curricular activities are held to the same expectations as all other students, therefore, students not

participating in PE class on any given day will be deemed ineligible to participate in extra-curricular activities on days they don't participate in PE activities. For each dress cut after the fifth occurrence per semester, a student will receive a Group I discipline. When it becomes mathematically impossible for a student to pass the course, the student will be removed from the physical education class and be placed in a study hall.

Students must have a padlock available in order to lock street clothes in a PE locker while in class. Clothing and other property should never be left unattended in the locker room or instructional areas. Tri-Valley is not responsible for lost or stolen property.

J. Physicals

All athletes must have current year physicals on file prior to being allowed to practice. All 9th grade students must present a physical certificate prior to starting school.

K. Automobiles Parked on School Property

Certificated personnel and school administrators may search any automobile, motor vehicle, bicycle, or other implement of transportation, either driven or ridden by a student onto school property or parked, stopped, or left unattended on school property when there is a reasonable suspicion that the search will produce evidence that a particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in relation to the infraction.

Students may park their vehicles in the high school parking lot or designated spots at the middle school and unit office. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, and the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the

course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

L. One to One Technology Policy Regarding Electronic Devices Brought To School

Students are prohibited from using cell phones, laptops, tablet computing devices, i-pods, and other devices of technology for **any non-academically related purpose** during class. This includes, but is not limited to, having conversations, texting, playing games, and accessing the Internet, if not directly instructed to by the teacher. In addition, any device may only be used if it is connected to the “Authorized Tri-Valley Wireless Network.” Outside and unfiltered networks may not be accessed during the school day. Any students using any electronic device is subject to the guidelines outlined in Tri-Valley CUSD #3 acceptable use policy.

In addition, cell phones are to be in the “off” position during class periods, so as to negate the possibility of classroom interruption from received calls, texts, IMs, etc. Finally, students are prohibited from using electronic camera devices to take any pictures or videos during the course of the day unless directly instructed to do so by the teacher or administration. Violation of this policy will be dealt with as a Group 1 discipline violation for a first offense at a minimum. In addition, any device may be confiscated by the administration if violation of this policy is suspected. Finally, Tri-Valley CUSD #3 and its employees are not responsible for any electronic device that is misused, lost, damaged, or stolen.

M. Administering Student Medicine

The Board of Education feels that, as a regular and normal practice, medicine should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, and under exceptional circumstances, medicine will be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, or self-administered by a student in accordance with the provisions of Board Policy and the accompanying administrative procedures. Board Policy does not allow any student to take medicine without a form signed by the doctor and parent. The principal may deny the request to administer student medicine. District policy does not prohibit any school district employee from voluntarily providing emergency

assistance to students. A complete copy of Board Policy and forms may be obtained by contacting the school office.

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

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

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

N. 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.

O. Head Lice

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for 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 head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

XVIII. Student Privacy Protections

A. 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:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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.

B. 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.

C. Student Records

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official

duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

D. Student Biometric Information

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

XIX. Student Activities

A. Tri-Valley High School Co-Curricular Philosophy

Extracurricular activities are privileges extended by the District to students who wish to participate and who agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions as listed in the following pages. Because these activities are regarded as privileges and not property interests of the students, only those procedural and substantive considerations as provided for in this handbook shall be afforded the student when a disciplinary sanction must be considered.

The co-curricular program at Tri-Valley High School is a part of the total school program and thus comes under the control and supervision of the Board of Education, Superintendent, and Principal to the same degree as any other part of the program. The Board is committed to support a diversified and balanced program of co-curricular activities. It sees the goal of such activities as the life enrichment of each participant through development of skills, health, strength, self-reliance, emotional maturity, social growth, and good sportsmanship. The Board intends that co-curricular programs be designed to meet the needs and interests of students irrespective of sex, physical endowment, developed skills, or natural aptitude. It also intends that resources be allocated in an equitable manner relative to said needs and interests.

Co-curricular activities include but are not limited to: all athletics, plays, music contests not related to a student's grade, FFA, and any other extra-curricular group. Students who participate do so on a voluntary basis, and they are constantly in the

eye of the public and represent the entire school as well as themselves. Since the participant represents the entire school, his or her conduct in the activity and out of school must be such that it will reflect favorably upon the entire school district. The participant's academic standing must be such that he/she can afford the time necessary for training and participation.

The Board recognizes the values which students derive from participation in athletics. Therefore, the Board will make every effort to provide as wide a variety of athletic activities as is feasible. The Board further recognizes the value of a successful program to the community, the student body and faculty, and the individual athlete; and, the value in generating participation in and support of the athletic program. It also recognizes that there may be times in competition when not everyone will be able to play. Each athlete, however, who shows a positive work ethic, a cooperative attitude, and a continual improvement in his/her physical skills will be given playing time as deemed suitable by the coach. The rules and regulations created by the IHSA and the local school district are established for the benefit of the participants and the school. Those who volunteer to participate are expected to follow all regulations as outlined by the IHSA and the local school district. **Any student that elects to participate in an IHSA activity is offering implied consent to random drug testing during the IHSA state series competitions as per the IHSA policy.**

B. Requirements for Participation in Co-curricular Activities:

1. Before practices begin:

- a. Participants must have a strong desire to be a part of the co-curricular program.
- b. Athletes must secure a medical examination and file the completed form with the Athletic Director.
- c. Athletes must secure school insurance or present a written statement from a parent indicating family insurance coverage.
- d. Athletes and their parents must sign and return the Interscholastic Training Rule form.
- e. Participating athletes' parents must sign and return a Statement of Residency verification form.

2. Rules for participation:

- a. Participants must attend all practice sessions as scheduled by the sponsors/coaches.
- b. Participants must comply with the sponsor's/coach's rules as explained during the pre-season meeting.
- c. Participants must comply with the Interscholastic Training Rules.

3. School attendance:

- a. To be eligible to participate in any scheduled event, a student must be present in school on the day of the event, if on a school day. To fulfill this requirement, the student must be present for at least half of the school day, unless approved by the building administrator.
- b. In order to attend a school event, a student must not have an unexcused absence the day of that event.
- c. A student who consistently misses school on a day following an event will be subject to loss of the privilege to participate. Health and academic work are far more important than co-curricular activities. Those who cannot participate and attend school regularly will be considered physically incapable of participation.

4. Grooming: all participants are expected to maintain a neat, well-groomed appearance with hair and nails kept at a length that will not cause harm or interfere with the athlete's performance.

5. Academic eligibility:

- a. It is the responsibility of the student to maintain an acceptable academic grade as required for participation.
- b. To be eligible to participate in any co-curricular activity or class office, a student must maintain a passing grade in all subjects. A student will be permitted to participate for one (1) week with one (only) failing grade. If that failing grade is not removed by the following Friday, he/she will be declared ineligible. A student who is ineligible for an activity may practice but may not compete interscholastically or perform in a school activity until declared eligible again. Failing grades in two or more subjects, two consecutive failing grades in the same subject, or two or more weeks of failing grades in different subjects will make him/her ineligible immediately, and he/she will remain ineligible until all deficiencies are removed. In this case the student may not practice or compete or perform until the deficiencies are removed. Any subsequent failing grades during that same grading period will make him/her ineligible immediately, and they will remain ineligible for the balance of the period.
- c. A student who receives a failing grade on his/her report card will not be eligible to compete or perform for two weeks, beginning the school day after the report cards are distributed, but may practice during that time. Two failing grades on a report card will eliminate that student from any participation for a period of nine weeks following the report card distribution. He/She may begin participation the day following the nine-week period, if they are eligible. At the end of the first semester, the semester grade on the report card will be used to determine a student's eligibility. This period

of ineligibility will be served beginning the first school day of the second semester for the first semester grades, and the first day of practice for fall sports for second semester grades.

d. Any failing grade on the weekly eligibility check in a subject in which the student received an F on their report card will make him/her ineligible beginning the following Monday for another two weeks. Any subsequent failing grade in that course on the weekly eligibility check will render the student ineligible for the remainder of the nine-week grading period. The student will again be eligible the day following the next report card distribution if there are no failing grades on that card.

e. In addition to the above, all IHSA regulations concerning eligibility will be enforced.

C. Training Rules and Policies

The following training rules apply to all IHSA sanctioned interscholastic participants during their enrollment in Tri-Valley schools, including summer vacation periods. An IHSA sanctioned interscholastic participant is defined as an individual who takes part in an athletic or non-athletic interscholastic activity or event that is governed by the Illinois High School Association.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

D. Academic Eligibility - see section XIX. B. 5

As An Interscholastic Participant of Tri-Valley I Will Not:

1. Smoke or use tobacco in any form (i.e. smokeless tobacco)
2. Consume, possess, or distribute alcoholic beverages
3. Consume, possess, or distribute illegal drugs or substances, including any substances that I believe or tell others are illegal drugs or substances
4. Possess or distribute drug paraphernalia
5. Violate any criminal code or any law or ordinance of any jurisdiction, or violate school rules

6. Consume or offer to any other person any substance which I say or believe will improve or alter my performance (this does not apply to any medication prescribed by a physician, or any other substance, such as aspirin, approved by the coach or sponsor in advance)
7. Engage in any conduct which is intended to cause damage to school property or to the property of school personnel, or be disruptive to school activities
8. participate or observe in the hazing and/or initiation of any person (this violation will fall under penalty number 8)
9. engage in other acts of gross misconduct

E. Training Rules

General Penalties for Violations, other than for Serious or Disruptive Offenses, are as Follows:

1. First offense - suspension from 50% of regular season contests (fractions will be rounded up; for tournaments, each day equals one contest). If the entire suspension is not served in a single interscholastic activity, the remainder of the suspension will be served in the next interscholastic activity.
2. Returning to No Offense Status - Following the first offense, if a student completes one calendar year with no additional violations, the student may return to a no offense status. The opportunity to return to a no offense status will only be granted to a student one time during their high school career.
3. Second offense - suspension for one calendar year from all interscholastic activities. The calendar year will begin with the first day of the suspension.
4. Third offense - suspension from all interscholastic activities for the remainder of the student's high school career.
5. Reinstatement - Following the third offense, if the student completes one calendar year without any additional violations, they may apply in writing at the discretion of the principal and athletic director, the consideration regarding the seriousness of the prior offenses shall determine whether or not to reinstate the participant to a second offense status. If any prior violation was dangerous to other persons or property, including but not limited to hazing and/or initiation, or seriously disruptive to any school activity, then the student shall not be reinstated. If a fourth offense occurs prior to reinstatement, then reinstatement is not available.
6. Fourth offense - If a fourth offense occurs prior to reinstatement, termination of privileges to participate in any activity covered by this policy occurs without opportunity for reinstatement.
7. Out of Season Violations - Out of season violations will apply to the next activity in which the student participates. If a student is participating in numerous activities during a season, the penalties will be assessed to all the activities.

8. Any student that is in violation of the athletic code out of season and facing an extra-curricular suspension may not join a team that has already held official practices and begin serving the suspension. He or she must wait until the official beginning of the next athletic season to begin serving the suspension.

F. Penalties for Serious or Disruptive Offenses:

The limited penalties for first and second offenses may be by-passed if the student's conduct involved the consumption, possession or distribution of alcoholic beverages, drugs or illegal substances; was dangerous to other persons or property; or was seriously disruptive to any school activity. In case of such an offense, the penalty may be, at the discretion of the principal and athletic director, suspension from all activities covered by this policy for the remainder of the student's career.

G. Procedure for Dealing with Major Violations

1. Upon evidence or information that a major training rule violation has occurred, the athletic director and coach will meet to discuss the alleged violation.
2. The athletic director shall conduct an investigation concerning the alleged violation.
3. The athletic director and coach shall select a date and time to meet the student to discuss the alleged violation. This shall be done as soon as possible.
4. The athletic director and coach shall meet to discuss the penalty as enumerated in the Interscholastic Training Rules. The student and parent(s)/guardian(s) will be informed of the decision concerning the penalty and its administration within five (5) working days.
5. Rights of Review -
 - A. The student and parent(s)/guardian(s) may request in writing a hearing with the athletic director and principal within seven (7) days of the administration of the penalty. A meeting will be held within five (5) days of the notification, and an oral response must be made within five (5) days.
 - B. If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within ten (10) days from the receipt of the response in step A. A meeting between the parties will be held within ten (10) days and a written response made within (5) five days. A record of this meeting shall be made.
 - C. If the issue is still not satisfactorily resolved in step B, the grievant(s) may appeal the issue in writing to the Board of Education within five (5) days from the receipt of the written response. The Board shall consider the appeal within thirty (30) days and a written response shall be given within five (5) days.

H. Minor Violations

Any violations concerning practice, school conduct, diet, rest, care of equipment, grooming, travel, etc. will be decided upon by the staff of the activity with the prior approval of the athletic director. These guidelines will be shared with the parent/guardian of the participant prior to the beginning of the season at the pre-season meeting. It is the responsibility of the parent/guardian to attend this meeting and receive the guidelines.

I. Procedure for Dealing with Minor Violations

1. Discipline will be administered immediately by the supervising coach/sponsor.
2. The athletic director will complete the Interscholastic Training Rule Violation Form and file it. A copy will be mailed to the parents/guardians.

J. The National FFA Organization

The FFA is a national, state, and local organization of, by, and for young men and women studying vocational agriculture. Members are responsible for and carry on the work of their organization; the teacher assists in an advisory capacity. Among the many activities of the FFA are the section, state and national awards competitions, public speaking, parliamentary procedure, land and livestock judging contests, and many other activities which the members choose to organize and conduct. The FFA is designed to provide the leadership and educational experience which help to develop those talents.

K. Key Club

Tri-Valley High School Key Club, sponsored by the LeRoy Kiwanis Club, is a service organization for high school students which began during the 2001-2002 school year. Presently the organization has over 50 members and meets regularly throughout the school year. This group has performed numerous service projects including tutoring elementary students, ringing bells for the Salvation Army at Christmas, Trick or Treating for UNICEF, and participating in the Relay for Life. Members are required to participate in 50 hours of community service during a school year.

L. The National Honor Society

Sophomores, juniors, and seniors who maintain a minimum grade point average of 3.75 are academically eligible for membership in the National Honor Society. A faculty council votes on those students who have met the scholastic requirements on the basis of character, leadership, and service.

M. TIPS/SADD

TIPS and SADD is a group that was created when two organizations with similar goals, Teens in Prevention and Students Against Destructive Decisions, merged. The Goal of this organization is to encourage students to make positive decisions, such as avoiding drugs and alcohol and making positive contributions to the community. This

is accomplished through meetings during activity period, fundraisers, attending a leadership conference, and making charitable contributions.

N. Rembrandt Society

The high school art club is open to all students interested in art. Members participate in election of officers, field trips, and community service.

O. School Dances

1. There will be a limited number of school dances during the year. School dances are a privilege, not a right. Therefore, all dances must be planned in advance and must be chaperoned by teachers. All dances and other activities must be approved and placed on the calendar at least two (2) weeks prior to the event.
2. School dances held at Tri-Valley are for the pleasure and recreational benefit of Tri-Valley students and their dates. Students from other schools will be permitted to attend high school dances only if invited by a Tri-Valley student and provided the student who gave the invitation is present. Only students who are currently 9th grade through the age of 20 may attend a high school dance at Tri-Valley. If a student wishes to bring a guest, he/she must complete a dance form and turn it in to the office at least one week prior to the dance or sock hop. Tri-Valley administration has the right to refuse any guest at any time. High school students may not re-enter a dance once they leave the building. Students who violate these rules may be prohibited from attending other dances or extra-curricular activities.
3. Violations of school policies such as drinking, smoking, destruction of property, vulgarity, insubordination, or other unfit conduct will be reason for eliminating visiting schools from dances and/or canceling all dances. Misconduct on the part of any student or their date will bar that student from future dances. A teacher chaperone will be at the admission door to admit students to each dance.

P. General Rules and Regulations for School Activities

1. All rules which apply during school hours apply at school activities also.
2. Students who are required to pay admission to an activity must do so. Students failing to pay when required will be removed and barred from all future school activities for the remainder of the semester.
3. Students attending an activity must remain in the building.

Q. Transportation

Any student attending a co-curricular event who arrives by school arranged transportation must go home by the same mode of transportation unless a parent or guardian assumes direct control of the student at the co-curricular event. All participants must ride school transportation to the event except in extreme circumstances which must be approved by the parent or guardian and cleared with the principal or his designee.

XX. School Services

A. Book Rental/Lost Textbooks/Lost Library Books

Tri-Valley Community Unit #3, under the authority of the Board of Education, operates a rental system for books and supplies in all grades. In requesting rental privileges, parents agree to accept responsibility to the extent of the value of the books or other items which may be damaged or carelessly used by their children. If a student loses a rental book or a library book which has been purchased by the district less than two years before the loss, the student is charged the full school price for the book. For each year over two, a student is charged the school price less 10%.

Example: List price of book \$23.40

Loss occurs during 3rd year \$ 2.34 (10%)

Student is charged \$21.06

List price of book \$23.40

Loss occurs during 5th year \$ 7.02 (30%)

Student is charged \$16.38

Students will be held accountable for lost textbooks or library books. Before a student is permitted to receive credit for semester and/or final exams, all responsibilities for lost books must be met.

B. Cafeteria - Lunch Period

Tri-Valley has a closed campus for lunch and students must remain on campus during the lunch period. All students, whether purchasing school lunch or bringing lunch from home, must eat in the cafeteria.

C. Guidance Services

The guidance counselor is responsible for providing a variety of services and materials for the students; these include:

1. Personal counseling - sometimes students find it desirable to discuss a problem with another person. Possible solutions can be examined in a confidential manner.
2. Educational planning - the counselor is responsible for each student's schedule. It is often beneficial for students to plan their high school program for the entire four years. The counselor is available to assist each student in this task.
3. Vocational counseling - the guidance office contains a variety of information concerning many vocations. Students should begin to explore possible opportunities early in their school experiences. Students are encouraged to use these materials and discuss their vocational plans with the counselor.
4. College admission - there are many college catalogs for the students' use in the guidance office. These include business schools, technical schools, junior colleges, and four-year colleges and universities. Several representatives from these institutions visit Tri-Valley during the school year. Interested juniors and seniors are

invited to talk with these representatives. It is necessary to make an appointment with the counselor for these meetings.

5. Scholarships - information concerning various types of scholarships is available in the guidance office. These vary from grants awarded by the state and Federal governments to competitive scholarships sponsored by corporations and organizations.

6. Testing program – Tri-Valley administers all ACT based exams in order to prepare students for the ACT which is taken during their junior year along with the Prairie State Achievement Test (PSAE). During their freshman year students take the Explore Test, and the PLAN Test during their Sophomore year. These tests are used to measure student progress from year to year. Although these test scores do not affect grades, they are recorded as a part of each student’s permanent record. Students should always put forth their best effort.

Juniors who are considering attending college are advised to take the PSAT (Preliminary Scholastic Aptitude Test). This test can qualify students for a National Merit Scholarship, State Farm Foundation Scholarships, and it also provides valuable test taking experience. College bound students should also take the ACT (American College Test), and it is recommended that students sit for an ACT prior to the spring of the junior year. Information and registration is available at www.actstudent.org. This test may be taken by juniors in April or by seniors in October, December, February, April, or June. A registration form, available in the counselor’s office, must be completed before these tests may be taken. Other tests may be given to individual students as needed. Test results are available to students and their parents. The counselor will explain the meaning of the scores.

7. Parent conferences - the school and the home have a mutual interest in the total development of the student. Only through working together can the student best be served. The counselor welcomes calls or visits from parents on any matter of concern.

8. Scheduling student conferences - it is preferred that the students visit the counselor during their study hall period, before or after school, or during lunch period. If a student comes to the guidance office during a scheduled class period, they must have a pass from the teacher.

D. Insurance Program

A low-cost insurance policy is offered to all Tri-Valley students. This is a limited policy with definite indemnities set for each type of injury. Please understand that neither the school nor anyone connected with the school will profit in any way from the insurance. For a small fee, a student can be insured during the school year for accidents which occur while he/she is engaged in any school sponsored activity. Injuries resulting from brawling or fighting are not covered by this policy. All injuries must be promptly reported to the office or to the teacher in charge.

E. Library Services

The Instructional Materials Center (IMC) is designed to provide services and materials for faculty and students in conjunction with the curriculum.

1. All students are eligible to use the IMC for study and to check out materials. This privilege may be suspended for three reasons: a) the student has violated the rights of others to study or check out materials; b) the student has overdue materials; c) the student owes fines.
2. All books, with the exception of those listed above, may be loaned for a period of three weeks. A fine of five cents (\$0.10) per school day will be charged for late materials.
3. Students who borrow books and other materials are responsible for them. If a person borrows a book and then loans it to someone else, he/she is still responsible for the book.
4. All materials leaving the IMC must be properly checked out. Failure to do so will be punishable.
5. Back issues of magazines and periodicals may be checked out for a three week period. The current issue may only be borrowed for one class period and will remain in the IMC.
6. The names of those students who owe fines or who have overdue materials will be posted at the entrances of the IMC. If a special notice is issued, the student must report to the IMC immediately. Failure to do so will result in a 7:15 detention to be served in the IMC.

XXI. Network Use Policy

A. Internet Acceptable Use

All use of electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed 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.**

B. Unacceptable Uses

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable use 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;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private or financial 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 disclosures, dissemination, and use of information about anyone that is of a personal nature including a photograph or video;
- h. Using another person'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;
- m. Using the network while access privileges are suspended or revoked

C. 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 address of telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. 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 others.
- f. Consider all communications and information accessible via the network to be private property.

D. No warranties

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

E. Indemnification

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

F. 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. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

G. 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.

H. Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or 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 e-mail 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 Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

I. Use of Electronic Mail

The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool.

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

be transmitted in an e-mail message that would be inappropriate in a memorandum or document.

c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain 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 and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

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

e. Use of the electronic mail system constitutes consent to these regulations.

XXII. Permanent Records

The school maintains a permanent record for each student enrolled at Tri-Valley High School. The information found in this record includes: standardized test results, grades and credits earned in courses taken by the student, number of days absent and tardy, limited family information including parents' names, address, student's date of birth, telephone number, and other schools attended, extra-curricular activities. Parents of students under 18 years of age may request to see the student's permanent record while in the presence of a school official. A separate health record for each student is maintained in the office.

XXIII. Transportation

A. INSTRUCTIONS TO SCHOOL BUS RIDERS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are assigned a bus route as well as pick-up and drop-off destinations prior to the start of each school year. This information is available through Family Access. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building office.

While students are on the bus, they are under the supervision of the bus driver unless the Board of Education has designated another adult to supervise the riders. In most cases, bus discipline cases 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.

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

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

School bus rules are under the jurisdiction of the school bus driver unless the Board of Education has designated another adult to supervise the riders.

1. Be on time at the designated bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident. Loud conversations, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
9. Good behavior and behavior that will distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
9. Be reasonably quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Do not eat or drink on the bus.
13. Carry no animals on the bus without the permission of the school Transportation Director and the Superintendent or Principal.
14. Keep books, packages, coats, and all other objects out of the aisles.
15. Leave no books, lunches, or other articles on the bus.
16. Be courteous to fellow pupils and the bus driver.
17. Help look after the safety and comfort of smaller children.
18. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
19. Observe safety precautions at discharge points. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder

of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.

20. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

21. Athletic footwear equipped with cleats or spikes are not allowed on the bus.

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

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

Video and audio cameras may be active on 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, please contact Kurt Hartke, Transportation Director, at (309) 378-2351.

B. "CAN I RIDE HOME WITH MY FRIEND?"

School Board policy is very specific about riders changing routes, stops, or having friends ride. You need to be familiar with the procedures and policy given below. Students are allowed to ride a bus to homes other than their own regular bus route, providing a slip signed by parents is presented to the Principal a day in advance, or in an emergency, a phone call is made to him/her. If space permits, students may be allowed to ride buses other than their own provided a —transportation change request slip is secured from the principal's office in advance. Examples of approvable requests are illness, employment, necessary parental absence from the home, or other situations deemed to be necessities by the Principal or Transportation Director. Examples of non-approvable requests include parties and overnight visits which are mere social conveniences.

XXIV. Cancelling Activities for Emergency Reasons

When the schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs will automatically be cancelled or postponed. This includes social events, club meetings, sports events at home or away, and practices.

XXV. Scheduling of Extra-Curricular Events

All extra-curricular events are scheduled to save transportation time and minimize energy costs. If an event is scheduled to leave from Ellsworth and proceed to Downs, then the return schedule after the event will be the reverse - first Downs and then to Ellsworth. This type of scheduling is used to get students home as quickly as possible,

and also to decrease the number of miles driven by our buses, thus decreasing energy costs.

XXVI. Parental Rights

A. Teacher Qualifications

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

- a. Whether the teacher has met State certification requirements;
- b. Whether the teacher is teaching under an emergency permit or other provisional status by which the State licensing criteria have been waived;
- c. The teacher's college major;
- d. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- e. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

B. Standardized Testing

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

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

C. 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.

D. Sex Education Instruction

Sex education must be age appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases. (Pursuant to Public Act 98-441) Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

E. English Language Learners

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

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

F. School Visitation Rights

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

G. 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.

H. Sexual Predator 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 for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

I. Sex Offender & Violent Offender Community Notification Laws

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

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