

# TRI-VALLEY COMMUNITY UNIT SCHOOL DISTRICT NO.3

## Board of Education

Tri-Valley District Office

Wednesday, June 15, 2022- 6:00 P.M.

### Board Meeting Agenda

- I. **Call to Order**
- II. **Roll Call**
- III. **Hear Public Comment to the Board**
- IV. **Consent Agenda**
  - A. Approve the Minutes from May 2022
  - B. Approve the Board Bills from June 2022
  - C. Approve Student Activity Accounts for May 2022
  - D. Approve Treasurer's Report for May 2022
  - E. Approve the Destruction of Executive Session Tapes dating back 18 Months
- V. **Visitors and Reports**
  - A. Visitors:
  - B. Committee Reports: None
  - C. Administrator Reports: None
- VI. **Action Items**
  - A. Approve Board of Education Meetings: Dates & New Times for 2022-2023
  - B. Approve Hazardous Bus Routes for 2022-2023
  - C. Approve Commercial Insurance Renewal for 2022-2023
  - D. Approve the FY23 Consolidated District Plan
  - E. Approve Athletic Trainer Agreement for 2022-2023
  - F. Approve Behavioral Intervention Procedures
  - G. Approve 1<sup>st</sup> Reading of the 2022-2023 Handbooks: ES, MS,HS
  - H. Approve Contract for Little Viking Care Assistant
  - I. Approve New Bus Lease
- VII. **Discussion Items**
  - A. CPPRT Revenue & Budget
  - B. Banners and Scoreboards
  - C. District Committee Work
  - D. Grounds and Maintenance Update
  - E. Facility Use for ES & MS Study: BLDD
  - F. Solar Energy
- VIII. **Executive Session**
  - A. To discuss the appointment, employment, compensation, resignation, discipline, performance or dismissal of personnel, litigation or collective bargaining matters, pursuant to Section 2(c)(1) of the Open Meetings Act
- IX. **Approval of the Personnel Report**
- X. **Adjournment**

# TRI-VALLEY COMMUNITY UNIT SCHOOL DISTRICT NO. 3

## OFFICIAL MINUTES

May 18, 2022

### I. Call to Order

### II. Roll Call

A meeting of the Tri-Valley Board of Education held at Downs, Illinois, on Wednesday, May 18, 2022. The meeting called to order at 6:00 p.m.

Upon roll call, the following members answered present: Jessica Alt, JB Goff, Brian Myers, Jill Messamore, Lori Stickling, and Bobby Brown. Others Present: Dr. David Mouser, Superintendent. Those absent were: Carl Neubauer

### III. Hear Public Comment from the Public

There was no public attendance.

### IV. Consent Agenda

Motion by Jill Messamore to approve the Consent Agenda that included the following items:

- Board Meeting Minutes from April 2022;
- Board Bills from May 2022;
- Student Activity Accounts for April 2022;
- Treasurer's Reports for April 2022; and
- Destruction of Executive Session Tapes Dating Back Eighteen Months.

Seconded by Lori Stickling. All members voted aye.

### V. Visitors and Reports

- A. Visitors – Drew Schmidt (New HS SS Teacher), Valerie Walden (New ES Teacher), FFA Officer Team provided a year-in-review
- B. Board Committee Reports –
- C. Administrator Reports: ES, MS, HS

### VI. ACTION ITEMS

#### A. Approve the 2021-2022 Budget Amendments

Motion by Bobby Brown that the Board approve the budget amendments. Seconded by Jill Messamore. All members voted aye, and the motion carried.

- B. **Approve the 2<sup>nd</sup> Reading for New MS and HS Math Curriculum**  
Motion by Jessica Alt that the Board approve the curriculum. Seconded by JB Goff. All members voted aye, and the motion carried.
- C. **Approve the Memorandum of Understanding for Education Support Employee**  
Motion by Jill Messamore that the Board approve the memorandum. Seconded by Lori Stickling. All members voted aye, and the motion carried.
- D. **Approve the Contract for Executive Secretary and Payroll Coordinator**  
Motion by Lori Stickling that the Board approve the contract. Seconded by Jill Messamore. All members voted aye, and the motion carried.

**VII. DISCUSSION ITEMS**

- A. **HS Gym Banners**
- B. **Graduation Overview**
- C. **End of the Year Activities**
- D. **Superintendent Transition**
- E. **Solar Energy**

**VIII. EXECUTIVE SESSION**

The Board did not enter.

**IX. PERSONNEL REPORT**

Motion by JB Goff that the Board approve the Personnel Report as presented. Seconded by Bobby Brown. All members voted aye, and the motion carried.

**X. ADJOURNMENT**

Motion by Jill Messamore to adjourn the meeting. Seconded by JB Goff. All members voted aye, and the motion carried.

The meeting adjourned at 7:29 p.m.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON CAPITAL SERVI	06/10/2022	44605	SUPPLIES	20E010 2540 4010 00 000000	434.99
	06/10/2022	44605	SUPPLIES	10E010 2310 4010 00 000000	26.24
	06/10/2022	44605	SUPPLIES	10E010 2520 4010 00 000000	69.74
	06/10/2022	44605	SUPPLIES	10E050 2220 4000 00 000000	1,370.05
	06/10/2022	44605	SUPPLIES	10E050 2220 4100 00 000000	267.01
	06/10/2022	44605	MS SUPPLIES, NURSE SUPPLIES	10E030 1120 4010 00 000000	75.59
	06/10/2022	44605	MS SUPPLIES, NURSE SUPPLIES	10E010 2134 4100 00 000000	92.94
	06/10/2022	44605	MS CREDIT MEMO	10E030 1120 4010 00 000000	-7.79
AMEREN ILLINOIS	06/10/2022	44606	HS: FIRE PUMP	20E010 2540 4660 00 000000	26.72
B & B AWARDS AND REC	06/10/2022	44607	Senior Awards	10E060 1500 4120 00 000000	38.01
BLUE SPRINGS	06/10/2022	44608	WEEKLY RENTAL OF 1 WHEEL CHAIR PORTABLE RESTROOM	20E010 2540 3230 00 000000	450.00
BSN SPORTS, LLC	06/10/2022	44609	BASKETBALL JERSEYS	10E060 1500 5100 00 000000	1,632.22
BUSHUE BACKGROUND SC	06/10/2022	44610	.	80E010 2365 3000 00 000000	108.00
CENTRAL SUPPLY CO	06/10/2022	44611	SINGLE EDGE SCRAPER	20E010 2540 4010 00 000000	40.60
	06/10/2022	44611	SUPPLIES	20E010 2540 4010 00 000000	230.55
	06/10/2022	44611	PAPER TOWELS	20E010 2540 4010 00 000000	2,860.00
	06/10/2022	44611	CLEANED AND CHECKED VACUUM	20E010 2540 3230 00 000000	49.00
CIRBN, LLC	06/10/2022	44612	MONTHLY: MAY & JUNE	20E010 2540 3500 00 000000	2,496.76
CONSTELLATION NEW EN	06/10/2022	44613	MONTHLY	20E010 2540 4650 00 000000	4,444.68
CULLIGAN WATER CONDI	06/10/2022	44614	MS: SALT	20E010 2540 4010 00 000000	102.68
	06/10/2022	44614	ES: SALT	20E010 2540 4010 00 000000	60.73
EDUCATIONAL CONSORTI	06/10/2022	44615	CATEGORY 2: 2019-2020 SERVICES	10E010 2310 3100 00 000000	1,670.17
	06/10/2022	44615	2021-2022 E RATE SERVICES	10E010 2310 3100 00 000000	561.77
EVERGREEN FS, INC	06/10/2022	44616	FUEL:	40E010 2550 4640 00 000000	2,342.97
	06/10/2022	44616	FUEL	40E010 2550 4640 00 000000	2,503.13
ER SERVICES, INC	06/10/2022	44617	FILTERS FOR DISTRICT	20E010 2540 4010 00 000000	2,924.62
	06/10/2022	44617	CREDIT MEMO: APPLIED TO INVOICE #300914	20E010 2540 4010 00 000000	-183.76
FIRST BANK CARD	06/10/2022	44619	AVANTI'S: STAFF LUNCH FOR TEACHER APPRECIATION	10E010 2310 4010 00 000000	1,011.50
	06/10/2022	44619	THE STATION: APPRECIATION LUNCH FOR TRANS/MAINT/KITCHEN	10E010 2310 4010 00 000000	246.00
	06/10/2022	44619	BIAGGI'S: GIFT CERTIFICATE FOR STAFF SERVICE RECOGNITION	10E010 2310 4010 00 000000	50.00
	06/10/2022	44619	SIX FLAGS: AP HS TRIP, REIMBURSED SOME BY STUDENTS. DEPOSITED IN OTHER REVENUE	10E010 2310 4010 00 000000	3,134.35
	06/10/2022	44619	USPS: MAIL SUPERINTENDENT PLAQUE	10E010 2520 3230 00 000000	9.25
	06/10/2022	44619	CAR STICKERS: PARKING PASSES FOR 2022-23	10E040 1130 4010 00 000000	231.00
	06/10/2022	44619	CASTLE SPORTS:	10E040 1130 4010 00 000000	460.62
	06/10/2022	44619	TOBII DYNAVOX SYSTEMS: RENEWAL	10E010 1202 4010 00 000000	199.00
	06/10/2022	44619	HMCO BOOKS: MS SUPPLIES	10E030 1120 4010 00 000000	231.05
FIRST BANK CARD-1	06/10/2022	44621	SUPERINTENDENT MEETING	10E010 2320 3120 00 000000	30.83
	06/10/2022	44621	SUPERINTENDENT LUNCH	10E010 2320 3120 00 000000	107.11
	06/10/2022	44621	CITY OF BLM: PARKING FOR SUPERINTENDENT MEETING	10E010 2320 3120 00 000000	4.00
	06/10/2022	44621	PHEASANT LANES: END OF YEAR STAFF FUNCTION	10E010 2310 4010 00 000000	926.25
	06/10/2022	44621	CLEVERBRIDGE: ONLINE PAYMENT	10E010 2310 4010 00 000000	59.99

VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			RENEWAL		
TIER	06/10/2022	44622	MONTHLY	20E010 2540 3400 00 000000	233.83
	06/10/2022	44622	MONTHLY	20E010 2540 3400 00 000000	1,559.94
HEART TECHNOLOGIES	06/10/2022	44623	ES: CHECK VALCOM	10E050 2220 3100 00 000000	424.00
	06/10/2022	44623	FINAL PAYMENT ON ES PAGING SYSTEM	10E050 2220 4100 00 000000	3,189.84
HOLT SUPPLY	06/10/2022	44624	MS: SEPTIC TREATMENT	20E010 2540 4010 00 000000	166.67
	06/10/2022	44624	MS: BOTTLE FILL STATION & COOLER FILTER	20E010 2540 5400 00 000000	3,993.61
	06/10/2022	44624	HS: CONTROL BOX ASSY	20E010 2540 4010 00 000000	570.90
	06/10/2022	44624	SUPPLIES	20E010 2540 4010 00 000000	52.90
IASB	06/10/2022	44625	PRESS PLUS RENEWAL	10E010 2310 6400 00 000000	1,945.00
	06/10/2022	44625	ANNUAL DUES	10E010 2310 6400 00 000000	4,967.00
IMPREST FUND	06/10/2022	44626	JUNE 2022 REIMBURSEMENT	10A000 1050 0000 00 000000	1,676.27
	06/10/2022	44626	JUNE 2022 REIMBURSEMENT	40A000 1050 0000 00 000000	175.00
INTEGRATED SYSTEMS C	06/10/2022	44627	MONTHLY: JULY 2022	10E010 2310 3100 00 000000	640.00
INTERSTATE BATTERIES	06/10/2022	44628	AUTO BATTERY	40E010 2550 4010 00 000000	234.80
JAKE RUNESTAD MUSIC	06/10/2022	44629	WILD FORCES, CHORUS MUSIC	10E060 1500 4120 00 000000	2.25
JOHNSTONE SUPPLY	06/10/2022	44630	ES: MOTORS	20E010 2540 4010 00 000000	830.00
	06/10/2022	44630	FUSE CARTRIDGE	20E010 2540 4010 00 000000	13.16
JOSTENS, INC	06/10/2022	44631	SUPPLIES	10E040 1130 4010 00 000000	699.56
	06/10/2022	44631	SUPPLIES	10E040 1130 4010 00 000000	13.56
JW PEPPER & SON INC	06/10/2022	44632	Chorus Music - Invoice 364209686	10E060 1500 4120 00 000000	30.75
KASKASKIA SPECIAL ED	06/10/2022	44633	MAY 2022:	10E010 4121 6100 00 000000	3,120.00
KINCAID IT	06/10/2022	44634	Google Workspace For Education Plus - 1 Year	10E050 2220 3100 00 000000	5,400.00
WHOLESALE	06/10/2022	44635	ES: FOOD	10E010 2560 4020 00 000000	891.13
	06/10/2022	44635	ES: FOOD	10E010 2560 4020 00 000000	140.23
	06/10/2022	44635	ES: FOOD	10E010 2560 4020 00 000000	1,500.74
KUBOTA CREDIT CORPOR	06/10/2022	44636	ACCOUNT #86100393 LEASE PAYMENT JULY - SEPT	10E010 2310 3250 00 000000	3,401.52
LEACH, GARY	06/06/2022	44588	DISTRICT VEHICLE PURCHASE: 2000 CHEVY 2500 TRUCK	40E010 2550 5400 00 000000	7,500.00
LEE ENTERPRISES- CEN	06/10/2022	44637	PUBLIC MEETING NOTICE FOR SP ED	10E010 2310 3500 00 000000	99.80
LEROY IGA	06/10/2022	44638	FOOD FOR HS SP ED CLASS	10E010 1202 4010 00 000000	20.65
LINDE GAS & EQUIPMENT	06/10/2022	44639	MONTHLY	40E010 2550 3230 00 000000	32.45
LOWE'S	06/10/2022	44640	SUPPLIES	20E010 2540 4010 00 000000	72.80
MCI	06/10/2022	44641	MONTHLY	20E010 2540 3400 00 000000	45.24
MENARDS	06/10/2022	44642	SUPPLIES	20E010 2540 4010 00 000000	416.75
MILLER, TRACY, BRAUN	06/10/2022	44643	PROFESSIONAL SERVICES	10E010 2310 3100 00 000000	412.50
NAPA AUTO PARTS	06/10/2022	44644	FILTER AND SUPPLIES	40E010 2550 4010 00 000000	47.57
NDSM HOLDINGS, LLC	06/10/2022	44646	MS: MILK	10E010 2560 4020 00 000000	157.95
	06/10/2022	44646	ES: MILK	10E010 2560 4020 00 000000	257.07
	06/10/2022	44646	HS: MILK	10E010 2560 4020 00 000000	87.15
	06/10/2022	44646	MS: MILK	10E010 2560 4020 00 000000	216.78
	06/10/2022	44646	ES: MILK	10E010 2560 4020 00 000000	272.33
	06/10/2022	44646	HS: MILK	10E010 2560 4020 00 000000	115.47
	06/10/2022	44646	MS: MILK	10E010 2560 4020 00 000000	187.37
	06/10/2022	44646	ES: MILK	10E010 2560 4020 00 000000	286.49
	06/10/2022	44646	HS: MILK	10E010 2560 4020 00 000000	101.31
ON, JON	06/10/2022	44647	REIMBURSEMENT: FUEL FOR WHITE BUS	40E010 2550 4640 00 000000	51.01
NEWS-2-YOU, INC	06/10/2022	44648	2022-2023 RENEWAL	10E010 1202 4010 00 000000	439.30
NEXTERA ENERGY SERVI	06/10/2022	44649	MONTHLY: MAY 2022	20E010 2540 4660 00 000000	11,430.30

VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NICOR GAS	06/10/2022	44650	MONTHLY	20E010 2540 4650 00 000000	50.28
OUTDOOR POWER C	06/10/2022	44652	SUPPLIES	20E010 2540 4010 00 000000	103.28
	06/10/2022	44652	CREDIT MEMO: KUBOTA AIR FILTER	20E010 2540 4010 00 000000	-16.96
	06/10/2022	44652	SUPPLIES	20E010 2540 4010 00 000000	1,283.43
	06/10/2022	44652	SUPPLIES	20E010 2540 4010 00 000000	282.56
	06/10/2022	44652	SUPPLIES	20E010 2540 4010 00 000000	246.17
	06/10/2022	44652	SUPPLIES	20E010 2540 4010 00 000000	129.78
	06/10/2022	44652	SUPPLIES	20E010 2540 4010 00 000000	230.62
	06/10/2022	44652	SUPPLIES	20E010 2540 4010 00 000000	130.17
	06/10/2022	44652	ASSY STARTER, BATTERY	20E010 2540 4010 00 000000	372.89
OSF OCC HEALTH	06/10/2022	44653	BUS EXAM:	40E010 2550 3390 00 000000	60.00
PHONAK	06/10/2022	44654	EXTEND WARRANTY ON FM EQUIPMENT QUOTATION #5120184589	10E010 1202 4010 00 000000	157.50
PROFESSIONAL ELECTRI	06/10/2022	44655	ES: BEARING	20E010 2540 3230 00 000000	321.75
	06/10/2022	44655	ES: BEARING	20E010 2540 4010 00 000000	84.80
	06/10/2022	44655	ES: BEARING	20E010 2540 3230 00 000000	321.75
	06/10/2022	44655	ES: BEARING	20E010 2540 4010 00 000000	84.80
RICOH USA, INC.	06/10/2022	44656	ADD'L IMAGES: UNIT, HS	10E040 1130 4010 00 000000	15.60
	06/10/2022	44656	ADD'L IMAGES: UNIT, HS	10E010 2520 4010 00 000000	7.68
	06/10/2022	44656	ADD'L IMAGES: ES, MS, HS	10E020 1110 4010 00 000000	775.10
	06/10/2022	44656	ADD'L IMAGES: ES, MS, HS	10E030 1120 4010 00 000000	317.29
	06/10/2022	44656	ADD'L IMAGES: ES, MS, HS	10E040 1130 4010 00 000000	201.49
	06/10/2022	44657	COPIER LEASE: 06/15/2022 - 7/14/2022	10E010 2310 3250 00 000000	2,531.49
ROF #17	06/10/2022	44658	SCORE TUITION:	10E010 4220 6300 00 000000	7,015.80
E MECHANICAL SER	06/10/2022	44659	MS: LEAKING HOT WATER PUMP REBUILT PUMP	20E010 2540 3230 00 000000	1,216.60
	06/10/2022	44659	MS: LEAKING HOT WATER PUMP REBUILT PUMP	20E010 2540 5400 00 000000	1,817.88
SAM'S CLUB	06/10/2022	44660	END OF YEAR LUNCH FOR STAFF	10E010 2310 4010 00 000000	357.92
	06/10/2022	44660	INTEREST	10E010 2310 4010 00 000000	7.31
	06/10/2022	44660	SUPPLIES FOR SUMMER STAFF LUNCHES	10E010 2310 4010 00 000000	413.60
SCHOLASTIC INC	06/10/2022	44661	SP ED RENEWAL	10E010 1202 4010 00 000000	439.34
SCHOOL NURSE SUPPLY	06/10/2022	44662	SUPPLIES	10E010 2134 4100 00 000000	511.85
SECRETARY OF STATE	06/10/2022	44663	STICKER RENEWAL: 2013 TRAILER	40E010 2550 6400 00 000000	158.00
SPRINGFIELD ELECTRIC	06/10/2022	44664	FUSES	20E010 2540 4010 00 000000	117.03
	06/10/2022	44664	SUPPLIES	20E010 2540 4010 00 000000	98.28
STL BTS	06/10/2022	44665	MONTHLY: JUNE 2022	20E010 2540 3500 00 000000	160.00
SUPREME RADIO COMMUN	06/10/2022	44666	2 NEW RADIOS	40E010 2550 3230 00 000000	49.50
	06/10/2022	44666	2 NEW RADIOS	40E010 2550 4010 00 000000	620.00
SWEARINGEN, TYLER	06/10/2022	44667	REIMBURSEMENT FOR CONFERENCE REGISTRATIONS	10E010 2410 3320 00 000000	398.00
T MOBILE	06/10/2022	44668	MONTHLY	20E010 2540 3500 00 000000	58.80
TASC	06/10/2022	44669	ADMINISTRATION FEES: 7/1/2022 - 9/20/2022	10E010 2520 3230 00 000000	1,497.57
THOMPSON ELECTRONICS	06/10/2022	44670	PROGRAMMING ON DUCT DETECTORS	20E010 2540 3230 00 000000	300.00
TRAFERA, LLC	06/10/2022	44672	Chromebook Repair -MS Chromebooks	10E050 2220 3100 00 000000	47.00
	06/10/2022	44672	Chromebook Repair - E000065759 SN: LR08EK7R	10E050 2220 4100 00 000000	77.99
	06/10/2022	44672	Chromebook Repair - MS	10E050 2220 3100 00 000000	101.99
	06/10/2022	44672	MS Chromebook Repairs	10E050 2220 3100 00 000000	113.99

VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TRAFERA, LLC	06/10/2022	44672	MS Chromebook Repairs	10E050 2220 3100 00 000000	119.99
	06/10/2022	44672	MS Chromebook Repairs	10E050 2220 3100 00 000000	102.99
	06/10/2022	44672	HS Chromebook Repair - non-warranty repair	10E050 2220 3100 00 000000	77.99
	06/10/2022	44672	CHROMEBOOK REPAIRS	10E050 2220 4100 00 000000	175.99
	06/10/2022	44672	LAPTOP BATTERY	10E050 2220 4100 00 000000	345.00
TRI COUNTY SP ED	06/10/2022	44673	2021-2022 2ND SEMESTER BILLING: OT	10E010 1200 3010 00 000000	18,245.30
	06/10/2022	44673	2021-2022 2ND SEMESTER BILLING: PT	10E010 1200 3020 00 000000	343.82
TRI-VALLEY HIGH SCHO	06/10/2022	44677	REIMBURSEMENT TO ATHLETIC OFFICIALS	10E060 1500 3000 00 000000	850.00
TRI-VALLEY MIDDLE SC	06/10/2022	44678	REIMBURSEMENT FOR ATHLETIC OFFICIALS	10E060 1500 3000 00 000000	1,885.00
TUMBLEWEED PRESS, IN	06/10/2022	44679	SUBSCRIPTION RENEWAL: JUNE 1, 2022 - JUNE 1, 2023	10E050 2220 3100 00 000000	1,236.36
VILLAGE OF DOWNS	06/10/2022	44680	ES, MS, HS, UNIT: MONTHLY	20E010 2540 3700 00 000000	1,251.96
Totals for checks					137,415.84

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	Education Fund	1,676.27	0.00	79,887.60	81,563.87
20	Oper, Build, & Maint Fund	0.00	0.00	41,969.54	41,969.54
40	Transportation Fund	175.00	0.00	13,599.43	13,774.43
80	TORT FUND	0.00	0.00	108.00	108.00
***	Fund Summary Totals ***	1,851.27	0.00	135,564.57	137,415.84

\*\*\*\*\* End of report \*\*\*\*\*



CHECK DATE BANK CHECK # ORIGIN TYPE ACCOUNT # / PAYEE DATE STATE DATE DEBIT/DEPOSIT CREDIT/CHECK TOTAL AMOUNT

ENDING CASH BALANCE FOR May 2021-2022

05/31/2022 95A020 1995 0000 00 000000 33,102.63 \$33,102.63  
 \*\*\* TOTAL ENDING CASH BALANCE

OUTSTANDING CHECKS THRU May 2021-2022

CHECK DATE	BANK	CHECK #	ORIGIN	TYPE	ACCOUNT # / PAYEE	DATE	STATE DATE	DEBIT/DEPOSIT	CREDIT/CHECK	TOTAL AMOUNT
05/08/2015	ESACT	3949	B	R	BENJAMIN, JEREMY	05/08/2015			9.99	
10/19/2018	ESACT	4595	B	R	COOMBS, LESLIE	10/19/2018			18.00	
02/11/2021	ESACT	4929	B	R	PETRIILLI, JODI	02/11/2021			20.96	
03/07/2022	ESACT	5054	B	R	HERRING, WENDY L.	03/07/2022			6.53	
05/13/2022	ESACT	5094	B	R	MOUSER, AMIE L.	05/13/2022			423.00	
05/19/2022	ESACT	5096	B	R	KRYSTA CHRISTENSEN	05/19/2022			273.71	
*** TOTAL CHECKS OUTSTANDING										\$752.19

\*\*\* GRAND TOTAL CHECKS OUTSTANDING

\*\*\*\* ADJUSTED CASH ENDING BALANCE FOR May 2021-2022 \$752.19

\*\*\*\*\* ADJUSTED CASH ENDING BALANCE FOR May 2021-2022

(CASH ENDING BALANCE PLUS OPEN CHECKS) \$33,854.82

CHECKS RECONCILED THIS MONTH: May 2021-2022

CHECK DATE	BANK	CHECK #	ORIGIN	TYPE	ACCOUNT # / PAYEE	DATE	STATE DATE	DEBIT/DEPOSIT	CREDIT/CHECK	TOTAL AMOUNT
04/08/2022	ESACT	5073	B	R	NIGG, HANNAH	04/08/2022	05/31/2022		45.00	
04/27/2022	ESACT	5075	B	R	CHILDREN'S DISCOVERY MUSEUM	04/27/2022	05/31/2022		550.00	
04/27/2022	ESACT	5076	B	R	ODP BUSINESS SOLUTIONS, LLC	04/27/2022	05/31/2022		51.24	
04/28/2022	ESACT	5077	B	R	MINERVA PROMOTIONS, INC	04/28/2022	05/31/2022		1,091.00	
05/04/2022	ESACT	5078	B	R	CULLIGAN WATER CONDITION	05/04/2022	05/31/2022		94.00	
05/04/2022	ESACT	5079	B	R	MILLER PARK ZOO	05/04/2022	05/31/2022		799.00	
05/04/2022	ESACT	5080	B	R	NELSON, JENNIFER K.	05/04/2022	05/31/2022		28.90	
05/04/2022	ESACT	5081	B	R	MARTIN, STRACIE	05/04/2022	05/31/2022		10.74	
05/04/2022	ESACT	5082	B	R	KRYSTA CHRISTENSEN	05/04/2022	05/31/2022		169.29	
05/04/2022	ESACT	5083	B	R	WINN, MARIE L.	05/04/2022	05/31/2022		100.19	
05/05/2022	ESACT	5084	B	R	TRI-VALLEY ELEM SCHOOL	05/05/2022	05/31/2022		120.00	
05/09/2022	ESACT	5085	B	R	AMAZON CAPITAL SERVICES, INC	05/09/2022	05/31/2022		508.61	
05/10/2022	ESACT	5086	B	R	WILDLIFE PRAIRE PARK	05/10/2022	05/11/2022		720.00	
05/11/2022	ESACT	5086	B	V	WILDLIFE PRAIRE PARK	05/11/2022	05/11/2022			-720.00
05/10/2022	ESACT	5087	B	R	MINERVA PROMOTIONS, INC	05/10/2022	05/31/2022		285.00	
05/11/2022	ESACT	5088	B	R	WILDLIFE PRAIRE PARK	05/11/2022	05/31/2022		720.00	

CHECK DATE	BANK	CHECK #	ORIGIN	TYPE	ACCOUNT #/PAYEE	DATE	STMT DATE	DEBIT/DEPOSIT	CREDIT/CHECK	TOTAL AMOUNT
05/11/2022	ESACT	5089	B	R	EPIPHANY FARMS	05/11/2022	05/31/2022		440.00	
05/11/2022	ESACT	5090	B	R	FIRST BANK CARD	05/11/2022	05/31/2022		67.05	
05/13/2022	ESACT	5091	B	R	THE UNION	05/13/2022	05/31/2022		263.00	
05/13/2022	ESACT	5092	B	R	MILLER PARK ZOO	05/13/2022	05/31/2022		584.00	
05/13/2022	ESACT	5093	B	R	ODP BUSINESS SOLUTIONS, LLC	05/13/2022	05/31/2022		345.30	
05/17/2022	ESACT	5095	B	R	TRI-VALLEY PTO	05/17/2022	05/31/2022		160.00	

BANK: ESACT

TOTAL COUNT: 22

TOTAL CHECKS RECONCILED

\$6,432.32

\*\*\*\* GRAND TOTAL CHECKS RECONCILED

TOTAL COUNT: 22

TOTAL CHECKS RECONCILED

\$6,432.32

\*\*\*\*\* End of report \*\*\*\*\*

FDILOC FUNC OBJ SJ	Account Level	Description	Beginning Balance	Encumbered Amount	Monthly Activity	Ending Balance
95A030 1995 0000 00 000000	MS-ACTIVITY CASH		97,142.10		-1,663.18	99,115.36
95A030 19-- -- -- --			97,142.10		-1,663.18	99,115.36
95A030 --- -- -- --			97,142.10		-1,663.18	99,115.36
95L030 2220 9507 00 000000	Counselor					
95L030 2220 9509 00 000000	RTI					
95L030 2220 9510 00 000000	Enrichment					
95L030 22-- -- -- --						
95L030 9101 0000 00 000000	MS-BUILDING-NOW		-8,472.97		1,777.49	-6,774.92
95L030 9102 0000 00 000000	MS-BUILDING-OFFICE		-17.36			-17.36
95L030 9103 0000 00 000000	MS-BUILDING-FLOWER FUND		-841.38		433.16	-1,133.22
95L030 9111 0000 00 000000	MS-BUILDING-SCIENCE CHALLENGE		-468.18			-468.18
95L030 9115 0000 00 000000	MS-BUILDING-WASHINGTON D.C.		-364.06			-364.06
95L030 9118 0000 00 000000	MS-Social-Fund		-263.69		397.72	-198.83
95L030 91-- -- -- --			-10,427.64		2,608.37	-8,956.57
95L030 9202 0000 00 000000	MS-ATHLETICS-OFFICIALS		-1,360.00			1,885.00
95L030 92-- -- -- --			-1,360.00			1,885.00
95L030 9302 0000 00 000000	MS-EXT CURRIC-CHESS		-6,291.56			-6,291.56
95L030 9303 0000 00 000000	MS-EXT CURRIC-CIVIL WAR DAZE					
95L030 9304 0000 00 000000	MS-EXT CURRIC-DESTINATION IMAG					
95L030 9305 0000 00 000000	MS-EXT CURRIC-DRAMA					
95L030 9317 0000 00 000000	MS-EXT CURRIC-STUDENT COUNCIL		-2,947.94			-5,755.79
95L030 9319 0000 00 000000	MS-EXT CURRIC-YEARBOOK		-2,758.42		-222.75	-3,236.43
95L030 9322 0000 00 000000	SALVAGING SISTERHOOD BOOK CLUB		-10,038.94			-6,153.66
95L030 93-- -- -- --			-22,036.86		-222.75	-21,437.44
95L030 9401 0000 00 000000	MS-CURRICULAR-ART		-2,063.37		303.78	-1,743.41
95L030 9402 0000 00 000000	MS-CURRICULAR-BAND		-104.09		36.55	-67.54
95L030 9404 0000 00 000000	MS-CURRICULAR-RTI					
95L030 9405 0000 00 000000	MS-CURRICULAR-CHORUS		-770.11			-785.71
95L030 9408 0000 00 000000	MS-CURRICULAR-ENRICHMENT		-304.46			-604.46
95L030 9409 0000 00 000000	MS-CURRICULAR-IMC		-1,856.44		-2,484.19	-4,968.23
95L030 9413 0000 00 000000	MS-CURRICULAR-PHYSICAL ED		-2,535.98			-3,268.98
95L030 9417 0000 00 000000	MS-CURRICULAR-TMH-KELCY CAMP					
95L030 9418 0000 00 000000	MS-CURRICULAR-DISNEY TRIP		-45,496.91		222.16	-42,431.62
95L030 94-- -- -- --			-53,131.36		-1,921.70	-53,869.95
95L030 9501 0000 00 000000	MS-TEAM-4TH GRADE		-2,378.34		90.03	-3,500.73
95L030 9502 0000 00 000000	MS-TEAM-5TH GRADE		-488.84		-114.21	-972.58
95L030 9503 0000 00 000000	MS-TEAM-6TH GRADE		-365.74		494.71	-1,529.27
95L030 9504 0000 00 000000	MS-TEAM-7TH GRADE		-2,516.75		436.73	-2,952.62
95L030 9505 0000 00 000000	MS-TEAM-8TH GRADE		-1,415.90		292.00	-1,883.36

FDILOC	FUNC	OBJ	SI	Account Level	Description	Beginning Balance	Encumbered Amount	May 2021-22 Monthly Activity	Ending Balance
95L030	9506	0000	00	0000000	MS-TEAM-SPECIAL ED	-449.05			-2,181.25
95L030	9507	0000	00	0000000	MS COUNSELOR	-150.00			-378.05
95L030	95--	----	--	-----		-7,764.62	1,199.26		-13,397.86
95L030	9601	0000	00	0000000	GRANT-TVEF-LIVING GARDEN	-718.00			-718.00
95L030	9603	0000	00	0000000	MS-GRANT-TVEF-READ 2 SUCCEED	-6.03			-760.36
95L030	9605	0000	00	0000000	MS-GRANT-TVEF-BLUESTEM READERS	-760.00			-8.09
95L030	9608	0000	00	0000000	GRANT-TVEF-MY OWN WORKSPACE	-8.09			43.94
95L030	9609	0000	00	0000000	GRANT-TVEF-NOOK READER	43.94			273.54
95L030	9611	0000	00	0000000	MS-GRANT-TVEF-SCHOLASTIC BOWL	-52.36			-93.05
95L030	9614	0000	00	0000000	MS-GRANT-TVEF-TIME 4 KIDS	-117.80			-1,248.99
95L030	9616	0000	00	0000000	MS-GRANT-TVEF-EXPL-MYST-SCIENC	0.01			-31.52
95L030	9618	0000	00	0000000	MS-GRANT-TVEF-FLUFF US UP	-31.52			-139.57
95L030	9620	0000	00	0000000	MS-GRANT-TVEF-SAY WHAT?	-139.57			16.49
95L030	9622	0000	00	0000000	MS-GRANT-TVEF-SHOW YOUR WORK	16.49			-10.56
95L030	9624	0000	00	0000000	GRANT-TVEF-MATH MANIPULATIVES	-10.56			-17.15
95L030	9627	0000	00	0000000	GRANT-KEEPING MATH FUN	-17.15			-1.98
95L030	9648	0000	00	0000000	GRANT-TVEF-4TH LITERARY LIBRAR	-1.98			-24.24
95L030	9650	0000	00	0000000	GRANT-TVEF-YOUNG READERS				
95L030	9652	0000	00	0000000	GRANT-TVEF-SCHOLASTIC DICT				
95L030	9654	0000	00	0000000	GRANT-PEAR DECK	-149.99			-149.99
95L030	9656	0000	00	0000000	MS-GRANT-TVEF-IPADS	-11.55			-11.55
95L030	9678	0000	00	0000000	GRANT-TVEF-MATH MY FINGERTIPS	-0.25			-0.25
95L030	9680	0000	00	0000000	MS-GRANT-TVEF-TIME4KIDS	-231.00			-231.00
95L030	9684	0000	00	0000000	GRANT-TVEF-MATH CALCULATORS				
95L030	9686	0000	00	0000000	GRANT-TVEF-Caudill Reading Pro				
95L030	9688	0000	00	0000000	GRANT-TVEF-BLAST OFF				
95L030	9689	0000	00	0000000	MS-GRANT-TVEF-LIFESCI				
95L030	9690	0000	00	0000000	MS-GRANT-TVEF-COOKIES COMMON C				
95L030	9693	0000	00	0000000	MS-STATEFM-HEALTH	-210.62			-210.62
95L030	9695	0000	00	0000000	MS-GRANT-6JCLASSROOMN	-15.59			-15.59
95L030	9697	0000	00	0000000					
95L030	9699	0000	00	0000000					
95L030	96--	----	--	-----		-2,421.62			-3,338.54
95L030	9700	0000	00	0000000	MS-ACTIVITY-THERAPY-DOG				
95L030	97--	----	--	-----		-97,142.10	1,663.18		-99,115.36
95L030	----	----	--	-----					

Account Level	Beginning Balance	Encumbered Amount	May 2021-22 Monthlv Activity	Ending Balance
95A040 1995 0000 00 000000	177,859.72		3,507.72	187,480.12
95A040 19-- -- -- --	177,859.72		3,507.72	187,480.12
95A040 ---- -- -- --	177,859.72		3,507.72	187,480.12
95L040 9101 0000 00 000000	-9,485.19		964.91	-1,328.49
95L040 9102 0000 00 000000	-175.01			-175.01
95L040 9103 0000 00 000000	-97.10		115.00	-8.07
95L040 9107 0000 00 000000	-601.54			-601.54
95L040 9108 0000 00 000000				
95L040 9109 0000 00 000000	-4,715.14		344.12	-3,646.46
95L040 9110 0000 00 000000				-5,254.04
95L040 9112 0000 00 000000				
95L040 9114 0000 00 000000	-1,554.73			-1,799.73
95L040 9116 0000 00 000000	-319.00			-418.00
95L040 9117 0000 00 000000	-100.07			-134.07
95L040 9119 0000 00 000000	-5,458.52		15,282.00	-5,323.84
95L040 9120 0000 00 000000				
95L040 9121 0000 00 000000	-830.92		-499.84	-1,422.98
95L040 9122 0000 00 000000				-300.00
95L040 9123 0000 00 000000	-8,286.00			-8,286.00
95L040 9124 0000 00 000000	-1,343.00			-1,343.00
95L040 91-- -- -- --	-32,966.22		16,206.19	-30,041.23
95L040 9201 0000 00 000000	-4,302.05		455.24	-4,458.95
95L040 9202 0000 00 000000	-5,060.77		-2,175.00	850.00
95L040 9210 0000 00 000000	-8,228.70		-1,452.74	-11,382.40
95L040 9211 0000 00 000000	-5,085.36		-236.74	-8,432.89
95L040 9212 0000 00 000000	-409.25		1,310.00	-3,840.96
95L040 9213 0000 00 000000	-5,142.63			-409.25
95L040 9214 0000 00 000000	-7,863.11		2,201.46	-11,884.17
95L040 9215 0000 00 000000	-2,521.15		41.93	-4,152.51
95L040 9216 0000 00 000000	-1,975.41		1,088.00	-1,971.40
95L040 9217 0000 00 000000	-1,563.93		666.98	-2,166.43
95L040 9218 0000 00 000000	-9,644.87		-119.00	-2,543.13
95L040 9219 0000 00 000000	-273.57		-710.32	-11,556.82
95L040 9251 0000 00 000000	-1,404.92			-9.16
95L040 9252 0000 00 000000	-1,145.11		-131.00	-1,555.27
95L040 9253 0000 00 000000	-58.00			-1,424.77
95L040 9254 0000 00 000000	-2,171.88		75.00	-58.00
95L040 9255 0000 00 000000	-694.00		149.98	-2,010.03
95L040 9256 0000 00 000000				-544.02

06/06/22

TRF-VALLEY COMMUNITY UNIT SCHOOL DISTRICT NO. 3  
HS ACTIVITY ACCOUNT REPORT (Date: 5/2022)

3 February 2022 12:00:00  
05:22:02:00:00

Account Level	Description	Beginning Balance	Encumbered Amount	May 2021-22 Monthly Activity	Ending Balance
951040 9257 0000 00 000000	MS-ATHLETICS-TRACK	-50.00			-50.00
951040 9258 0000 00 000000	MS-ATHLETICS-VOLEYBALL	-2,034.80		867.21	-3,568.25
951040 9260 0000 00 000000	ATHLETICS-MSVB 5TH 6TH GRADE	-2,538.00			-2,538.00
951040 9261 0000 00 000000		-62,167.51		2,031.00	-73,706.41
951040 9262 0000 00 000000			-452.00		-1,203.50
951040 9303 0000 00 000000	HS-EXT CURRIC-SCHOOL STORE				
951040 9305 0000 00 000000	HS-EXT CURRIC-MS DRAMA	-13,961.89		-7,506.05	-17,646.68
951040 9306 0000 00 000000	HS-EXT CURRIC-FFA	-24,277.99		-10,724.57	-19,560.26
951040 9307 0000 00 000000	HS-EXT CURRIC-FFA/GREENHOUSE	-1,641.87			-1,382.75
951040 9308 0000 00 000000	HS-EXT CURRIC-KEY CLUB	-1,028.45			-1,028.45
951040 9309 0000 00 000000	HS-EXT CURRIC-MADRIGALS	-44.50		265.75	-123.27
951040 9310 0000 00 000000	HS-EXT CURRIC-NRT HONOR SOC	-1,000.00			-117.24
951040 9311 0000 00 000000	HS-EXT CURRIC-FFA FOOD SCIENCE	-117.24			-915.43
951040 9312 0000 00 000000	HS-EXT CURRIC-ART CLUB				
951040 9313 0000 00 000000	HS-EX CURR - WEATHER BALLOON				
951040 9314 0000 00 000000	HS-EXT CURRIC-S.T.A.R.S.	-473.50			-323.50
951040 9315 0000 00 000000	HS-EXT CURRIC-SCHOLASTIC BOWL				
951040 9316 0000 00 000000	HS-EXT CURRIC-SPANISH	-3,186.37		-516.64	-4,370.30
951040 9317 0000 00 000000	HS-EXT CURRIC-STUDENT COUNCIL				
951040 9318 0000 00 000000	HS-EXT CURRIC-ESPORTS	-9,227.18		-2,590.00	-209.00
951040 9319 0000 00 000000	HS-EXT CURRIC-YEARBOOK	-5,619.38		1,474.44	-9,473.30
951040 9320 0000 00 000000	HS-EXT CURRIC-THEATER	-2,276.74			-2,892.23
951040 9321 0000 00 000000	HS-HEALTH SUPPLIES	-62,855.11		-20,049.07	-1,820.74
951040 9322 0000 00 000000		-650.84		12.90	-61,066.65
951040 9401 0000 00 000000	HS-CURRICULAR-ART	-7,799.73		-2,020.00	-738.37
951040 9402 0000 00 000000	HS-CURRICULAR-BAND			184.64	-44.67
951040 9403 0000 00 000000	HS-CURRICULAR-BUSINESS	-376.01			-376.01
951040 9404 0000 00 000000	HS-CURRICULAR-CHORUS				
951040 9407 0000 00 000000	HS-CURRICULAR-SCHOOL STORE				
951040 9409 0000 00 000000	HS-CURRICULAR-IMC	-250.00			-250.00
951040 9410 0000 00 000000	HS-CURRICULAR-INDUSTRIAL TECH	-345.02			-257.64
951040 9411 0000 00 000000	HS-CURRICULAR-MARCHING BAND				
951040 9413 0000 00 000000	HS-CURRICULAR-PHYSICAL ED	-2,403.79			-3,170.79
951040 9415 0000 00 000000	HS-CURRICULAR-SPECIAL ED	-117.34			-117.34
951040 9417 0000 00 000000	HS-CURRICULAR-TMH				
951040 9419 0000 00 000000	CURRICULAR-DRIVERS ED	-756.09			-852.09
951040 9421 0000 00 000000		-12,698.82		-1,822.46	-10,432.94
951040 9422 0000 00 000000				-350.59	-737.00
951040 9509 0000 00 000000	HS-CLASS-FRESHMEN	-49.00			-1,639.17
951040 9510 0000 00 000000	HS-CLASS-SOPHOMORE	-3,218.53			-6,139.21
951040 9511 0000 00 000000	HS-CLASS-JUNIOR	-3,033.81		-401.53	-1,242.36
951040 9512 0000 00 000000	HS-CLASS-SENIOR	-433.79		878.74	

FDPLOC FUNC OBJ SJ	Account Level Description	Beginning Balance	Encumbered Amount	May 2021-22 Monthly Activity	Ending Balance
95L040 95-		-6,735.13		126.62	-11,757.74
95L040 9606 0000 00 000000	HS-GRANT-SPARE FARM GOOD NEIGH				
95L040 9607 0000 00 000000	HS-GRANT - HANDS ON AG	-7.62			-37.34
95L040 9613 0000 00 000000	GRANT-TVEE-EQUIP OUR STUDENTS				
95L040 9615 0000 00 000000	GRANT-TVEE-DOELING CALCULATORS				
95L040 9617 0000 00 000000	GRANT-TVEE-OPEN	-50.05			
95L040 9619 0000 00 000000	GRANT-TVEE-HS OPEN				
95L040 9621 0000 00 000000	GRANT-TVEE-YOU GROW GIRL				
95L040 9623 0000 00 000000	GRANT-TVEE-HS OPEN	-0.17			-3.21
95L040 9625 0000 00 000000	GRANT-TVEE-HS OPEN				
95L040 9626 0000 00 000000	GRANT-TVEE-WHAT IN CARNATION				
95L040 9629 0000 00 000000	GRANT-TVEE-STRETCHWELL				
95L040 9631 0000 00 000000	GRANT-TVEE-AG AND FFA	-5.78			
95L040 9636 0000 00 000000	HS-GRANT-TVEE-RELUCCANT READER				
95L040 9638 0000 00 000000	HS-GRANT-TVEE-SPEC ED/TRANS				
95L040 9640 0000 00 000000	HS-GRANT-TVEE-YEARBOOK TECH				
95L040 9642 0000 00 000000	HS-GRANT-TVEE-SHIFT	-146.27			-207.56
95L040 9668 0000 00 000000	GRANT-TVEE-LANDSCAPE				
95L040 9670 0000 00 000000	GRANT-TVEE-MEASURING VELOCITY				
95L040 9672 0000 00 000000	GRANT-TVEE-TVES MATH				
95L040 9674 0000 00 000000	GRANT-TVEE-SPEECH				
95L040 9676 0000 00 000000	GRANT-TVEE-FINE ARTS TRANSPARE				
95L040 9689 0000 00 000000					
95L040 9691 0000 00 000000					
95L040 9693 0000 00 000000					
95L040 9694 0000 00 000000					
95L040 9695 0000 00 000000					
95L040 9696 0000 00 000000					
95L040 9697 0000 00 000000					
95L040 9698 0000 00 000000					
95L040 9699 0000 00 000000	HS-GRANT-AGMECH	-209.89			-248.11
95L040 96---					
95L040 9700 0000 00 000000					
95L040 97---					
95L040 97---					
95L040 97---					
95L040 97---		-177,632.68		-3,507.72	-187,253.08
95L040 97---					
95L040 97---					
	Grand Asset Totals	177,859.72		3,507.72	187,480.12
	Grand Liability Totals	-177,632.68		-3,507.72	-187,253.08
	Grand Totals	227.04			227.04

06/06/22

TRI-VALLEY COMMUNITY UNIT SCHOOL DISTRICT NO. 3  
HS ACTIVITY ACCOUNT REPORT (Date: 5/2022)

3fcbud12.p.76-4  
05.22.02.00.00

Account Level	Beginning	Encumbered	May 2021-22	Ending
Description	Balance	Amount	Monthly Activity	Balance

FYLOC FUNC OBJ SJ  
Number of Accounts: 104

\*\*\*\*\* End of report \*\*\*\*\*



# Fund Balance Report

MAY

2022

2021-22 YEAR

Fund	Month to Date		Year to Date		Fund Balance		
	<u>Expenses</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Revenue</u>	<u>Ytd Change</u>	<u>Beginning</u>	<u>Current</u>
10 Education	\$889,653	\$1,744,913	\$8,968,985	\$8,161,061	-\$807,924	\$4,235,393	\$3,427,469
20 O/M	\$133,686	\$285,466	\$2,083,284	\$1,318,935	-\$764,349	\$1,077,962	\$313,613
30 B & I	\$0	\$265,922	\$1,214,850	\$828,619	-\$386,231	\$939,200	\$552,969
40 Trans.	\$35,198	\$76,142	\$647,508	\$642,508	-\$5,000	\$430,627	\$425,627
50 IMRF	\$30,618	\$62,560	\$329,521	\$270,086	-\$59,435	\$524,284	\$464,849
60 S&C	\$0	\$0	\$0	\$0	\$0	\$7	\$7
70 WC	\$0	\$19,453	\$0	\$60,197	\$60,197	\$1,959,669	\$2,019,866
80 TORT	\$14,997	\$79,675	\$402,941	\$251,323	-\$151,618	\$198,649	\$47,031
90 FP/S	\$0	\$19,050	\$45,091	\$59,359	\$14,267	\$101,707	\$115,974
	\$1,104,152	\$2,553,181	\$13,692,181	\$11,592,088	-\$2,100,093	\$9,467,498	\$7,367,405

*Kathryn Hammer*

Kathryn Hammer/Treasurer

# TRI-VALLEY BOARD OF EDUCATION MEETING DATES

2022-2023

Wednesday, July 20, 2022

**July 2022 TBA**

**BOARD RETREAT**

Wednesday, August 17, 2022

Wednesday, September 21, 2022

Wednesday, October 19, 2022

**October 2022 TBA**

**BOARD RETREAT**

Wednesday, November 16, 2022

Monday, December 19, 2022\*

Wednesday, January 18, 2023

**January 2023 TBA**

**BOARD RETREAT**

Wednesday, February 15, 2023

Wednesday, March 15, 2023

Wednesday, April 19, 2023

Wednesday, May 17, 2023

Wednesday, June 21, 2023

All Board Meetings start at 6:00 p.m. except for the Board Retreats. The Retreats on Saturday will start at 8:00 a.m.

**\*meeting on Monday instead of the usual Wednesday**



# Illinois Department of Transportation

## Serious Safety Hazard Finding

A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District <u>Tri-Valley CUSD</u>		Address of Administrative Office <u>410 E. Washington St.</u>	
District Number <u>#3</u>	County, Illinois, <u>McLean</u>	Zip Code <u>61736</u>	<u>Downs, IL 61736</u>
Name of Contact Representative <u>Cade Hasselbring</u>		Title <u>Transportation Director</u>	Phone No. (Area Code) <u>309 370-2351</u>
Name of School to which Children are Walking <u>Tri-Valley Elementary / Tri-Valley Middle</u>		Annual Sequential Number	(Use on Map and Attachments)
Type of Condition	1. <input type="checkbox"/> Single Hazard	Type _____	
	2. <input checked="" type="checkbox"/> Combination Hazard	Type <u>I</u> and Type <u>II</u>	
Location	3. Along <u>2000 E. Road and Route 150</u> (Street or Road Name)		
(Attach a map showing the described location(s).)	4. Type I	from <u>2000 E. Rd</u>	to <u>Washington St.</u>
	5. Type II	from <u>Dode Drive</u>	to <u>Route 150</u>
	6. Type III	at _____	
	7. Type IV	at _____	

<b>Points</b> (Complete only for Types listed on lines 1 or 2.)	<b>Type I - Walking Along a Roadway</b>	
	8. Highest qualifying grade level (through <u>8</u> grade)	_____ Points Table 1
	9. Location of walkway (on shoulder <u>0</u> feet from roadway, or) (behind curb or ditch <u>0</u> feet from roadway)	_____ Points Table 2
	10. Speed of traffic ( <u>55</u> mph)	_____ Points Table 3
	11. Volume of traffic ( <u>500</u> vehicles/hour) ( <u>2</u> lanes)	_____ Points Table 4
	12. Length of hazardous section ( <u>.8</u> miles)	_____ Points Table 5
	13. Board's judgment points (attach explanation)	_____ Points
	14. Total of lines 8 through 13	_____ Points

	<b>Type II - Walking on a Roadway</b>	
	15. Highest qualifying grade level (through <u>8</u> grade)	_____ Points Table 6
	16. Reason for walking on roadway (no shoulder or walkway off pavement for <u>1500</u> feet, or narrow bridge or underpass for _____ feet)	_____ Points Table 7
	17. Speed of traffic ( <u>30</u> mph)	_____ Points Table 8
	18. Volume of traffic ( <u>100</u> vehicles/hour) ( <u>2</u> lanes)	_____ Points Table 9
	19. Length of hazardous section ( <u>.3</u> miles)	_____ Points Table 10
	20. Board's judgment points (attach explanation)	_____ Points
	21. Total of lines 15 through 20	_____ Points

(Con'd)

- Type III - Crossing a Roadway (Name of roadway being crossed \_\_\_\_\_ )
22. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 11
23. Control on roadway being crossed ( \_\_\_\_\_ ) \_\_\_\_\_ Points  
Table 12
24. Speed and volume of traffic ( \_\_\_\_\_ mph)  
( \_\_\_\_\_ vehicles/hour) \_\_\_\_\_ Points  
Table 13
25. Width of roadway ( \_\_\_\_\_ feet) \_\_\_\_\_ Points  
Table 14
26. Board's judgment points (attach explanation) \_\_\_\_\_ Points
27. Total of lines 22 through 26 \_\_\_\_\_ Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 15
29. Crossing protection and number of tracks \_\_\_\_\_ Points  
Table 16  
( \_\_\_\_\_ protection; \_\_\_\_\_ tracks used)
30. Speed and number of trains \_\_\_\_\_ Points  
Table 17  
( \_\_\_\_\_ mph; \_\_\_\_\_ trains)
31. Board's judgment points (attach explanation) \_\_\_\_\_ Points
32. Total of lines 28 through 31 \_\_\_\_\_ Points

Finding

33.  Single hazard qualifies since \_\_\_\_\_ points in a Type \_\_\_\_\_ situation equals or exceeds 12
34.  Combination hazard qualifies since the total of \_\_\_\_\_ points  
in a Type \_\_\_\_\_ situation and \_\_\_\_\_ points in a Type \_\_\_\_\_ situation equals or exceeds 20
35.  Hazard is temporary for \_\_\_\_\_ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of \_\_\_\_\_ 20\_\_\_\_\_, and the minutes of this meeting bear evidence of this approval.

Date

Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received \_\_\_\_\_ 20 \_\_\_\_\_

Serial No. \_\_\_\_\_

- Approved
- Disapproved for corrections, additions or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

Date

Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? \_\_\_\_\_ students
2. What is the projected additional annual reimbursement that will result from this submittal? \$ \_\_\_\_\_



**Illinois Department of Transportation**

**Serious Safety Hazard Finding**

A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District <b>Tri-valley CUSD</b>		Address of Administrative Office <b>410 E. Washington St.</b>	
District Number <b>#3</b>	County, Illinois <b>McLean</b>	Zip Code <b>61736</b>	<b>Downs, IL 61736</b>
Name of Contact Representative <b>Cade Hasselbring</b>		Title <b>Transportation Director</b>	Phone No. (Area Code) <b>318-2351 309</b>
Name of School to which Children are Walking <b>Tri-valley Elementary / Tri-valley Middle</b>		Annual Sequential Number (Use on Map and Attachments) —	
Type of Condition	<input type="checkbox"/> Single Hazard	Type _____	
	<input checked="" type="checkbox"/> Combination Hazard	Type <u>II</u> and Type <u>III</u>	
Location (Attach a map showing the described location(s).)	3. Along <u>Main St.</u>	(Street or Road Name)	
	4. Type I from _____ to _____		
	5. Type II from <u>Mallard Ct.</u> to <u>Seminary St.</u>		
	6. Type III at <u>Seminary</u>		
	7. Type IV at _____		

**Points** (Complete only for Types listed on lines 1 or 2.)

**Type I - Walking Along a Roadway**

8. Highest qualifying grade level (through _____ grade)	_____ Points Table 1
9. Location of walkway (on shoulder _____ feet from roadway, or (behind curb or ditch _____ feet from roadway))	_____ Points Table 2
10. Speed of traffic ( _____ mph)	_____ Points Table 3
11. Volume of traffic ( _____ vehicles/hour) ( _____ lanes)	_____ Points Table 4
12. Length of hazardous section ( _____ miles)	_____ Points Table 5
13. Board's judgment points (attach explanation)	_____ Points
14. Total of lines 8 through 13	_____ Points

**Type II - Walking on a Roadway**

15. Highest qualifying grade level (through <u>8</u> grade)	_____ Points Table 6
16. Reason for walking on roadway (no shoulder or walkway off pavement for <u>0</u> feet, or narrow bridge or underpass for _____ feet)	_____ Points Table 7
17. Speed of traffic ( <u>30</u> mph)	_____ Points Table 8
18. Volume of traffic ( <u>100</u> vehicles/hour) ( _____ lanes)	_____ Points Table 9
19. Length of hazardous section ( <u>1/2</u> miles)	_____ Points Table 10
20. Board's judgment points (attach explanation)	_____ Points
21. Total of lines 15 through 20	_____ Points

(Con'd)

- Type III - Crossing a Roadway (Name of roadway being crossed Seminary)
22. Highest qualifying grade level (through 8<sup>th</sup> grade) \_\_\_\_\_ Points  
Table 11
23. Control on roadway being crossed (No Stop Control) \_\_\_\_\_ Points  
Table 12
24. Speed and volume of traffic (30 mph)  
(250 vehicles/hour) \_\_\_\_\_ Points  
Table 13
25. Width of roadway (25 feet) \_\_\_\_\_ Points  
Table 14
26. Board's judgment points (attach explanation) \_\_\_\_\_ Points
27. Total of lines 22 through 26 \_\_\_\_\_ Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 15
29. Crossing protection and number of tracks \_\_\_\_\_ Points  
Table 16  
( \_\_\_\_\_ protection; \_\_\_\_\_ tracks used)
30. Speed and number of trains \_\_\_\_\_ Points  
Table 17  
( \_\_\_\_\_ mph; \_\_\_\_\_ trains)
31. Board's judgment points (attach explanation) \_\_\_\_\_ Points
32. Total of lines 28 through 31 \_\_\_\_\_ Points

Finding

33.  Single hazard qualifies since \_\_\_\_\_ points in a Type \_\_\_\_\_ situation equals or exceeds 12
34.  Combination hazard qualifies since the total of \_\_\_\_\_ points  
in a Type \_\_\_\_\_ situation and \_\_\_\_\_ points in a Type \_\_\_\_\_ situation equals or exceeds 20
35.  Hazard is temporary for \_\_\_\_\_ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of \_\_\_\_\_ 20 \_\_\_\_\_ and the minutes of this meeting bear evidence of this approval.

\_\_\_\_\_  
Date Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received \_\_\_\_\_ 20 \_\_\_\_\_

Serial No. \_\_\_\_\_

- Approved
- Disapproved for corrections, additions or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

\_\_\_\_\_  
Date Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? \_\_\_\_\_ students
2. What is the projected additional annual reimbursement that will result from this submittal? \$ \_\_\_\_\_



# Illinois Department of Transportation

## Serious Safety Hazard Finding

A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District <b>Tri-Valley</b>		Address of Administrative Office <b>410 E. Washington St.</b>	
District Number <b>3</b>	County, Illinois <b>McLean</b>	Zip Code <b>61736</b>	<b>Downs, IL 61736</b>
Name of Contact Representative <b>Code Hasselbring</b>		Title <b>Transportation Director</b>	Phone No. (Area Code) <b>378-2351 309</b>
Name of School to which Children are Walking <b>Tri-Valley Elementary / Tri-Valley Middle</b>		Annual Sequential Number _____	(Use on Map and Attachments) _____

Type of Condition	1. <input type="checkbox"/> Single Hazard	Type _____
	2. <input checked="" type="checkbox"/> Combination Hazard	Type <u>1</u> and Type <u>II</u>
Location  (Attach a map showing the described location(s).)	3.	Along <u>2075 E. Road and Route 150</u> (Street or Road Name)
	4.	Type I from <u>800 N. Rd.</u> to <u>Washington</u>
	5.	Type II from <u>Fox Run</u> to <u>Route 150</u>
	6.	Type III at _____
	7.	Type IV at _____

Points  (Complete only for Types listed on lines 1 or 2.)	Type I - Walking Along a Roadway		
	8.	Highest qualifying grade level (through <u>8</u> grade)	_____ Points Table 1
	9.	Location of walkway (on shoulder <u>0</u> feet from roadway, or) (behind curb or ditch <u>0</u> feet from roadway)	_____ Points Table 2
	10.	Speed of traffic ( <u>55</u> mph)	_____ Points Table 3
	11.	Volume of traffic ( <u>500</u> vehicles/hour) ( <u>2</u> lanes)	_____ Points Table 4
	12.	Length of hazardous section ( <u>.5</u> miles)	_____ Points Table 6
	13.	Board's judgment points (attach explanation)	_____ Points
	14.	Total of lines 8 through 13	_____ Points
	Type II - Walking on a Roadway		
	15.	Highest qualifying grade level (through <u>8</u> grade)	_____ Points Table 6
	16.	Reason for walking on roadway (no shoulder or walkway off pavement for <u>0</u> feet, or narrow bridge or underpass for _____ feet)	_____ Points Table 7
	17.	Speed of traffic ( <u>30</u> mph)	_____ Points Table 8
	18.	Volume of traffic ( <u>100</u> vehicles/hour) ( <u>2</u> lanes)	_____ Points Table 9
	19.	Length of hazardous section ( <u>.4</u> miles)	_____ Points Table 10
20.	Board's judgment points (attach explanation)	_____ Points	
21.	Total of lines 15 through 20	_____ Points	

(Con'd)

- Type III - Crossing a Roadway (Name of roadway being crossed \_\_\_\_\_ )
- 22. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 11
  - 23. Control on roadway being crossed ( \_\_\_\_\_ ) \_\_\_\_\_ Points  
Table 12
  - 24. Speed and volume of traffic ( \_\_\_\_\_ mph)  
( \_\_\_\_\_ vehicles/hour) \_\_\_\_\_ Points  
Table 13
  - 25. Width of roadway ( \_\_\_\_\_ feet) \_\_\_\_\_ Points  
Table 14
  - 26. Board's judgment points (attach explanation) \_\_\_\_\_ Points
  - 27. Total of lines 22 through 26 \_\_\_\_\_ Points

**Type IV - Crossing Railroad Tracks**

- 28. Highest qualifying grade level (through \_\_\_\_\_ grade) \_\_\_\_\_ Points  
Table 15
- 29. Crossing protection and number of tracks \_\_\_\_\_ Points  
( \_\_\_\_\_ protection; \_\_\_\_\_ tracks used)  
Table 16
- 30. Speed and number of trains \_\_\_\_\_ Points  
( \_\_\_\_\_ mph; \_\_\_\_\_ trains)  
Table 17
- 31. Board's judgment points (attach explanation) \_\_\_\_\_ Points
- 32. Total of lines 28 through 31 \_\_\_\_\_ Points

**Finding**

- 33.  Single hazard qualifies since \_\_\_\_\_ points in a Type \_\_\_\_\_ situation equals or exceeds 12
- 34.  Combination hazard qualifies since the total of \_\_\_\_\_ points  
in a Type \_\_\_\_\_ situation and \_\_\_\_\_ points in a Type \_\_\_\_\_ situation equals or exceeds 20
- 35.  Hazard is temporary for \_\_\_\_\_ school year (resubmit annually)

**Certification**

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of \_\_\_\_\_ 20 \_\_\_\_\_, and the minutes of this meeting bear evidence of this approval.

\_\_\_\_\_  
Date Signature of Secretary or President of Board of Education or Board of Directors

**Action by Illinois Department of Transportation**

Date Submittal Received \_\_\_\_\_ 20 \_\_\_\_\_ Serial No. \_\_\_\_\_

- Approved
- Disapproved for corrections, additions or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

\_\_\_\_\_  
Date Signature of IDOT District Engineer

**Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)**

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? \_\_\_\_\_ students
2. What is the projected additional annual reimbursement that will result from this submittal? \$ \_\_\_\_\_





Bushue HR, Inc.  
P.O. Box 89  
Effingham, IL 62401

Phone: (217) 342-3046  
Fax: (217) 342-5673  
Email: info@bushuehr.com

June 9, 2022

Tri-Valley CUSD #3  
410 E. Washington St.  
Downs, IL 61736  
Attention: Dr. David Mouser

Dear Dr. Mouser,

**RE: PROPERTY/CASUALTY/LIABILITY INSURANCE RENEWALS**

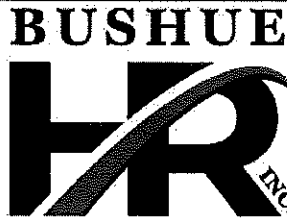
The attached summary illustrates the expiring and renewal coverages with the current insurance carriers, Selective Insurance through VanGundy Insurance from Normal, IL., StarStone through Ramza Insurance Group from Streator, IL., US Fire Insurance through Alliant Insurance from Chicago, IL, and US Fire Insurance, through Gallagher from Davenport, IA.

Our attached Renewal Worksheet Forms show the expiring and renewal coverage from Selective Insurance, StarStone, and US Fire Insurance. The first column of each page is the expiring insurance coverage for the District. The second column is the renewal coverage as presented by the current insurance carrier and agent.

US Fire Insurance is no longer handling Bonds. Therefore, a renewal quote was not provided. Alliant Insurance obtained a quote from Liberty Mutual Surety for the 2022-2023 Term.

**Following are some changes from the expiring:**

- The Blanket Limit and Statement of Values (SOV) have been reviewed with Administration, and the values have been increased to better reflect Replacement Cost Values. The Blanket Limit increased from \$75,097,215 to \$77,350,121, per the District's request.
- The following changes were made to the Inland Marine, per the District's request.
  - The value for Computer Hardware, Software, and Related Equipment increased from \$430,000 to \$530,000.
  - A 2012 Snowplow for Kubota RTV with a value of \$5,100 was removed.
  - A RTV Rotary Sweeper with a value of \$7,100 was removed.
  - A 2021 Kubota Zero Turn was added for a value of \$13,500.
- The Worker's Compensation payrolls decreased for the renewal, per the District's request. The 8868 Class Code (Colleges or Schools, Teachers) payroll decreased from \$6,732,000 to \$6,724,000; the 7380 Class Code (Drivers, Chauffeurs, & Their Helpers) payroll decreased from \$275,000 to 270,000; and the 9101 Class Code (All Other Employees) decreased from \$660,000 to \$600,000.
- The Worker's Compensation rates were modified for the renewal. The 8868 Class Code (Colleges or Schools, Teachers) rate decreased from 0.31 to 0.30, the 7380 Class Code (Drivers, Chauffeurs, & Their Helpers) rate increased from 7.84 to 7.86, and the 9101 Class Code (All Other Employees) rate decreased from 3.23 to 3.18.
- The Experience Modification Rating increased from 0.76 in 2021 to 0.78 for 2022. The standard Experience Modification Rating is 1.00.



Bushue HR, Inc.  
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Effingham, IL 62401

Phone: (217) 342-3046  
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Email: [info@bushuehr.com](mailto:info@bushuehr.com)

- The Treasurer's Bond Amount decreased from \$5,000,000 to \$3,750,000, per the District's request.

The Alternate Proposal (1) reflects an increase in premium attributable to the Property value increase, overall rate increases, and the current economic conditions. The premium increase is in the amount of \$14,438, which is 9.47% above the expiring.

The Alternate Proposal (2) reflects a premium increase of \$2,102, which is 1.38% above the expiring. This proposal reflects the Property Deductible Per Occurrence of \$2,500 with a \$25,000 Wind / Hail Deductible Per Occurrence.

We appreciate the opportunity to serve the District. If you have any questions, please feel free to contact our office.

Respectfully,

A handwritten signature in cursive script, appearing to read "Travis J. Bushue".

Travis J. Bushue  
President, Bushue HR, Inc.

BRE

**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**

**Property & General Liability Renewal Form**

Insurance Agency Name	VanGundy Ins.		VanGundy Ins.
	Insurance Carrier Name	Selective Ins.	Selective Ins.
Property	Current	Renewal	
Blanket, All Risk	75,097,215	77,350,121	
Overall Building Limit	Included	Included	
School District Personal Property	Included	Included	
Replacement Cost/ACV	RC	RC	
Deductible Per Occurrence	1,000	1,000 *	
Coinsurance %	100%	100%	
Earthquake Coverage Limit	75,097,215	77,350,121	
Earthquake Deductible Per Occurrence	10%	10%	
Rate Level Guaranteed (If yes, how long)	-	One (1) Year	
<b>Total Property Premium</b>	<b>\$49,860.00</b>	<b>\$64,192.00</b>	

Will the policy provide full coverage, up to maximum policy Limits, for Backup of Sewer/Surface Water coverage? <i>If no, please state the Limit.</i>	No 100,000	No 100,000
Does the policy provide coverage for Flood Coverage? <i>If yes, please state the Limit.</i> <i>If yes, please state the Flood Coverage Deductible Per Occurrence.</i>	No - -	No - -
Does the policy provide coverage for Mine Subsidence? <i>If yes, please state the Limit.</i> <i>Blanket Limit, If Applicable.</i>	No - -	No - -
Does the policy provide Ordinance or Law coverage? <i>Limit Per Coverage A.</i> <i>Limit Per Coverage B.</i> <i>Limit Per Coverage C.</i> <i>Limit Per Building, If Applicable.</i> <i>Blanket Limit, If Applicable.</i>	Yes Full Blanket Limit 500,000 500,000 - -	Yes Full Blanket Limit 500,000 500,000 - -
Does the policy have Time Element (Extra Expense) Coverage, if so please state the Limit(s)? <i>Blanket Limit, If Applicable.</i> <i>Per Location Limit, If Applicable.</i>	Yes Included -	Yes Included -
Does the policy have Business Income Coverage, if so please state the Limit(s)? <i>Blanket Limit, If Applicable.</i> <i>Per Location Limit, If Applicable.</i>	Yes - 550,000	Yes - 550,000

Insurance Carrier Name	Selective Ins.		Selective Ins.
	Current	Renewal	
<b>General Liability</b>			
General Aggregate	2,000,000	2,000,000	
Products Completed Ops.	2,000,000	2,000,000	
Personal & Advertising Injury	1,000,000	1,000,000	
Each Occurrence Limit	1,000,000	1,000,000	
Fire Damage Limit	1,000,000	1,000,000	
Medical Expense Limit	20,000	20,000	
Deductible Per Occurrence	0	0	
<b>Employee Benefits Liability</b>			
Aggregate Limit	2,000,000	2,000,000	
Occurrence Limit	1,000,000	1,000,000	
Deductible Per Occurrence	1,000	1,000	
Retroactive Date	7/1/2009	7/1/2009	
<b>Sexual Abuse and Molestation</b>			
Aggregate Limit	2,000,000	2,000,000	
Occurrence Limit	1,000,000	1,000,000	
Deductible Per Occurrence	0	0	
Policy Form: Claims Made or Occurrence	Occurrence	Occurrence	
<b>Total Liability Premium</b>	<b>\$18,339.00</b>	<b>\$19,616.00</b>	

**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**Property & General Liability Renewal Form**

Insurance Carrier Name	Selective Ins.	
	Current	Renewal
<b>Crime</b>		
Employee Theft - Blanket Limit	100,000	100,000
Deductible Per Occurrence	0	0
Inside Premises - Robbery or Safe Burglary of Other Property	25,001	25,001
Inside Premises - Theft of Money and Securities	25,001	25,001
Inside Premises Deductible Per Occurrence	500	500
Outside Premises	25,001	25,001
Outside Deductible Per Occurrence	0	0
<b>Total Crime Premium</b>	<b>\$1,946.00</b>	<b>\$1,688.00</b>

Insurance Carrier Name	Selective Ins.	
	Current	Renewal
<b>Boiler &amp; Machinery</b>		
Per Accident	75,097,215	77,350,121
Deductible Per Occurrence	1,000	1,000
Extra Expense	Included	Included
<b>Total Boiler &amp; Machinery Premium</b>	<b>Included</b>	<b>Included</b>

Insurance Carrier Name	Selective Ins.	
	Current	Renewal
<b>Inland Marine</b>		
Computer Hardware, Software and Related Equipment	430,000	530,000
Cameras - Limit-Motion Pictures	80,000	80,000
Musical Instruments - All Other Bands	100,000	100,000
Radios and Satellite Dishes	30,000	30,000
2012 Snow Plow for Kubota RTV	5,100	-
2012 Kubota Zero Turn 331 Mower #357449	13,700	13,700
2020 Kubota M5-091 HDC 12-1 w/Loader LA 1854	60,000	60,000
2012 Kubota RTV 1100 #35697	16,900	16,900
2012 Kubota 14' Batwing Finish Mower #755676	12,975	12,975
RTV Rotary Sweeper	7,100	-
2021 Kubota Zero Turn Mower	-	13,500
Miscellaneous Tools and Equipment	57,000	57,000
Deductible Per Occurrence	1,000	1,000
<b>Total Inland Marine Premium</b>	<b>\$3,855.00</b>	<b>\$3,451.00</b>

Premium	Selective Ins.	
	Current	Renewal
Total Property Premium	49,860.00	64,192.00
Total Liability Premium	18,339.00	19,616.00
Total Crime Premium	1,946.00	1,688.00
Total Boiler & Machinery Premium	Included	Included
Total Inland Marine Premium	3,855.00	3,451.00
<b>Total Premium</b>	<b>\$74,000.00</b>	<b>\$88,947.00</b>

Does the coverage & premiums include Terrorism Risk Insurance Act (TRIA) coverage?	Yes	Yes
<i>If yes, please advise the total dollar amount.</i>	Included	Included

**Note:**  
Selective Insurance  
 \* Selective Insurance provided an Alternate Proposal for the District to consider. The District has the option to increase the Property Deductible Per Occurrence from \$1,000 to \$2,500 with a \$25,000 Wind/Hail Deductible Per Occurrence; for a savings in premium of \$12,336.

These Proposal worksheets were provided and prepared as a service to Tri-Valley CUSD #3. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Tri-Valley CUSD #3. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2022 Bushue HR, Inc.

**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**Automobile Renewal Form**

<b>Insurance Agency Name</b>	<b>VanGundy Ins.</b>	<b>VanGundy Ins.</b>
<b>Insurance Carrier Name</b>	<b>Selective Ins.</b>	<b>Selective Ins.</b>
<b>Auto Liability</b>	<b>Current</b>	<b>Renewal</b>
Number of Vehicles	28	28
Bodily Injury and Property Damage Liability	1,000,000	1,000,000
Medical Payments	5,000	5,000
Uninsured Motorist	1,000,000	1,000,000
Underinsured Motorists	1,000,000	1,000,000
Hired Auto	1,000,000	1,000,000
Non-Owned Auto	1,000,000	1,000,000
Garage Liability	-	-
Garage Keepers Legal Liability	-	-
<b>Deductible Per Occurrence</b>	-	-
Comprehensive	500	500
Collision	1,000	1,000
<b>Total Automobile Premium</b>	<b>\$21,618.00</b>	<b>\$23,316.00</b>

Does the coverage & premiums include Terrorism Risk Insurance Act (TRIA) coverage?	Yes	Yes
Will the insurance carrier grant permission to operate the buses under conditions where a charge would be made to the students?	No	No
Will the insurer provide coverage for all additional insured's, including coverage for Board of Education Members, Employees, and Volunteers while using their own vehicles on behalf of the School District?	Yes - Excess Basis	Yes - Excess Basis
Does the medical payments coverage include students as passengers in vehicles?	Yes	Yes
Will the company accept this coverage without other lines?	No	No
Will the insurer furnish "special trips" coverage for tours, outings, picnics, games, and similar activities? Also, the use of the buses by the elderly as permitted by law shall be included. The carrier will confirm that coverage shall be available for these activities and indicate the audit charge per trip in the proposal.	Case by Case Basis	Case By Case Basis
Will the insurance carrier provide coverage for rental vehicles?	Yes	Yes
Does the policy include Replacement Cost on Buses? <i>If yes, please provide details.</i>	No -	No -

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**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**Umbrella Renewal Form**

<b>Insurance Agency Name</b>	<b>VanGundy Ins.</b>	<b>VanGundy Ins.</b>
<b>Insurance Carrier Name</b>	<b>Selective Ins.</b>	<b>Selective Ins.</b>
<b>Limits of Liability - Umbrella</b>	<b>Current</b>	<b>Renewal</b>
General Aggregate Limit	5,000,000	5,000,000
Self-Insured Retention (SIR)	0	0
	<b>The Occurrence Limit is stated for each of the Underlying Coverages</b>	
General Liability	1,000,000	1,000,000
Employee Benefits Liability	1,000,000	1,000,000
Sexual Misconduct & Molestation	1,000,000	1,000,000
Automotive Liability	1,000,000	1,000,000
School Board Legal Liability (SBLL)	1,000,000	1,000,000
Employers Liability - Worker's Compensation	1,000,000	1,000,000
<b>Total Umbrella Premium</b>	<b>\$15,313.00</b>	<b>\$15,971.00</b>

<b>Does the coverage &amp; premiums include TRIA (Terrorism Risk Insurance Act) coverage?</b>	Yes	Yes
<i>If yes, please advise the total dollar amount.</i>	Included	Included

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**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**School Board Legal Liability Renewal Form**

<b>Insurance Agency Name</b>	<b>VanGundy Ins.</b>	<b>VanGundy Ins.</b>
<b>Insurance Carrier Name</b>	<b>Selective Ins.</b>	<b>Selective Ins.</b>
<b>Limits of Liability - School Board Legal Liability (SBLI)</b>	<b>Current</b>	<b>Renewal</b>
Aggregate Limit	2,000,000	2,000,000
Each Claim Limit	1,000,000	1,000,000
Deductible Per Occurrence	5,000	5,000
Employment Practices Liability Insurance (EPLI) Deductible Per Occurrence	5,000	5,000
<b>Total School Board Legal Liability (SBLI) Premium:</b>	<b>\$4,508.00</b>	<b>\$4,522.00</b>

\* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium.

Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?	Yes	Yes
Does a Retroactive Date apply? <i>If yes, please specify the date.</i>	Yes 7/1/2005	Yes 7/1/2005
Please indicate whether coverage is on Claims Made or Occurrence Basis.	Claims Made	Claims Made
For Claims Made policies, is Prior Acts coverage available? <i>If yes, please indicate the additional cost.</i>	Full Prior Acts - Up to the Retroactive Date Included	Full Prior Acts - Up to the Retroactive Date Included
If additional requirements must be met prior to binding please indicate.	N/A	None
Does the above proposal provide full coverage for Sexual Misconduct/Abuse/Molestation/Harassment?	Covered Under General Liability	Covered Under General Liability
Does the policy provide coverage for Defense Costs, even if not successful?	Yes	Yes
Does the policy provide coverage for Due Process? <i>State Sub-Limit for this, if any.</i>	No -	No -
Does the policy provide a Consent to Settle Provision?	No	No
Are Defense Expenses within the Limit of Liability? <i>State Sub-Limit for Defense Expenses, if any.</i>	No -	No -
<b>Please Describe any policy Sub-Limits: (Please list other Sub-Limits not included in this list below)</b>		
Limit/Sub-Limit for Special Education.	Limited Civil Legal Liability	Limited to Civil Liability
Limit/Sub-Limit for Breach of Contract.	-	-
Limit/Sub-Limit for Sexual Abuse/Molestation.	Covered Under General Liability	Covered Under General Liability

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**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**Worker's Compensation Renewal Form**

Insurance Agency Name	Ramza Ins. Group		Ramza Ins. Group	
Insurance Carrier Name	StarStone		StarStone	
Employers Liability Limits	Current		Renewal	
Bodily Injury Accident	1,000,000		1,000,000	
Bodily Injury Disease	1,000,000		1,000,000	
Bodily Injury Disease - Employee	1,000,000		1,000,000	
Codes	Estimated Payroll	Rate Per \$100	Estimated Payroll	Rate Per \$100
8868: Colleges or Schools, Teachers	\$6,732,000	0.31	\$6,724,000	0.30
7380: Drivers, Chauffeurs, and Their Helpers	\$275,000	7.84	\$270,000	7.86
9101: All Other Employees	\$660,000	3.23	\$600,000	3.18
<b>Total Worker's Compensation Premium</b>	<b>\$32,926.00</b>		<b>\$30,734.00</b>	
Experience Modification	<u>0.76</u>		Experience Modification	<u>0.78</u>

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**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**Treasurer's Bond Renewal Form**

<b>Insurance Agency Name</b>	<b>Alliant Ins.</b>	<b>Alliant Ins.</b>
<b>Insurance Carrier Name</b>	<b>US Fire Ins.</b>	<b>Liberty Mutual Surety</b>
<b>Treasurer's Bond</b>	<b>Current</b>	<b>Alternate Proposal</b>
Principal on Bond	Kathryn Hammer	Kathryn Hammer
Limit of Bond	5,000,000	3,750,000
Term of Bond	July 1, 2021 - July 1, 2022	July 1, 2022 - July 1, 2023
Bond Number	612202550	285068646
<b>Total Treasurer's Bond Premium</b>	<b>\$2,750.00</b>	<b>\$2,063.00</b>

**Note:**

US Fire Insurance

US Fire is no longer handling Bonds. Therefore, a renewal quote was not provided. Alliant Insurance obtained a quote from Liberty Mutual Surety for the 2022-2023 Term.

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**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**Student Accident Renewal Form**

Insurance Agency Name	Gallagher	Gallagher
Insurance Carrier Name	US Fire Ins.	US Fire Ins.
Catastrophic Student Accident Insurance Coverage	Current	Renewal
Limit of Insurance	5,000,000	5,000,000
Deductible Per Occurrence	25,000	25,000
Benefit Period	Ten (10) Years	Ten (10) Years
<b>Total Catastrophic Student Accident Premium</b>	<b>\$1,298.00</b>	<b>\$1,298.00</b>

Is this Insurance Primary?	No	No
Is the Student Accident Insurance School Time Coverage Only? <i>If no, please explain the coverage time.</i>	Yes	Yes
<i>If School Time Coverage Only, please define School Time.</i>	-	-
	School Sponsored To & From	School Sponsored To & From
Does this Insurance cover Student Athletes for Football?	Not Requested	Not Requested
Does this Insurance cover Summer Sports Activities?	Yes	Yes
Does this Insurance cover Student Athletes for activities that start before the actual School year begins?	Yes	Yes

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**Tri-Valley CUSD #3 - Renewal Date: 07/01/2022**  
**Totals**

Insurance Agency Name	VanGundy Ins. / Ramza Ins. Group / Alliant Ins. / Gallagher	VanGundy Ins. / Ramza Ins. Group / Alliant Ins. / Gallagher	VanGundy Ins. / Ramza Ins. Group / Alliant Ins. / Gallagher
	Selective Ins. / StarStone / US Fire Ins.	Selective Ins. / StarStone / Liberty Mutual Surety / US Fire Ins.	Selective Ins. / StarStone / Liberty Mutual Surety / US Fire Ins.
Coverage	Current	Alternate Proposal (1)	Alternate Proposal (2)
Total Property Premium	49,860.00	64,192.00	51,856.00
Total Liability Premium	18,339.00	19,616.00	19,616.00
Total Crime Premium	1,946.00	1,688.00	1,688.00
Total Boiler & Machinery Premium	Included	Included	Included
Total Inland Marine Premium	3,855.00	3,451.00	3,451.00
<b>Commercial Auto</b>	21,618.00	23,316.00	23,316.00
<b>Umbrella</b>	15,313.00	15,971.00	15,971.00
<b>School Board Legal Liability</b>	4,508.00	4,522.00	4,522.00
<b>Worker's Compensation</b>	32,926.00	30,734.00	30,734.00
<b>Treasurer's Bond</b>	2,750.00	2,063.00	2,063.00
<b>Catastrophic Student Accident</b>	1,298.00	1,298.00	1,298.00
<b>Total Premium</b>	<b>\$152,413.00</b>	<b>\$166,851.00</b>	<b>\$154,515.00</b>
Savings		(\$14,438.00)	(\$2,102.00)
Percentage of Increase		9.47%	1.38%

**Notes:**

Selective Insurance

Selective Insurance provided an Alternate Proposal for the District to consider. The District has the option to increase the Property Deductible Per Occurrence from \$1,000 to \$2,500 with a \$25,000 Wind/Hail Deductible Per Occurrence; for a savings in premium of \$12,336. This proposal is included in the "Alternate Proposal (2)" shown above.

US Fire Insurance

US Fire is no longer handling Bonds. Therefore, a renewal quote was not provided. Alliant Insurance obtained a quote from Liberty Mutual Surety for the 2022-2023 Term.

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For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided. This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies, please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages or limits are not correct, inadequate, please let us know.

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Applicant: TRI VALLEY CUSD 3

County: McLean

[Consolidated District Plan](#) ▼

 Application: 2022-2023 Consolidated District Plan - 00  
 Cycle: Original Application

[Printer-Friendly](#)
[Click to Return to Application Select](#)

Project Number: 23-CDP-00-17-064-0030-26

## Overview

**PROGRAM:** Consolidated District Plan

**PURPOSE:** The District Plan shall be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, other appropriate school personnel, and parents of children in schools served under the Every Student Succeeds Act (ESSA) legislation, and as appropriate, is coordinated with other programs under ESSA, the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Rehabilitation Act of 1973 (20 U.S.C. 701 et seq.), the Strengthening Career and Technical Education for the 21st Century Act (20 U.S.C.2301 et seq.), the Workforce Innovation and Opportunity Act (29 U.S.C. 3103 et seq.), the Head Start Act (42 U.S.C. 9831 et seq.), the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq.), the Adult Education and Family Literacy Act (29 U.S.C. 3271 et seq.), and other Acts as appropriate.

**BOARD GOALS:**

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

**FY 2023** Title I, Part A - Improving Basic Programs

**Included** Title I, Part A - School Improvement Part 1003

**Programs:** Title I, Part D - Delinquent

Title I, Part D - Neglected

Title I, Part D - State Neglected/Delinquent

Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders

Title III - Language Instruction Educational Program (LIEP)

Title III - Immigrant Student Education Program (ISEP)

Title IV, Part A - Student Support and Academic Enrichment

Title V, Part B - Rural and Low Income Schools

IDEA, Part B - Flow-Through

IDEA, Part B - Preschool

Elementary and Secondary School Emergency Relief Grant II

American Rescue Plan - LEA (Elementary and Secondary School Emergency Relief Grant III)

Foster Care Transportation Plan

**LEGISLATION:** [Every Student Succeeds Act \(ESSA\)](#)

[Individuals with Disabilities Education Act](#)

[Rehabilitation Act](#)

[Strengthening Career and Technical Education for the 21st Century Act](#)

[Workforce Innovation and Opportunity Act](#)

[Head Start Act](#)

McKinney-Vento Homeless Assistance ActCoronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) ESSER IIAmerican Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER)Adult Education and Family Literacy Act**DUE DATE:**

District plans must be submitted to the Illinois State Board of Education and approved before any FY 2023 grant applications for included programs can be approved.

**Submission by April 1 is recommended.**

**DURATION:**

The District Plan was submitted initially for the school year 2022-2023 and must be updated annually thereafter.

**AMENDMENTS:**

Each Local Education Agency (LEA) shall periodically review and, as necessary, revise the plan throughout the year. Plan amendments may necessitate amendment of the associated grant application(s) as well.

**INSTRUCTIONS:**

**Instructions in PDF format**

**COMMON**

ESSA - Every Student Succeeds Act (also referenced as the Elementary and Secondary

**ABBREVIATIONS:** Education Act [ESEA] of 1965 as Amended)

IDEA - Individuals with Disabilities Education Act

ISBE - Illinois State Board of Education

LEA - Local Educational Agency

LIEP - Language Instruction Educational Program

SEA - State Education Agency

## Athletic Trainer Services Agreement

THIS EXCLUSIVE ATHLETIC TRAINER AGREEMENT (the 'AGREEMENT' is made as of June 6<sup>th</sup>, 2022 (the "Effective Date") by and between Orthopedic and Sports Enhancement Center, (OSEC) and Tri-Valley High School ( the "School "). OSEC and School are each referred to herein as a "Party" and collectively as the "Parties".

WHEREAS, OSEC, AS PART OF ITS MISSION TO PROMOTE THE HEALTH OF THE COMMUNITY, WITH TO PROVIDE Its COMMUNITY WITH COMPREHENSIVE, AND EFFICIENT Athletic Training services (the "Services") and assures the coordination and sound administration for such Services for the benefit of School and its student athletes (the "Student Athlete") and,

WHEREAS, OSEC maintains a staff of certified and licensed athletic trainers (the " ATHLETIC TRAINERS") and desires to provide Services to School and it's Student Athletes; and,

WHEREAS, School maintains and the Student Athletes participate in a variety of sports programs at School sports facilities; and,

WHEREAS, School, desires to utilize OSEC's Services for the benefit of its Student Athletes, and OSEC desires make available the Trainer to provide such Services pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements of the Parties contained herein and the mutual benefits to be gained by the performance thereof and for other good and valuable consideration, the receipt and sufficiently of which is hereby acknowledge, the Parties do covenant and agree as follows:

### **I. Recitals**

1.1 The parties agree that the foregoing recitals are incorporated herein and are an integral part of this agreement.

### **II. OSEC Obligations**

2.1 OSEC will arrange to make the Athletic Trainer available to provide Services at School athletic competitions and practices from the opening day of the IHSA Fall Sport Season through the end of the IHSA Spring Sport Season for all Tri-Valley High School athletic teams. The School and Athletic Trainer will meet prior to the start of each season to discuss which sports and practices the Athletic Trainer will Service. Athletic Trainer shall not be scheduled to provide Service for more than 1500 hours for the year at School's athletic competitions and practices; consistent with the High School's schedule of athletic competitions and practices as provided in Section 3.1 of this Agreement.

2.2 The Athletic Trainer shall maintain all appropriate state and federal licenses and certifications required to provide Services consistent with their respective professions. The Service provided by the trainer shall be consistent with the standard of care for the respective profession and the policies and procedures of OSEC and the School.

2.3 The Athletic Trainer shall appropriately document the Service provided to School's Student Athletes in a manner consistent with the documentation standards of the respective profession. OSEC shall retain sole ownership and possession of such records and maintain and preserve the confidentiality of such records as required by state and federal law. OSEC, with the consent of Student Athlete's parent or guardian, and the Student Athletes and the Student Athlete's parent or guardian may request copies of these records as permitted by law and pursuant to OSEC's policies and procedures in that regard.

2.4 OSEC and the Athletic Trainer shall both maintain professional liability insurance coverage with respect to their professional duties in providing Services to School and School's Student Athletes during the term of this Agreement. School shall maintain at its sole expense general liability insurance coverage during the term of this Agreement.

### **III. School Obligations.**

3.1 Consistent with the Parties' Agreement and at least ten (10) days prior to the commencement of each semester, School will provide the Athletic Trainer with a complete schedule of School's athletic competition and practice for which the School will require the Service of the Athletic Trainer, not to exceed forty (40) hours per week. If two events are occurring at the same time, the Athletic Trainer and the School will decide what event the Athletic Trainer will attend. School and Athletic Trainer will meet monthly to confirm and update the schedule. The Athletic Trainer must have 48 hours of notice prior to the event changing if not due to weather cancellation. Notification of game additions must be sent via email to the Athletic Trainer 5 days prior to competition. Both parties understand the importance of the Athletic Trainer's schedule for School and coordinating it with the Athletic Trainers' weekly schedule in OSEC office setting.

3.2 The School shall obtain an appropriate consent for treatment form agreed to by the Parties and then signed by a Student Athlete's parent or guardian prior to the commencement of the sports season in which the Student Athlete participates, permitting the Student Athletes to receive Services from the Trainer.

3.3 School agrees to provide all sports medicine supplies for the Athletic Trainer. The School will give the Athletic Trainer a budget to be able to purchase all necessary supplies as deemed by the Athletic Trainer.

3.4 School agrees to "Advertise/Market" OSEC as a sports medicine provider for the School. School agrees to display a banner identifying OSEC as the provider of Services at the School at the School's athletic venues. School agrees to identify the OSEC and its physicians; Dr. Robert Seidl, Dr. Anthony Dustman, Dr. Bryce Paschold, Dr. Tyler Neal as providing the services during pre-game, in-game and / or during halftime public announcements at all home sporting events where an announcer is present. School agrees to provide opportunities for the Athletic Trainer and OSEC physicians/staff to address parents and Student Athletes during the academic school year.

### **IV. Compensation**

4.1 OSEC Shall provide the Services through an Athletic Trainer for the School in return for School's agreement to advertise the Services provided and an annual fee of \$7500. This fee does not include

post-season tournament coverage. If the School would like Athletic Training services for post-season tournament coverage, the School will be invoiced at \$30 an hour.

#### **V. Term and Termination**

5.1 The term of this Agreement shall commence on the Effective Date and shall continue in effect for an initial term of 1 year (The Initial term"). If still in effect at the end of the Initial Term, this Agreement shall automatically renew for additional consecutive 1 terms absent written Notice by either Party of non-renew to the other party 90 days prior to the expiration of the initial term or any subsequent Renewal term of this Agreement. If athletics do not occur due to the COVID-19 pandemic, the school is responsible for full payment of Athletic Training services.

5.2 Events of Termination. Notwithstanding the foregoing, this Agreement may be terminated upon the occurrence of any one (1) of the following events:

5.2.1 This Agreement may be terminated upon the mutual written agreement of the parties;

5.2.2 This Agreement may be terminated for cause upon thirty (30) days written Notice of termination by either Party in the event of material breach of this Agreement by the other Party. In such event, the non-breaching Party shall describe the specific nature of the breach in said Notice and shall request that said breach be cured within the (30) day Notice period. If the breaching Party does not cure the breach within said thirty (30) day Notice period, the non-breaching party may terminate the Agreement immediately after completion of the thirty (30) day Notice period. Such termination shall not preclude the non-breaching Party from pursuing any and all additional remedies it may have at law or in equity.

5.3 Effect of Termination. Termination of this Agreement shall not release or discharge either Party from any obligation, debt or liability which shall have previously accrued and remain to be performed upon the date of termination.

#### **VI. Exclusivity**

6.1 OSEC and School have determined that an exclusive arrangement for the provision of the Services is necessary to assure consistent and quality Services to School and its Student Athletes. Therefore, OSEC shall be the exclusive provider of Services at School. During the term of this agreement and any extension or renewal thereof, no other provider shall be permitted to perform Services at School.

#### **VII. Confidentiality of Records**

7.1 Each Party shall maintain the confidentiality of all Student Athlete records as required by each party's policies and procedures and all applicable federal and state laws, rules and regulations.

#### **VIII. Indemnification**

8.1 A Party (the "Indemnifying Party") shall indemnify and hold the other party (the "Indemnified Party") harmless from and against any and all claims, demands, liabilities, losses, damages, costs, and expenses, including reasonable attorneys' fees directly resulting from any negligent or willful



act or omission of the Indemnifying Party, its agents, or employees. Notwithstanding anything to the contrary of this section, an Indemnifying Party shall not be liable to the Indemnified Party for consequential, exemplary, or punitive damages. An Indemnifying Party's duty to indemnify, defend and hold harmless the Indemnified Party shall only apply to the extent that the Indemnified Party's loss is not covered by insurance. The indemnification provisions of this Section are in addition to, and in lieu of, any common law rights of contribution existing under the laws of the state of Illinois, which a party may have against the other Party or its agents or employees.

#### **IX. Independent Contractor.**

9.1 In performing Services hereunder, each party is acting as an independent contractor. No relationship of employer and employee or principal and agent is created by this Agreement. Neither Party nor any of its respective employees or agents shall be entitled to the other Party's employee benefits of any kind. Any compensation set forth in this Agreement shall not be subject to any withholding for income or occupations taxes, FICA, or similar deductions, it being understood that the employing Party is responsible for paying any and all such items. Each Party shall indemnify and hold the other Party harmless from any and all liability resulting directly or indirectly from the employing Party's failure to withhold or pay and such items.

#### **X. Miscellaneous Provision**

10.1 Change in Law. Neither Party shall take any action required or permitted hereunder, if any judicial decision, legislative action, regulatory or other administrative interpretation, whether federal or state, would render unlawful the conduct of either Party hereunder ("change in law"). In the event of such a Change in Law, The Parties shall be required to act in good faith to restructure the business arrangement between the Parties to conform to then existing Laws. If the Parties have not reached an agreement regarding the material terms of the restructured business arrangement within thirty (30) days following the date both Parties are on notice of a Change in Law (the "restructuring Discussions"), this Agreement shall immediately and automatically terminate, whereupon neither party shall thereafter have any further duty of obligation hereunder, except for rights, duties, or obligations arising prior to the effective date of such termination.

10.2. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed and original, but all such counterparts together shall constitute one and the same instrument.

10.3. Waiver. Any waiver of any terms and conditions hereof must be in writing, and signed by the Parties hereto. A waiver of any of the terms and conditions hereof shall not be construed as a waiver of any other terms and conditions hereof.

10.4 Severability. The provisions of this Agreement shall be deemed severable, and, if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the Parties.

10.5 Headings. All headings herein are inserted only for convenience and ease of reference and are not to consideration the construction or interpretation of any provisions of this Agreement.

10.6 Governing Law. This Agreement and any dispute, controversy or claim arising out of or relating to this Agreement or a breach thereof, shall be construed under the laws of the State of Illinois. The exclusive venue for any disputes, controversies or claims between the parties arising out of the performance or non-performance of this Agreement shall be in the Circuit Court of Mclean County, Illinois.

10.7 Notices. Any Notice herein required or permitted to be given shall be in writing and shall be deemed to be duly given on the date of service if served personally on the other party, or on the (2<sup>nd</sup>) business day after mailing, if mailed to the other Party by certified mail, return receipt requested, postage pre-paid, and addressed to the Parties as follows:

To OSEC:

Orthopedic and Sports Enhancement Center

2406 East Empire St.

Bloomington, IL 61704

Attn: Manager

To School:

Tri-Valley High School

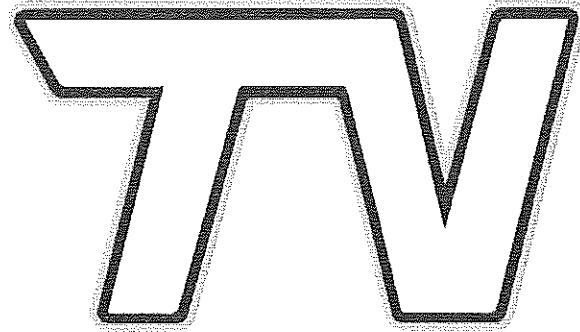
503 E Washington St

Downs, IL 61736

10.8 Entire Agreement. This Agreement constitutes the entire Agreement among the Parties with respect to the Services described herein. This Agreement supersedes any and all other prior agreements either written or oral, between the Parties with respect to the subject matter hereof.

Signature (OSEC): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (School): \_\_\_\_\_ Date: \_\_\_\_\_



**Tri-Valley CUSD #3  
Behavioral  
Intervention  
Procedures**

**Proposed for Approval  
by Board of Education  
at June 15, 2022 Meeting**

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## **Introduction to General Policy**

While all students with special needs enrolled in Tri-Valley CUSD #3 have individual education plans, our district utilizes the multi-tiered system of supports (MTSS) framework when addressing student behavior. At Tier 1, all students participate in program-wide proactive systems which are specific to the elementary, middle, or high school level (e.g. Leader in Me, Vikings of Valor, Student of the Month). At Tiers 2 and 3, behavioral interventions are implemented that are developed to support students beyond what is provided within the program-wide system.

A fundamental principle is that positive, non-aversive strategies and interventions designed to develop and strengthen desirable student's behaviors should be used whenever possible at Tiers 2 and 3. In accordance with this policy, positive interventions shall be given the highest priority and shall always accompany the use of more restrictive procedures.

Tier 3 behavioral intervention procedures may occur when a student's behavior is such that it poses a danger to themselves or others, results in destruction of property, demonstrates noncompliance with the program's rules and regulations, and/or is unable to access Free and Appropriate Public Education (FAPE).

When behavioral interventions are used, they will be used in consideration of the pupil's physical freedom and social interaction. They will be administered in a manner that respects human dignity and personal privacy that will ensure a pupil's right to placement in the Least Restrictive Environment (LRE).

District procedures are developed in accordance with 105 ILCS 5/14-8.05 and address student discipline, suspension and expulsion procedures, bus conduct, student misconduct, and the use of accompanied time out and physical restraint. Please see Appendices for specific policies.

## Behavioral Oversight Committee

A five-member Behavioral Oversight Committee (BOC) was created consisting of the Superintendent or their designee, three district staff (with specializations in behavior management and behavioral supports) and a parent of a student.

The duties and responsibilities of the Behavior Oversight Committee are as follows:

1. Develop and review district policies and procedures on the use of behavioral interventions for students with disabilities who require such intervention.
2. Ensure that district policies and procedures emphasize proactive strategies and positive interventions designed to develop and strengthen desirable behaviors.
3. Review and monitor incidents involving the emergency use of restrictive interventions.
4. Ensure there is a procedure for the distribution of policy and procedures to parents and guardians of all students with individualized educational plans. These policies and procedures will be distributed:
  - o Within 15 days after the policies and procedures have been adopted by the Board of Education.
  - o Within 15 days after the Board of Education has amended its policies and procedures.
  - o At the time an individualized education plan is first implemented for a student.
5. Ensure there is a procedure to inform its students annually of the existence of Tri-Valley CUSD #3 behavioral intervention procedures and policies.
6. Advise district administrators regarding issues arising from the use of behavioral interventions.
7. Advise the Board of Education regarding staff development in the area of behavioral strategies and interventions.
8. Ensure the dignity and privacy of students.
9. Ensure that Tri-Valley CUSD #3 adopts and maintain high professional standards and recommended practices in the use of behavioral interventions.

10. Identify staff or consultants qualified in the area of behavior interventions.

11. Review, at least twice yearly, student behavior and social emotional data (e.g., discipline referrals, physical management, social-emotional learning goal attainment), staff data (e.g., surveys, performance evaluation), and program administrator data (e.g., surveys) to determine professional development needs.

12. Identify guidelines for IEP teams regarding the consideration of a Functional Behavior Analysis and the potential development of a Behavior Intervention Plan for a student.

## **Staff Development on Behavior Strategies and Behavioral Interventions**

On an annual basis, Tri-Valley CUSD #3 will ensure staff are adequately trained to implement proactive strategies and behavioral interventions by using available data and recommendations from the Behavior Oversight Committee to determine ongoing professional learning needs. In order to support staff with the implementation of Tri-Valley CUSD #3's behavioral intervention procedures, the following professional learning opportunities will be made available on a regular basis:

- Training and coaching opportunities in Tier 1 Proactive Strategies, including:
  - Annual new staff induction training/mentoring for all entering certified and noncertified staff in the behavior intervention/strategies specific to the elementary, middle, or high school level (e.g. Leader in Me, Vikings of Valor, Student of the Month), as well as training/mentoring on program specific social-emotional learning curriculum and materials, and classroom expectations and incentive systems
  - Biennial refreshers, updates, and targeted coaching in the behavior intervention/strategies specific to the elementary, middle, or high school level, program specific social-emotional learning curriculum and materials, and classroom expectations and incentive systems.
- Training and coaching opportunities in Tier 2 Nonrestrictive Interventions, including:
  - Annual new staff induction training/mentoring for all entering certified and noncertified staff in nonrestrictive environmental, instructional, and consequence strategies.
  - Biennial refreshers, updates, and targeted coaching in nonrestrictive environmental, instructional, and consequence strategies.
- Training and coaching opportunities in Tier 3 Restrictive Interventions, including:
  - Annual new staff induction training/mentoring for all entering certified and non certified staff in restrictive environmental, instructional, and consequence strategies, including CPI and/or certification training.
  - Annual physical management recertification training (i.e., CPI) for all certified and noncertified staff that may need to use physical restraint
  - Biennial refreshers, updates, and targeted coaching in restrictive environmental, instructional, and consequence strategies.



## **Multi-Tiered System of Supports for Behavior Management**

Behavior management should be considered within the context of a multi-tiered system of support framework. For all students, Tier 1 strategies will be implemented that focus upon the teaching and reinforcement of prosocial behavior. These strategies will be taught and reinforced consistently in all school environments (e.g., classroom, hallways, common areas, bus pick-up/drop-off) by all school personnel. Behavior can be taught within the context of a social- emotional learning curriculum, academic instruction, and informal and ongoing incidental instruction.

For students in need of interventions outside of those provided within Tier I, small group or individualized interventions will be developed to address these students' needs. Tier II, or small group interventions are designed for those students who require supplemental behavioral support. Tier III interventions are developed for specific students who require more intensive support. Tier III interventions are most often documented within a specific or formalized behavior intervention plan and may include restrictive procedures.

The graduated implementation of more intensive and potentially restrictive interventions will be implemented within a system's framework. As such, specialized supports (e.g., related services personnel) are to be considered as appropriate at each tier.

## Tier 1 Behavioral Proactive Strategies

### Definition of Proactive Strategies:

Proactive strategies are strategies designed to be implemented with all students in which prosocial behaviors are taught, recognized, and promoted across all school environments.

The implementation of proactive strategies, specifically at Tier 1, are documented at both the teacher/program level and the student level. To ensure compliance with the tenets of the Tier 1 program, Fidelity Checklists are completed at least on an annual basis. The data from the checklists are aggregated and are reviewed by the Behavioral Oversight Committee to identify areas in which program implementation may need to be improved. In addition, student participation in Tier 1 activities and a review of student discipline referrals provide information pertaining to the success of the students' response to implementation. Student data is periodically reviewed by the Behavioral Oversight Committee to identify areas in which Tier 1 systems may need to be modified.

### Examples of Tier 1 Strategies:

- Leader in Me
- Vikings of Valor
- Student of the Month
- Social-emotional lessons taught by guidance counselors and classroom teachers
- Principal luncheons and small-group or individualized positive time with students
- Mindfulness strategies
- Curriculum Maps
- Lesson Plans
- Classroom/program recognition of prosocial behaviors
- Classroom behavior management plans
- School-wide coordination of behavior expectations and plan implementation
- School-wide assemblies focusing on character traits
- Incentive systems

## Tier 2 Behavioral Interventions

### Definition of Tier 2 Nonrestrictive Interventions:

Tier II interventions are interventions that are more targeted and must be implemented by a staff member that is specifically trained in these interventions. These interventions may be used without the development of a written individual behavioral management plan or inclusion in the student individualized education plans. In addition to the proactive strategies, these interventions should be given the highest priority when selecting behavioral interventions for students. They are preferred, as they reduce potential for negative side effects from intervention, given that the emphasis is placed on positive behavior change(s) rather than behavioral control.

Depending upon the student's needs, IEP, etc., these interventions may actually be restrictive in nature. Certain interventions that are basically nonrestrictive could be considered restrictive in these circumstances:

- When they are used with a student on a frequent basis;
- If the procedure adversely affects student learning, or the learning environment;
- If extreme negative behavior occurs in response to the use of the procedure; and
- If the emphasis is on behavior control rather than behavior change.

Tier II intervention strategies are monitored for intervention effectiveness and implementation fidelity by each program's grade level team and/or program leadership team on a routine basis. Data is collected to determine students' response to intervention to the Tier II strategies.

### Examples of Tier 2 Interventions:

- Re-Teach Expectations
- Remind students of Outcomes/Rewards
- Proximity Control
- Verbal Redirection
- Positive Reinforcement
- Planned Ignoring
- Acknowledge Effort
- Offer Calming Break/Quiet Time
- If/Then Statements
- Sensory/Movement Breaks
- Offer Choices

- Reduction in Stimuli
- Check-In/Check-Out
- Activity Checklists
- Peer Modeling
- Visual Scripts
- Pre-Teaching
- Non-Contingent Reinforcement
- Jump Starts
- Take 2 -temporary removal from the classroom with supervision by staff that does not exceed 2 minutes
- Response Cost

### **Functional Behavior Assessment (FBA):**

A functional analysis of the target behavior of concern is critical to the understanding of the structure and function of the behavior and the development or strengthening of more appropriate replacement or desired behaviors.

In conducting a functional analysis, a wide range of procedures should be utilized to gain a valid understanding of the target behavior. This may include direct observation of the student across times and settings, interviews with the student as well as their teachers and parents, systematic manipulation of the student's environment, and completion of other assessment measures to gain a more complete understanding of the behavior. A functional analysis should include the following components:

- A detailed description of the target behavior of concern including data on the intensity, frequency, and duration of the behavior;
- A description of the settings in which the behavior occurs and an analysis of antecedents to and consequences of the behavior;
- A description of other environmental variables that may affect the behavior (e.g., medication, medical conditions, sleep, diet, schedule, social factors);
- An examination and review of the known communicative behavior and functional or practical intent of the behavior;
- A description of environmental modifications made to change the target behavior; and
- An identification of appropriate behaviors that could serve as functional alternatives to the target behavior.

### **Behavior Intervention Plan (BIP):**

Section 14-8.05 requires that policies and procedures include criteria for determining when students with disabilities may require a behavior intervention plan. Each student receiving special education services who requires the use of a restrictive behavioral

intervention (e.g., more than two days in a thirty day period) should have a written behavioral intervention plan developed by the IEP team and included in the student's IEP. Prior to writing the new behavior intervention plan, the IEP team should review previous IEPs and discuss previous interventions attempted and their results. This plan should include the following:

- A summary of the functional analysis findings;
- A summary of previous interventions attempted;
- A detailed description of the behavior intervention(s) to be used to develop or strengthen alternative, more appropriate, behaviors (e.g., personnel involved in the intervention, all procedures used, data collection and monitoring procedures);
- A list of measurable behavior changes expected and method(s) of evaluation;
- A schedule for review of intervention effectiveness;
- A list of provisions for coordinating with the home (as needed).

### **Selection of Strategies:**

A behavior intervention plan is a critical element of any successful behavioral intervention. Before an intervention is selected, a continuum of possible interventions designed to produce the desired behavioral change(s) will be considered. The least restrictive intervention that is reasonably calculated to produce the desired effect will be selected for implementation. When evaluating an intervention for possible use, Section 14-8.05 requires that the impact of an intervention on the student's physical freedom, social interaction, personal dignity, and privacy must be carefully considered. The following additional issues will be considered when evaluating a potential intervention:

- Speed and degree of effect (e.g., how rapidly and to what extent will the intervention impact the presenting problem(s)?).
- Durability (e.g., is the influence exerted by the intervention likely to be long-lasting or permanent?).
- Generalization (e.g., is the influence exerted by the intervention likely to extend to a range of settings?).
- Side effects (e.g., what negative side effects are likely to occur as a result of the intervention?).
- Empirical/Clinical validity (e.g., does the intervention have a reasonable scientific and clinical basis for use in attempting to influence the behavior of the student?).
- Social acceptability (e.g., how easily can the intervention be implemented without stigmatizing or otherwise devaluing the person experiencing the intervention?).

Section 14-8.05 requires that the district ensure that a behavioral intervention is carried out as prescribed in the behavior intervention plan, in accordance with generally

accepted professional practices, and consistent with written district policies and procedures. This involves training teachers, teaching assistants, and other personnel in the use of behavioral interventions and the ongoing monitoring of the intervention procedures. The use of more restrictive interventions requires greater planning, documentation, and supervision.

(See Appendix A for FBA/BIP Form Templates).

## **Tier 3 Behavioral Interventions**

### **Restrictive and Highly Restrictive Interventions**

#### **Definition of Restrictive Interventions**

Tier 3 interventions are those interventions that are considered appropriate during emergency situations or when less restrictive interventions have been attempted but have been shown to be ineffective. In general, restrictive interventions significantly impact delivery of instruction, change the environment where delivery occurs, or change the length of the academic day.

Restrictive interventions will only be used when less restrictive interventions have not been effective in addressing the problem or changing behavior. Restrictive interventions will be implemented for the minimum amount of time necessary to manage the student's behavior, be used only in conjunction with positive interventions designed to strengthen competing behaviors, and be replaced by less restrictive procedures as soon as reasonably possible. If restrictive interventions are implemented routinely for chronic behaviors (e.g., target behavior exhibited more than 3 times per week requiring restrictive intervention), a functional analysis of behavior (FBA) will be completed and documented, and a behavior intervention plan (BIP) will be written. Appropriate modification of the student's IEP should be completed.

#### **Examples of Tier 3 Restrictive Interventions:**

- Lunch detention
- In-school suspension - designated placement and predetermined amount of time during which the student has access to all services
- Detention
- Exclusion from academic field trips
- Imposed physical guidance (escort)
- Temporary removal from the classroom

#### **Definition of Tier 3 Highly Restrictive Interventions:**

Highly restrictive interventions should only be utilized after a functional analysis of behavior (FBA) has been completed and documented, a behavior intervention plan (BIP) has been written, and appropriate modification of the student's IEP has been completed. In the event of an emergency, highly restrictive interventions can be implemented without the completion of an FBA/BIP; however, consideration of the need for the FBA/BIP should be made subsequent to the emergency situation in which one or more of the highly restrictive interventions have been implemented.

**Examples of Tier III Highly Restrictive Interventions:**

- Out of School Suspension e.g. Crisis Intervention Behavior Stabilization (CIBS)
- Physical Management (Restraint)- CPI Only Any physical restraint model used by a school district or serving entity must adhere to 23 IAC 1.285. The model must follow training requirements per 23 IAC 1.285(i).
- Expulsion with continuing access to special education services
- Time Out (must comply with Illinois State School Code and approval from Behavior Oversight Committee)

In-School and Out-of-School suspensions are considered to be Tier III Restrictive and Highly Restrictive Interventions.

Per Illinois State Statute 105 ILCS 5/10-20.14, the length of an out-of-school suspension (e.g., 1-3 days; 4 days; 5-10 days) requires differing levels of due diligence when responding to the severity of the student's behavior. In all instances, the impact of the student's behavior on others must be considered when identifying the length of the suspension. What (if any) interventions or services and supports have been implemented must be articulated; and a re-engagement plan/meeting for the student upon return to school must be facilitated. (See Appendix for Sample Suspension Letters and Forms).

Zero tolerance policies are prohibited; all out-of-school suspensions will be determined on a case by case basis. For students who are suspended from school or from the bus, opportunities will be provided to make up missed school work and receive equivalent credit.

Tier III intervention strategies are monitored for intervention effectiveness and implementation fidelity by each program's grade level team and/or Behavioral Oversight Committee on a routine basis. Data are collected to determine the student's response to intervention to the Tier III strategies.



## Decision Guidelines for Highly Restrictive Interventions

*(The most recent ISBE guidance was considered in the creation of the following procedures. If Illinois Law or ISBE guidance changes, those laws and guidance will supersede these procedures until this document can be revised.)*

- Overarching rule is an immediate danger **of serious physical harm** to self or others.
- Please note – the standard intervention for removal is an escort (CPI)
- Impact of student size on Physical Management Decisions
  - When a student is too large for staff to safely physically manage (e.g., student is larger than staff), physical management techniques will not be used without an approved plan from the program administrator
  - Upon student enrollment in the program, if student size is an issue of concern, an approved plan will be developed together with Administration that outlines Tier 3 Highly Restrictive Interventions that may or may not include physical management techniques -In the event that physical management cannot be safely performed on an individual student, then building protocol will be followed, including, but not limited to calling 911.
- *When not to use*
  - Students will not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others. A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat. For example, if a student uses profanity or verbal threat but is not escalating and/or is not disruptive to the other students.
  - There is medical contraindication to the use of physical management.
  - The student is physically non-compliant (e.g., student slides to floor) but there is no risk of potential harm to self or others or ongoing disruption to the learning environment.
  - By staff who have not been trained in a District endorsed training (CPI).
  - Disruption is repeated and escalating behavior (e.g., significant physical, verbal, or nonverbal) that impedes the learning of the other students and requires support beyond momentary periods of physical restriction (e.g., brief escort). For example, student's behavior escalates from tapping desk to pounding desk while direct instruction is taking place and other proactive and minimally restrictive interventions have not been effective (e.g., request that student leave the area)
  - What is guiding versus what is brief escort? Guiding is defined as physically

assisting an individual who is willing to move while brief escort is defined as physically moving an individual who is unwilling to move.

The following individuals must be informed of the student's BIP, including crisis plan discussions:

- Building leadership
- Other building personnel as designated by the building principal
- IEP team
- Program administrator
- Liaison officer
- General Ed. teachers or paraprofessionals that work with the student.

The use of a restrictive or highly restrictive procedure will be documented and includes the following elements:

- A. Description of the time, place, events, and participants in the incident that required the use of a restrictive or highly restrictive intervention(s);
- B. Description of the restrictive or highly restrictive intervention(s) used, including all the staff involved with the intervention(s);
- C. Description of injuries and/or property damage;
- D. Description and dates of previous incident(s) leading to present event;
- E. Student's response to the restrictive or highly restrictive intervention; and
- F. Recommendations for avoiding similar incidents in the future.

(See Appendix B for Documentation of the Use of Physical Management Form to be completed when an incident occurs and given to parent/guardian, following the timeline and procedures of the Illinois State Board of Education.)

(See Appendix C for State Board of Education Guidelines for Dissemination of Procedures/Policy)

(See Appendix D for District Student Discipline Policies and Procedures)

(See Appendix E for District Use of Isolated Time Out and Physical Restraint Policy)

## Notifications and Parent Rights

Tri-Valley CUSD #3 will notify parents/guardians of the district's policy for the use of isolated time out, time out, or physical restraint as part of the information distributed annually or upon enrollment pursuant to Sections 105 ILCS 5/10-20.14(a) and 105 ILCS 5/14-8.05(c) of the School Code.

Tri-Valley CUSD #3 will make a reasonable attempt to notify the student's parent or guardian on the same day the isolated time out, time out, or physical restraint is imposed. Documentation will be provided to the parent within one business day, which may be accomplished by personal service, electronic delivery, or by mailing the documentation within one business day. Documentation should be completed by the school district or serving entity. The documentation must include, at a minimum, a copy of the form required to be submitted to the State Superintendent. The school district or serving entity must designate an official to receive and maintain these records [23 IAC 1.285 (j)(3)]. The school official designated must be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred, [23 IAC 1.285(f)(2)]and the record described below should be completed by the beginning of the school day following the episode of time-out or physical restraint. A written record must be maintained in the student's temporary record for each incidence of isolated time out, time out, or physical restraint.[23 IAC 1.285(f)(1)]

No later than two school days after the use of isolated time out, time out, or physical restraint occurred, the school district, or other entity serving the student will notify the State Superintendent of these highly restrictive procedures being used.

**Family Involvement:** Parents and/or guardians have the right to be involved in the development of any behavioral intervention/management plan utilizing restrictive procedures. Such involvement includes, but is not limited to, participating in the designing, implementation, and evaluation of interventions. Parents and guardians will be provided with copies and/or explanations of the functional analysis conducted and the behavioral management plan developed for their child.

**Notification:** The student's parents or guardian will be provided written notification of the rationale, procedures, and possible outcomes of a behavioral intervention/management plan developed at an IEP meeting, in accord with the special education requirements.

**Documentation in the IEP:** All children with disabilities have a right to a free and appropriate public education, as specified in the federal and state statutes. For students receiving special education services, the IEP is the linchpin for ensuring that a student is provided appropriate educational and related services. Because behavioral

procedures represent powerful interventions designed to enhance the benefits a student derives from the educational setting, the use of such procedures will be documented in the child's IEP. The behavior intervention plan (BIP) will be developed to address a specific behavior, with a copy of the plan attached to the IEP document. Under no circumstances shall a behavior intervention plan (BIP) be implemented without its inclusion in the child's IEP. For a student who already has an IEP established, an IEP meeting will need to be reconvened for the purpose of modifying the existing IEP.

**Appeal and Due Process Procedures:** All procedural safeguards, including rights to conflict resolution, mediation, and an impartial due process hearing, as required through the Individuals with Disabilities Education Act and the School Code, shall be applicable to the resolution of disputes involving behavioral intervention plans.

If the parent or guardian disagrees with a proposed restrictive behavioral intervention, Tri-Valley CUSD #3 will work with the parent to attempt resolution of the dispute. The parents may request a due process hearing as provided by Section 226.605 and 226.615 of 23 Illinois Administrative Code.

Parents Educational Rights and Responsibilities can be found at the following website:  
[https://www.isbe.net/Documents/parent\\_guide\\_english.pdf](https://www.isbe.net/Documents/parent_guide_english.pdf)

### **Time Limits of Restrictive Interventions**

Whenever an episode of isolated time out or time out exceeds 30 minutes, an episode of physical restraint exceeds 15 minutes, or repeated episodes have occurred during any three-hour period:

- A. A licensed educator or licensed clinical practitioner knowledgeable about the use of isolated time out or time out or trained in the use of physical restraint, as applicable, will evaluate the situation.
- B. The evaluation will consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
- C. The results of the evaluation will be committed to writing and copies of this documentation will be placed into the student's temporary student record and provided to the official designated under subsection (j)(3)" [23 IAC 1.285(f)(3)].

### **Additional meetings required if multiple restrictive interventions are used.**

When a student experiences instances of isolated time out, timeout or physical restraint on three days within a 30-day period, the school personnel who initiated, monitored, and supervised the incidents will initiate a review of the effectiveness of the procedures used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other, specified interventions," according to 23 IAC 1.285(f)(4). The school district or serving entity will invite the student's parents to a review and provide 10 days' notice of its date, time, and location. The notification will also "inform the parents or guardians that the student's potential need for special education, an alternative program, or for students already eligible for special education, the student's potential need for a change in program, will be considered and that the results of the review will be entered into the temporary student record," per 23 IAC 1.285(f)(4)(B). 34 This review does not require a full IEP or Section 504 team meeting, but the requirements could be met by conducting an IEP or Section 504 meeting, as appropriate. As with any other meetings, parents may agree to waive the requirement that they attend, may agree to waive the requirement for ten days' notice, or may agree to waive the meeting altogether. If the parent agrees to waive the meeting altogether, the IEP team or Section 504 team must still conduct their review and complete the required forms for amending the IEP or 504 plan.

## Prohibited Interventions

### Definition of Prohibited Interventions:

Prohibited interventions are those that are illegal or inappropriate for the student population and should not be implemented under any circumstances.

### Examples of Prohibited Interventions:

- Corporal Punishment\*
- Physical manipulation or procedure that causes pain and/or tissue damage when used as an aversive procedure\*.
- Expulsion with cessation of special education services\*
- Mechanical Restraints (excludes restraints prescribed by physician or used as a safety procedure for transportation).
- **Chemical restraints**
  - Denial or restriction of access to regularly used equipment/devices that facilitate the child's educational functioning, except when this equipment is temporarily at risk for damage.
  - Supine or prone physical management

## Staff Training

For all staff who will be called upon to utilize highly restrictive interventions, Tri-Valley CUSD #3 will provide, at a minimum, "at least eight hours of developmentally appropriate training annually" Developmentally-appropriate training is training that takes into consideration children's age, grade level, and disabilities.

Training is required in the following areas:

- A. crisis de-escalation;
- B. restorative practices;
- C. identifying signs of distress during physical restraint and time out;
- D. trauma-informed practices; and
- E. behavior management practices

Isolated time out, time out, or physical restraint will be applied only by individuals who have received annual systematic training on less restrictive and intrusive strategies and techniques to reduce the use of isolated time out, time out, and physical restraint based on best practices and how to safely use time out and physical restraint when those alternative strategies and techniques have been tried and proven ineffective. requirements and investigation of injuries and complaints; and ix) demonstration by participants of proficiency in administering isolated time out, time out, and physical restraint.

### **District Review of Policy and Data**

School districts and other entities should review their current policies and procedures that may be required in light of the new regulations on restraint and timeout. In addition, the written procedures must include "a description of the district's or other entity's annual review of the use of isolated time out, time out, or physical restraint, which, at a minimum, shall include: A) the number of incidents involving the use of these interventions; B) the location and duration of each incident; C) identification of the staff members who were involved; D) any injuries or property damage that occurred; and E) the timeliness of parental or guardian notification, timelines of agency notification, and administrative review" [23 IAC 1.285(j)(5)].

#### **If Parents or Staff Have Complaints:**

Any parent or guardian, individual, organization, or advocate may file a signed, written complaint with the State Superintendent alleging that a local school district or other entity serving the student has violated this Section. The complaint shall include all of the following: A) the facts on which the complaint is based; B) the signature and contact information for the complainant; C) if known, the names and addresses of the students involved and the name of the school of attendance; D) a description of the nature of the problem, including any facts relating to the problem; and 38 E) a proposed resolution of the problem to the extent known.



# Appendices

# Appendix A: Functional Behavioral Analysis/Behavior Intervention Plan Forms

## Functional Behavioral Assessment

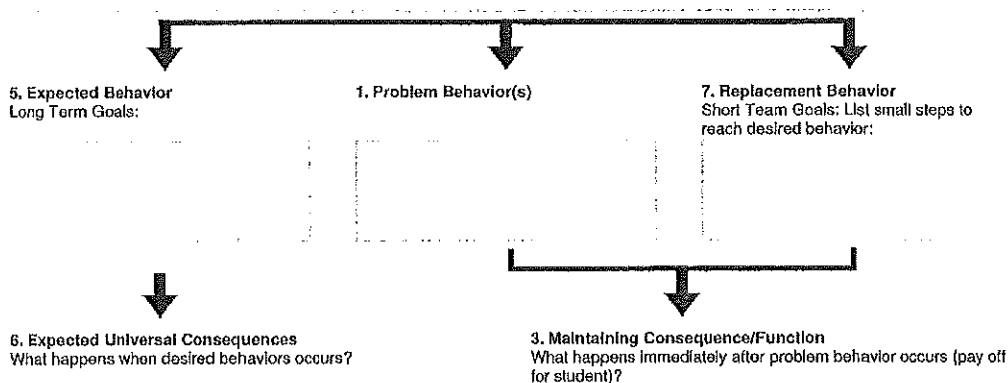
Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade \_\_\_\_\_  
Gen. Ed. Teacher: \_\_\_\_\_ Sp. Ed. Teacher: \_\_\_\_\_  
School: \_\_\_\_\_ IEP:  Yes  No

Functional Behavior Assessment: Student Strengths & Preferences: \_\_\_\_\_

4. Setting Event: What are the environmental events that make problem behavior occur?



2. Trigger/Antecedent: What happens immediately before problem behavior occurs?



## Behavior Intervention Plan

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Gen. Ed. Teacher: \_\_\_\_\_ Sp. Ed. Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ IEP:  Yes  No

**Behavior Intervention Plan: List Previous Interventions Attempted:**

Setting Event Strategies	Antecedent Strategies Behavior	Teaching Strategies	Consequence Strategies
How can you modify environmental events to prevent behavior from occurring?	What can we do to prevent problem behavior from occurring?	<input type="checkbox"/> Skill Deficit or <input type="checkbox"/> Performance Deficit What is needed to teach desired behavior?	What Positives will you do to reward desired behavior?
			What will you do to minimize rewards of problem behavior?

Is a restrictive intervention needed? If so, describe:  Yes  No

Is a crisis plan required? If so describe or attach:  Yes  No

**Appendix B: Documentation of Use of Physical Management - ISBE Form**

<https://www.isbe.net/Documents/11-01-Physical-Restraint-Time-Out-Form.pdf>

Utilize this link to view the Illinois State Board of Education's Documentation Form, to be completed when an incident occurs, following the timeline and procedures of the Illinois State Board of Education.

### **Appendix C: State Board of Education Guidelines for Dissemination of Procedures/Policies**

Copies of this document, and any other policies and procedures adopted in relation to the use of behavioral interventions for students with disabilities who require behavior intervention, shall be provided to parents and guardians of all students with individualized education plans within fifteen (15) days after they are adopted by the Board of Education, and at the beginning of each school year thereafter. Copies of such policies and procedures shall be provided to the parents and guardians of a student at the time an individualized education plan is first implemented for the student. In addition, the administrator or designee shall be responsible for informing students of the existence of such policies and procedures on an annual basis.

#### References:

<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K14-8.05>

SB100: <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=099-0456>

ISBE IEP Forms: <http://www.isbe.net/spec-ed/pdfs/34-54-iep-forms.pdf>

District policy is in accordance with 105 ILCS 5/14-8.05 Sec. 14-8.05

<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K14-8.05>

## **Appendix D: District Student Discipline Policies and Procedures**

The handbooks of Tri-Valley Elementary School, Tri-Valley Middle School, and Tri-Valley High School are approved annually by the Tri-Valley CUSD #3 Board of Education.

Refer to these handbooks for sections outlining student discipline policies and procedures, including suspension and expulsion procedures, student bus conduct, and discipline of students with disabilities.

## Appendix E: Use of Isolated Time Out and Physical Restraint Policy

### Purpose and Definitions

The purpose of this Policy is to govern the use of isolated time out and/or physical restraint with students to ensure the safety of self or others. Isolated time out (commonly referred to as "seclusion") means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted. Secluding a student by placing a student in a room alone and closing the door is prohibited by the Illinois State Board of Education. Physical restraint means holding a student or otherwise restricting his or her movements. Physical restraint includes only the use of specific, planned techniques. Physical restraint does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to him/herself or another, or damage to property, or (2) remove a disruptive student who is unwilling to leave the area. Isolated time out and physical restraint, as defined in this Policy, are permitted only as a response to behavior that impacts a safe and orderly environment for learning, and only to the extent that their use is necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used to administer discipline (i.e., punish) to individual students. The use of isolated time out or physical restraint shall comply with the Illinois State of Education (ISBE) rules, "Requirements for the Use of Isolated Time Out and Physical Restraint" at 23 Ill. Admin. Code Section 1.285 and Tri-Valley CUSD #3's written procedures. This Policy does not apply to the restriction of a student's movement when that restriction is for a purpose other than the maintenance of a safe and orderly environment, such as the appropriate use of a safety belt in motor vehicles or placement of student with physical disabilities into devices to assist with standing, sitting, or movement within the school environment.

### Written Procedures

Tri-Valley CUSD #3's Behavior Oversight Committee will implement and monitor the procedures on the use of behavioral interventions for students as outlined in "Tri-Valley CUSD #3's Behavioral Intervention Procedures". The committee shall review and follow the State Board of Education's guidelines on the use of behavioral interventions. Tri-Valley CUSD #3 staff must follow these written procedures whenever isolated time out or physical restraint is used. District staff

shall document each use of isolated time out or physical restraint as set forth in these written procedures.

#### Information to Parents/Guardians

Tri-Valley CUSD #3 will furnish a copy of "Tri-Valley CUSD #3's Behavioral Intervention Procedures" which includes this Policy to parents/guardians of all students within 15 days after their adoption or amendment by the Board of Education or at the time an IEP is first implemented for a student. All students shall be informed annually of the existence of "Tri-Valley CUSD #3's Behavioral Intervention Procedures" which includes this Policy. At the annual IEP review, a copy of "Tri-Valley CUSD #3's Behavioral Intervention Procedures" which includes this Policy shall be available and explained to parents/guardians.

LEGAL REF.: 105 ILCS 5/10-20.14, 10-20.33, and 14-8.05(c) 23 Illinois Admin. Code A.a. 1.280, 1.285

DATE ADOPTED:





WELCOME!

The faculty and staff of Tri-Valley Elementary School welcome you to our school family. We will do our best to offer your child the highest quality education, and we will strive to make that education interesting and stimulating. We ask for your support and we expect that you will be an active participant in your child's education. The home-school partnership is essential to your child's attitude and success in school.

This handbook has been carefully prepared and presented in order that students and parents may know and understand the policies and practices of Tri-Valley Elementary School. If you have any questions or concerns, please contact the Elementary School Office at 378-2031. We are all looking forward to a successful and joy-filled year of learning for your child.

**It is the responsibility of every Tri-Valley student to:**

- Be prepared each day. Have what you need when you need it.
- Be in the right place at the right time for the right reason.
- Do what you are told to do by those in authority when you are told to do it.
- Control your own actions.
- Show respect at all times to all persons.
- Make sure your actions and behavior do not interfere with another's rights.



## FACULTY AND STAFF

Superintendent – Ben Derges

Principal – Mr. Tyler Swearingen

Administrative Assistant- Mrs. Sheila Sonka

Athletic Director – Mr. Josh Roop

Director of Special Education Services – Mrs. Gail McCane

Building Technology Coordinator – Mr. Josh White

Guidance Counselor – Mrs. Kari Prochnow

Elementary Nurse – Mrs. Angela McCrary

### Blended Pre-K

Ms. Ali Flessner

Mrs. Crisann Gould - Paraprofessional

### Pre-K

Mrs. Krysta Christensen

Mrs. Chelsea Zychowski - Paraprofessional

### Viking Care

Mrs. Wendy Herring-Lead Teacher

Mrs. Cari Korowicki-Paraprofessional

### Kindergarten

Mrs. Lauren Johnson

Mrs. Jen Nelson

Mrs. Marie Winn

Mrs. Hanna Nigg

### 1<sup>st</sup> Grade

Mrs. Jodi Petrilli

Mrs. Valerie Walden

Mrs. Sirena Brooks

Miss Lauren Conner

### 2<sup>nd</sup> Grade

Ms. Holly Shempf

Mrs. Erin Stombaugh

Ms. Julie Williamson

Mrs. Jana Markwell

### 3<sup>rd</sup> Grade

Mrs. Jeanette Clayton

Miss Regan Schaab

Ms. Mara Sokan

Ms. Sarah Johnson

### Library

Mrs. Amie Mouser

### Music

Mrs. Becky Marcotte

### Physical Education

Mrs. Katie Farney

Ms. Stacie Martin

### Speech Pathology

Mrs. Lydia Green

### Special Education

Mrs. Angie Cole

Mrs. Jen Kinkaid

Mrs. Janice Burch

Mrs. Barb Monical-Paraprofessional

Ms. Joanna Krauskopf- Paraprofessional

### Title Teacher/RTI

Mrs. Jami Garber (Title 1)

Mrs. Susan Martell (RTI)



### **School Operations During a Pandemic or Other Health Emergency**

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.



10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## ATTENDANCE PROCEDURES

### Attendance and Punctuality

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

### School Arrival/Start/Dismissal Times

Tri-Valley Elementary School starts at 8:10 a.m. and is dismissed at 3:10 p.m., on regular school days. Students may be dropped off and picked up at the Washington Street entrance. **Parents are also asked to say goodbye to children outside the building and allow them to enter themselves.** Please follow all signage in the drop off/pick up area. Early arriving students must wait at the front entrance.

*Please do not park or pick up students along the East Drive. For the safety of our students, this area is for buses only. (Pre-K and Viking Care parents are the exception). With the drive through drop off and pick up lane, we ask that parents enter that designated zone from the west while driving on Washington Street. This will allow for the students to exit safely out of the vehicle onto the school sidewalk. The same is true of families picking up at school dismissal time. This will ensure a safe and efficient student drop off and pick up procedure for all. We highly recommend compliance with this procedure to minimize the chance of an accident by walking across Washington Street. You may park in the designated parking spots in the drop off lane or at the Unit Office parking lot.*

**All students are to be in their classroom by 8:10 a.m. Habitual tardiness will not be tolerated and will be dealt with appropriately. Students who arrive late must report to the school office with their parents. The parent must sign them in.**

**If you have a change to the after school schedule, please notify the teacher by writing a note or by email or call the school office. If we do not receive notification, we will send the student home using his or her regular mode of transportation.**

### Walking Students

All walking students are admitted and dismissed at the front school door. Parents should discuss the safest route to school emphasizing the use of sidewalks and not trespassing on private property. **Children should NOT arrive at school before 7:50 a.m.** Once students arrive, they are to stay lined up at the



front door until they are admitted into the building at 8:00 a.m.

### **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 district uses). Parent(s)/guardian(s) will need to make arrangements, if they will not be at 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 am and 6:30 am, on the following stations:

**Radio:** *WJBC (1230 AM), WBNQ (101.5 FM)*

**Television:** *NBC 25, HOI 19, WMBD 31 – Peoria*

**Website:** *[www.tri-valley3.org](http://www.tri-valley3.org), on the Tri-Valley Facebook Page, Tri-Valley Twitter Page, Tri-Valley App for iPhone and Android*

**Notification System:** In the event a decision is made to cancel school or dismiss early during the day, the above stations will be contacted. We also have the School Messenger System which consists of a phone call to cell phones and home phones. **Please do not call the radio stations or the schools regarding school closing and dismissals. Listen to the radio.** Also, the Tri-Valley website, [www.tri-valley3.org](http://www.tri-valley3.org), Tri-Valley Twitter Page, or Tri-Valley App will have all the latest cancellations. The school offers a feature that will automatically notify parents via email in case of cancellations due to inclement weather.

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.

### **Student Absence**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.



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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

**The school will require documentation explaining the reason for the student's 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: Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

1. In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.
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:**
  - a. The date(s) of absence
  - b. The specific reason for the absence/tardiness
  - c. The parent/guardian's signature.

### **Chronic Absenteeism**

**Student attendance is critical to the learning process, therefore it is important for your child to be present at school.** The State of Illinois rates each school, in part, based on overall student attendance. Chronic Absenteeism is identified when a student has had 18 or more excused or unexcused absences. Students who accumulate 18 absences are identified as Chronically Absent by the Illinois State Board Of Education in the Student Information System. Students who have multiple excused or unexcused absences will be counseled to offer support services and resources aimed at correcting the attendance issue. If absences continue, the school and district could take further action, including:

- Conference with parents
- Referral to the truancy officer
- Appropriate school discipline

### **Excused Absences**

**An excused absence is one that is due to illness, or injury, religious exemption, death of a family member or close friend, medical/dental appointments, court appointments, school business, or an emergency situation acceptable to the administration. Each semester, students will be allowed five (5) incidents of absence for medical reasons 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 has an Excused Absence that day. In this scenario, the student would be required to take the test on Thursday.*

**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.

**Unexcused Absences**

**Any absence other than those outlined in the excused absence section is an unexcused absence. All unexcused absences impact students in various ways depending on grade level. All K-3 students will be allowed to make up any missed work without teacher assistance. However, all unexcused absences will accrue towards the state limit of 5% or more of the 180 regular school days, which indicates a legally chronic truant child.**

Students are expected to be in attendance daily at Tri-Valley Elementary School. 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 indicating they are aware of the absence.

Any absence from class without permission is rated as being an unexcused absence. It is important that students study and complete material missed during unexcused absences even though credit may not be given for the work. Such study prepares the student for unit 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
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.

**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 with the teacher.** The following may be types of anticipated absences that can be approved, provided the outlined procedures are followed:

- Family approved vacation
- Special religious events
- School business

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

1. **A parent/guardian must notify the building principal and teacher in writing at least one (1) week before the date of intended absence.**
2. Prior to the planned absence, the student or parent must make arrangements with the teacher for all work missed. The classroom teacher will determine if missed work will be assigned either before or after the planned absence.
3. Unless otherwise arranged with the teachers in advance, all work is due the day the student returns from a planned absence.
4. Teachers are responsible for grading all work.
5. As the school does not condone family vacations during the school year, all such days missed count towards truancy calculations.
6. If all of the above criteria are not properly satisfied, then any days missed will be counted as Unexcused Absences.

### **Truancy**

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

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

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

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

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

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

## **GENERAL INFORMATION/GUIDELINES**

### **Accidents**

If a student becomes ill or injured at school, and the nurse or principal determines the student is not in





condition to stay in school, the parents will be contacted to pick up the child. **All emergency information in the office should be kept updated with phone numbers and addresses.**

### **Assignments**

If your child is ill you may request assignments when you phone in the absence. We will do our best to have them ready by the end of that day.

When students wish to have assignments before leaving on vacation, a written request must be made by the parent to the principal at least one week before leaving. When approved by the principal, the student must present the note to each of his/her teachers who will prepare the assignments. The classroom teacher will determine if missed work will be assigned either before or after the planned absence. Unless otherwise arranged with the teacher in advance, all work is due the day the student returns from a planned absence.

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

### **Bicycle Riding**

Bicycles must be walked on the school grounds and parked in the bicycle rack. Bicycles brought to school should be locked. These same rules apply to scooters, roller blades and boards.

### **CARES**

#### **(Collaborative Action & Resources for Educational Success)**

The Student Assistance Team is a group of educators who meet monthly to identify, intervene, make appropriate referrals both in and out of school, and follow through with at-risk youth in the areas of academics, attendance, health, behavior and performance. Parents wishing to have a child evaluated and assisted by the team should contact the classroom teacher.

### **Class Placement Policy**

Tri-Valley Elementary School does not accept parental requests for class placement.

### **Conferences**

Conferences are an excellent way of keeping you informed of the overall progress of your child in school. You will be contacted at least once during the school year by your child's teacher to schedule a formal conference. You may also request a conference any time you have questions or concerns.

### **Student Dress Code and Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.



1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- 10. Halter tops, spaghetti strap tops, see-through tops, bare midriff shirts or blouses, or tube tops are not allowed.**
- 11. Shorts should be worn underneath skirts and dresses.**

**Students are also required to wear closed toe shoes at P.E. and recess.**

#### **Emergency Drills – Fire, Tornado, Other**

Drills are held to acquaint all personnel and students with the necessary emergency procedures. Each teacher will instruct the 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

#### **Equipment (School)**

Students are required to take proper care of school property. If at the end of the year school property is damaged or lost, students will be required to reimburse the school. The value of the property will be determined by the principal.

#### **Field Trips**

Field trips are a part of the educational program and will be taken periodically. School buses are used. Parents will be asked to sign a Field Trip Permission form. All students are expected to go on these trips. Adequate supervision will be provided and safety precautions will be taken. Children not enrolled at Tri-Valley Elementary or are in other grade levels should not accompany parents that volunteer to chaperone. The children must return to school under teacher supervision after the field trip, unless prior approval by the principal.



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:

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

### **Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Requests for Accelerated Advancement must be made to the school administrators between January 15-March 15 of the preceding year.

### **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 fights are not covered by this policy. All injuries must be promptly reported to the office or to the teacher in charge.

### **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 3:15 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. 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 by a parent or guardian.

### **Library / Media Services**

The Library/Media Center is open to students during the day and all kindergarten through 3<sup>rd</sup> grade classes are scheduled to visit twice per week. Materials may be borrowed for a period of ten school days. Students are responsible for caring for all materials and lost or damaged materials must be replaced or monetary reimbursement must be made to the school. Students, teachers and school activity leaders (i.e. Scouts) may check out materials for their programs. Please refer to the IMC Handbook for additional information.



### **Lunch Program**

All students must eat in the cafeteria. They may bring lunch from home or they may purchase a cafeteria lunch. Lunch accounts are established for each child and not by family. Parents are expected to deposit money into their *child's* debit lunch account. Please make payments at the beginning of the week / month whenever possible. **All payments can be made on the Tri-Valley website for your convenience.**

**Keeping lunch accounts updated and paid is important to the financial functioning of our lunch program. Though it is understood that from time to time a lunch account may become overdrawn, we strongly encourage parents to keep the accounts current. To ensure that our accounts are up to date, it is policy that any student that falls delinquent twenty or more dollars in a given lunch account will be served a basic lunch of a cheese sandwich, fruit, and milk until the account is made current.**

Students are expected to behave in a courteous manner in the lunchroom. They should remain seated during lunch and request permission to get up from an adult. Trays, utensils, and paper are to be disposed of properly. Students must clean up unnecessary messes. Lastly, students may not share their food with other children under any circumstances.

### **Parent Calls to Students**

If parents or other persons have reason to contact a student while that student is in school, they must do so by first contacting the office. In all non-emergency cases a message will be given to the student as soon as possible. In case of serious emergencies, the student will be called to the office. To ensure that a student receives a message by the end of the school day, call prior to 2:00 p.m. Parents are asked to make after-school arrangements with their children before they leave home in the morning. It is not desirable to interrupt classroom instruction to deliver messages.

### **Class Parties/Birthday Treats**

Each room will have three holiday parties (Halloween, Christmas & Valentine's Day) per school year. Parties are planned by parents and take place during the last hour of the school day. Visitors attending class parties will need to sign in at the office and will be given a badge for identification purposes. Students being taken home after parties will need to be signed out with the classroom teacher prior to leaving.

Due to health concerns, all treats and snacks must be store bought and prepackaged. Treats and snacks must have a clearly printed list of ingredients on the packaging. If you decide to purchase a treat from a bakery, you must provide an ingredient list for the item.

**\*\*\*Please be sensitive to student food allergies when bringing in birthday treats or snacks. Please communicate your child's needs with the school nurse and classroom teacher.\*\*\***

### **Personal Birthday Parties/Celebrations**

Personal party invitations may not be passed out at school unless the entire class or all boys/girls receives an invitation.

### **Physical Education/Outdoor Recess**

In order to be excused from participation in physical education, a student must present an appropriate



excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>2</sup>

1. The time of year when the student's participation ceases; and
2. The student's class schedule

**TV PTO** *PTO* is a parent - teacher volunteer group with representation from all grade levels and special interests. Meetings are held on the first Tuesday of the month (September - May). Volunteers from this group assist with a variety of activities that enhance the school environment for students and staff. A list of volunteers is generated at the beginning of each school year. Any parent / guardian with a student in this building is a member of the PTO. This group operates in an advisory and fund raising-capacity.

## **Recess**

### ***Recess Rules:***

1. Rough play (pushing, grabbing, tackling, etc.) or special protective equipment is not permitted.
2. One child on the slide at a time. Children may not climb up the slides.
3. Except for Four Square and Basketball, ball-throwing games (kickball) are to be played on the grassy areas.
4. Throwing objects (tire chips, snowballs, rocks, etc.) or playing with sticks is not allowed.



5. One child per swing. Sit at all times. Do not jump from a moving swing. Do not play near swings.
6. Baseball is played only under supervision of a teacher - not during recess.
7. No sitting on pull-up or monkey bars.
8. Students should use the bathroom and get drinks before going outside. They must ask for permission from the supervisor before returning to the building for any reason.
9. Students are not allowed to leave the gym or playground without permission.
10. Supervisors will warn students who do not follow rules. The second violation will result in the student's removal from recess.
11. Severe, ongoing behavior problems will result in principal intervention and/or parent notification.
12. Students must wear snow pants, boots, mittens/gloves, hat, and coat in order to play in the snow. If the student does not have the required clothing, the student will stay on the blacktop.
13. Line up promptly when a signal is given.
14. No standing or walking on the Butterfly garden wall and benches. Stay on the pavers while walking through the garden.

### **Inclement Weather**

When there is inclement weather or the wind chill is less than 20 degrees, students will have indoor lunch recess.

### **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 students' anticipated absence will satisfy the district's requirement of a written excuse when the student returns to school.

### **Report Cards**

Report cards are distributed after each nine-week grading period. Report cards can also be accessed online through Family Access. Sign up for Family Access through the district website ([www.tri-valley3.org](http://www.tri-valley3.org)). Parent/teacher conferences will be scheduled after the first grading period. When a student is doing unsatisfactory work, a parent will be contacted and a conference is encouraged. A conference may be scheduled at ANY time by either a parent or teacher.

### **Retention of Students**

In grades K-3 promotion and retention shall be based on the academic progress of the student. To be considered for promotion, a student must show readiness for the next grade level. Social promotion is no longer acceptable by Illinois State Code. Because this step is emotional for everyone involved, every effort will be made to keep parents apprised of student progress throughout the school year. The decision for retention of a student shall be made only after a conference has been held with the child's teacher, the principal, and the parent(s)/guardian(s). **The final decision shall rest with the school administration.**

### **RTI (Response to Intervention)**

RTI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.



### **Skateboard Policy**

Students are not to use or be riding on skateboards on school property at **any time**. Those who violate this rule will have the skateboard confiscated and will be subject to discipline. Parents may pick up any confiscated skateboards from the building principal.

### **Special Education & Remedial Services**

Tri-Valley offers five programs that provide extra support and learning experiences for children who have special needs which cannot be remediated through regular classroom instruction. Our programs in Speech & Language, LD Resource Instruction, Inclusion, Student Assistance, and Title 1 are used to aid a child's classroom teacher in providing each child with the best possible educational program.

### **Speech and Language Therapy**

Speech and Language services are available for children who are three years old and older. These services assist children with: articulation of speech sounds, understanding or using language, fluency, and voice quality. Parents and/or teachers may contact the Speech-Language Pathologist with any communication concerns. Eligibility for the Speech-Language Program will be determined following an evaluation.

### **Textbooks**

Textbooks are assigned to students at the beginning of each school year. Fees are established yearly and paid at registration. Free/reduced textbook rental forms are available upon request. All textbooks have been checked and are considered to be in good condition when assigned. It is expected that you will return them in good condition at the end of the school year. If any assigned book requires replacement, rebinding, or repair due to abusive use, it will be the responsibility of the student to pay for replacement or repair. If replacement is necessary, you will own the damaged book. Please check your books carefully. If you question the condition of any book, please speak to your child's teacher immediately.

### **Title I Program**

Students in need of additional reading support and instruction can receive assistance from the Title I reading specialist. Parents of students who qualify for assistance will be contacted annually or as students are referred.

### **Visitors**

Parents and citizens of the community are encouraged to visit the school any time during the school year.

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 by signing in with the administrative assistant. Visitors will be given a visitor badge to be worn at all times when in the building to ensure security of our staff and students.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. 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.



Children not enrolled at school may not visit classes.

## HEALTH AND SAFETY

The primary function of the school nurse is to promote student health and safety and maintain student records. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse any time you have questions or concerns.

All accidents that occur at school or at a school function are to be reported to the office. If the accident is considered serious or remains in question to the school nurse or office staff, parents will be notified.

### Physicals and Immunizations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply...then the local school authority **shall exclude that child from school** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering **ECE, Pre-K, Viking Care, Kindergarten, 6th grade, 9th grade or transferring from out of state** must submit a current physical exam and complete immunization record by the **FIRST DAY OF SCHOOL**. Children without physicals and immunizations will be **excluded from school** until the school nurse receives the records. Sports physicals are **NOT** accepted for this requirement. Immunizations are also required **BEFORE THE FIRST DAY OF SCHOOL** for several grades.

Parents or guardians who object to health examination or immunizations on religious grounds must present a signed statement detailing the specific grounds for objection. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

The following immunizations are required by the State of Illinois. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

- DPT/DTaP
- OPV/IPV
- Measles
- Mumps
- Rubella
- Hepatitis B
- Hib (Mandated for ECE and Pre-Kindergarten only)
- Pneumococcal (Mandated for ECE and Pre-Kindergarten only)
- Varicella
- Meningococcal





### Illnesses and Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours without fever reducing medication
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

**If a child has been ill with a fever, he/she needs to remain at home until he/she has been fever-free for 24 hours without fever-reducing medication.**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

**If students have vomiting or diarrhea, they must be symptom free for 24 hours prior to returning to school.**

### Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second or transferring from out of state** to have an oral health exam. Each child shall present proof of exam by a dentist prior to May 15 of the school year.

### Vision Exams

Illinois law requires all children in **kindergarten or transferring from out of state** must have an eye examination completed by a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist must perform the required eye examination.

### Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be



conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health and the American Academy of Pediatrics regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide resources to the parent/guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice.
- Infested children are prohibited from riding the bus to school until the child has been cleared by the school nurse.

### **Medication at School**

Do not send medication to school with children. Any medication will not be administered without proper documentation from a physician.

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, etc.) and the parent/guardian, must be on file at their school. The appropriate form "Tri-Valley Medication Authorization Form" is available in the back of this handbook, in each school office, and in the offices of all licensed prescribers in the McLean County area.

All medication must be self-administered by the student under supervision of the school nurse, other certified staff member, or Principal or designee. Students are not allowed to carry medication on their person or keep it in their classroom. Exceptions will be allowed only with the approval of the building administrator and the nurse.

All medications will be kept locked in the nurse's office. Exceptions will be made to allow a student with asthma to carry their rescue inhaler, or a student with severe allergies to carry their Epi-pen per Illinois law, once the "School Medication Authorization Form" is on file at the school. This form is available upon request at each school.

Prescription medication must be in the original package or appropriately labeled container. The container shall display:

- Student's name
- Prescription number
- Medication name and dosage
- Administration route and/or other direction
- Dates to be taken
- Licensed prescriber's name
- Pharmacy name, address, and phone number



Non-prescription medication must be in the original container with the label indicating the ingredients and the student's name affixed to the container.

All requests for self-administration of medication will expire at the end of the school year, unless ordered for a short term. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document the act.

### **Care of Students with Chronic Health Conditions**

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

### **Special Diets**

Students requiring an individual diet from the school cafeteria for a related reason must have an annual order from a licensed physician and must file a physician statement for food substitution form with the school nurse. Some diets require a student to avoid certain foods because of allergies or intolerance but do not require special preparation by the school cafeteria. Parents/guardians can obtain the physician statement for food substitution form from the school nurse. The form must include:

- Identification of the condition requiring the menu modification or substitute;
- Explanation of the restriction to the child's diet;
- Identification of the specific food or foods that must be omitted from the child's diet; and
- Identification of the specific food or foods that must be substituted and/or modified.

The school nurse will notify the District's Food Service Director of the need for a special diet and forward that office a copy of the physician statement for food substitution form.

Information about product allergens is obtained solely from vendors and manufacturers of the product. The District does not warrant or guarantee the information provided by vendors and manufacturers or that foods are free of allergens.

## **BEHAVIOR AND DISCIPLINE**

**Please also refer to Tri-Valley's "Behavioral Intervention Procedures", which are available on the district website or in the district office.**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).



- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    - a. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
2. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy. 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.
3. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - a. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.



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



23. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
24. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### **When and Where Conduct Rules Apply**

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

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

#### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in



other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The 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.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.



### **Re-Engagement of Returning Students**

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

### **It is the responsibility of every Tri-Valley student to:**

- Be prepared each day. Have what you need when you need it.
- Be in the right place at the right time for the right reason.
- Do what you are told to do by those in authority when you are told to do it.
- Control your own actions.
- Show respect at all times to all persons.
- Make sure your actions and behavior do not interfere with another's rights.

### **Sexual Harassment**

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.

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 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 —mooing, —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 district Title IX coordinator, Dr. Mouser.

### **Search and Seizure**

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





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

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

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

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, 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.

### **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.

### **Bullying**

Prevention of and Response to Bullying, Intimidation, and Harassment<sup>1</sup>

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or



an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

**Nondiscrimination Coordinator:**



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Name

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Address

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Phone Number

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Email Address

**Complaint Managers:2**

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Name

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Address

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Phone Number

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Email Address

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Name

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Address

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Phone Number

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Email Address

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

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

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

No student shall, based on sex, sexual orientation, or gender identity 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.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with



whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Discipline for Misbehavior or Misconduct**

Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline. Teachers will inform their students of classroom rules and routines and the consequences that will result from not obeying those rules. Students will be sent to the principal for disciplinary action after the teacher has first taken steps to change and/or stop the inappropriate behavior. Any student involved in a fight or threatening another student will be sent to the principal immediately, and their parents will be notified.

The procedures followed when a student is sent to the principal for disciplinary action are:

1. **First offense:** The student will discuss the problem with the principal who will record the offense for future reference. Privileges will be taken away.
2. **Second offense:** The student will discuss the problem with the principal who will record the offense, contact the parent(s) and revoke privileges.
3. **Third offense:** The student will discuss the problem with the principal who will record the offense and contact the parent(s). An after-school detention will be given and/or privileges revoked.
4. **Fourth offense:** The student will discuss the problem with the principal who will record the offense and contact the parent(s) to arrange a conference. Appropriate disciplinary action will take place after this conference.

In cases of serious misconduct that threatens the health, safety, or well-being of the student or others, parent(s) will be contacted immediately to arrange a conference. In-school or out-of-school suspensions will be assigned until such time as the conference is held and disciplinary actions determined. In these cases, the first three steps of the above disciplinary process may be waived.

**Detention** - if assigned, every effort will be made to contact parents by phone concerning the incident which caused the need for a detention. Arrangements will be made for the detention to be served as soon as possible.

**Suspension / Expulsion** - State statutes charge the school with maintaining discipline and safety in the school. This discipline shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Any student who is flagrantly disobedient or insubordinate may be suspended from school, by the principal, for a period not to exceed 10 days. Illinois law requires a School District to provide the information, found in Appendix A, to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct for a duration of 1-3 days and Appendix B for suspensions of 4-10 days.

A pupil may be expelled only by action of the Board of Education upon recommendation of the Superintendent.

**Behavior Intervention Guidelines** - Students with an IEP (Individual Education Program) are advised that a copy of this district's behavior intervention guidelines is available from the office upon request.



## Bus Conduct

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation. The district shall have a plan in place to allow the student access to school if transportation is an issue.

## Bus Rider Rules

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

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

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It



is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

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

Video and audio cameras may be active on buses 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 the Cade Hasselbring, Transportation Director, at (309) 378-2351.

Students are allowed to ride a bus home other than their regular bus route, providing a slip signed by the parents is presented to the principal; or in an emergency, if a phone call is made to the office. If space permits, students may be permitted to ride buses other than their own if a transportation change request slip is secured from the principal's office in advance.

Change request slips will be issued for illness, employment, necessary parental absence from home, or other situations deemed necessary by the principal.

If a parent will pick up a student who normally rides the bus, please notify the teacher and office in **writing** on the day(s) of the change.

## **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.

### **TECHNOLOGY USE POLICY**

All use of technology and the Internet shall be consistent with the District's goal of promoting educational excellence by resource sharing, innovation, and communication. Students and parent(s)/guardian(s) must sign the Authorization for Internet Access once while the student is enrolled in the Elementary School. A copy of District Policy #6166.2 containing the appropriate use and ethics for district technology is available upon request.

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

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

#### **Cell Phone Policy**

Electronic paging devices and cellular telephones may not be used in the school building during the school day unless the building principal has first expressly authorized the use of such a device. While at school, students must keep their cell phones in their backpack and not on their person. Cell phones will not be permitted to be used at recess.

#### **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.

#### **E-Reader Policy**

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, apps and other electronic media. E-Readers like Amazon's Kindle, Barnes and Noble's Nook, Apple's iTouch, iPhone, and iPad are quickly becoming ever-present in our digital culture and they simply cannot be ignored. Tri-Valley Elementary, in striving to maintain technological relevance in education, is





providing the opportunity for students to use these devices in accordance with our Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility on the part of the students and their parents. A student who violates any portion of the e-Reader Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

- a. e-Readers are to be used only for the reading of school appropriate material (books, etc.) and not for other purposes such as communication.
- b. e-Readers cannot be used during outdoor recess. E-Readers may be allowed during indoor recess but will be under the discretion of the teacher.
- c. All e-Readers must be stored in the child's backpack or in a location in the classroom that is approved by the teacher.
- d. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school. Students will not be granted Internet access due to the web filter's inability to authenticate users on e-readers.
- e. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
- f. The student is responsible for knowing how to properly and effectively use their e-Reader and this should not be a burden for the teachers.

Parents and guardians understand that if his/her child brings an e-Reader to school that the student must comply with the above requirements and the Tri-Valley Acceptable Use Policy. You also understand that Tri-Valley Elementary is not responsible for any damage or loss associated with your child's e-Reader. You also understand that a violation of the e-Reader policy may result in your child losing the privilege to bring their e-Reader to school for a length of time commensurate with the nature of the violation.

### **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.

### **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 use other inappropriate language.
- c. Do not reveal personal information, including the address or 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.

### **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.

### **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.

### **Unacceptable use**

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

1. 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;
2. Unauthorized downloading of software;
3. Downloading copyrighted material;
4. Using the network for private or financial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. 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;
8. Using another person's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
13. Using the network while access privileges are suspended or revoked.

### **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.

## **PARENTAL RIGHTS**

### **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.

### **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.

### **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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:



Gail McCane

1-309-378-3414

Tri-Valley Middle School (office location)

### **English Learners**

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

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

### **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.

### **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.

### **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.

### **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.

### **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/>

### **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):

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

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

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

A violation of this law is a Class 4 felony.

### **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 in achieving 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;
7. Encourage students to relax on testing day.

### **Student Privacy Protections**

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

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



student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

### **Surveys Requesting Personal Information**

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

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

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

### **Student Records**

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an



additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or



planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

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

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





The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## **Parent Notices Required by the Every Student Succeeds Act**

### **I. Teacher Qualifications**

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

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

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 2

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

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at \_\_\_\_\_ . 3

### **IV. Parent & Family Engagement Compact 4**

### **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. 5

### **VI. Student Privacy**



Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. 6

#### VII. English Learners

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Gail McCane at [gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org).

#### VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30. 8

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



Appendix A

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student:

Incident Date:

Student handbook rules and/or Board policy violated:

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Date and time of pre-suspension conference with student:

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*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:**

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Date student is eligible to return to school:

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**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

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**Rational for the specific for duration of the suspension:**

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It has been further determined that: *(At least one of the following must be completed.)*

**Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the



future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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**Your child's continued presence at school poses a disruption to other students' learning opportunities.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted. *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior; check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**



Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the superintendent).

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Building Principal

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Date



Appendix B

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student:

Incident Date:

Student handbook rules and/or Board policy violated:

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Date and time of pre-suspension conference with student:

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*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:**

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Date student is eligible to return to school:

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**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

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**Rational for the specific for duration of the suspension:**

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It has been further determined that: *(At least one of the following must be completed.)*

**Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the



future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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**Your child's continued presence at school poses a disruption to other students' learning opportunities.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted. *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior; check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**



Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the superintendent).

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Building Principal

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Date



# Tri-Valley Middle School Student Handbook 2022-23



**Tri-Valley Middle School**  
**505 E. Washington Street Downs, IL 61736**  
**(309) 378-3414**  
**FAX (309) 378-3214**  
**<http://www.tri-valley3.org/>**

## Statement of Philosophy and Purpose

Tri-Valley schools are dedicated to helping individuals help themselves to (1) meet and solve life's problems, (2) participate according to their age and abilities in the understanding and building of better communities, (3) become as good and capable in every way as native endowment permits, and (4) acquire skills and characteristics which a majority of the community deems worthwhile. To these ends, the Tri-Valley Board of Education dedicates its time and energy. Policies, which they establish, shall at all times be enacted with the best interests of the children of the district in mind. The Tri-Valley Board of Education hereby agrees that it will attempt to provide those conditions that will enable the persons who carry out these policies to do so to the best of their ability. To this end we establish these written policies that will serve to guide the district in its business and human dealings.

Tri-Valley Middle School is committed to developing responsible citizens through a mentally, socially, and emotionally diverse curriculum stressing transitional growth through teamwork. Tri-Valley Middle School Concept embraces the following:

- Grades are divided into teams for learning.
- Teams teach a core of common knowledge to all students.
- School is organized to ensure success for all students.
- The school is staffed by teachers who are experts at teaching young adolescents.
- Promotion of good health: the education and health of young adolescents are inextricably linked.
- Families are allied with school staff through mutual respect, trust, and communication.
- TVMS and the community are partners in educating young adolescents.

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.

## School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of

the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## 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.

The School Board hired the following Administrative Staff to operate the district:

Ben Derges, Superintendent  
Frank Arnolts, High School Principal  
Sara Burnett, Middle School Principal  
Tyler Swearingen, Elementary Principal  
Cade Hasselbring, Transportation Director  
Gail McCane, Special Education Director  
Josh White, Technology Director  
Josh Roop, Athletic Director

### **Visitors**

- A. All visitors including parents and siblings must enter through the front door of the building and proceed immediately to the main office and identify themselves and inform the office personnel of their reason for being at the school.
- B. 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.
- C. All visitors must return to the main office and sign out before leaving the school.
- D. The only lunch visitors allowed for students are immediate family members. The parent of the student must contact the main office in advance to approve this lunch visit.
- E. No visitors (including parents and former students) may meet with teachers during the school day unless they have scheduled that meeting in advance with the specific teacher(s).
- F. 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 volunteers in the classroom and will notify parents when needed. 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 is 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.

### **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 animals or an unhealthy environment.

### **Accelerated Placement**

Tri-Valley School District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information. Requests for Accelerated Advancement must be made to the school administrators between January 15-March 15 of the preceding year.

### **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: an illness in the family; unusual expenses such as fire, flood, storm damage, etc.; seasonal employment; emergency Situations; or when one or more of the parents/guardians are involved in 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 six and seventeen years of age (shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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.

### 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 parents/guardians to see that students are in school.**

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

### C. School Arrival/Start/Dismissal Times

**Tri-Valley Middle School starts at 8:15 a.m. and dismisses at 3:15 p.m.**, on regular school days. Tri-Valley Middle School students can be dropped off starting at 7:50 a.m. On days that the temperature is below 20 degrees we will be inside, all other days 4-6th grade will go to the back playground and 7-8th grade will stay out front. 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. Snow Days/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 middle 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 through the following media:

- **Social Media:** Facebook page ("Tri-Valley CUSD #3"), Twitter Account (@TVDIST3), and Tri-Valley CUSD #3 App for smartphones
- **Radio:** WJBC (1230 AM), WBNQ (101.5 FM), WBWN (B104.1 FM) - Bloomington
- **Television:** WEEK-TV (NBC Channel 25) – Peoria

- Messaging system: In addition 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 Absences**

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. **Reporting an absence:** Parent(s)/guardian(s) are to call the school by 9:00 AM 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. *Tri-Valley Middle School shall make a reasonable effort to telephone parent(s)/guardian(s) within two hours, after the first class, to notify a student's absence, if such student is absent without valid cause.*
2. **Changing attendance to excused:** 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, the absence will be considered unexcused. To change the absence to excused, a written note is required from the parent/guardian, within one school day. *The note should contain: Dates of Absence; Specific Reason for the absence/tardiness; Parent/Guardian signature.*
3. **Doctor's Notes:** If a student has seen a doctor during the absence, a note from the doctor stating the date and time of the office visit, when the student may return to school, and any restrictions required, should be sent to school with the student to be turned into the office. In addition for multiple days of absence, the doctor's note must include each day absent for all days absent to be considered as a doctor's excuse.
4. **Make-up Work:** If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. 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. *With today's technology, students are encouraged to contact teachers during their absence to obtain the work missed on those days.*
  - a. 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.
  - b. An 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.
  - c. Another example: A student has an excused absence on Monday, then 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.
  - d. 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.

#### **F. Types of Absences**

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

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

responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at 309-378-3414 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

**1. Excused Absences** = Excused absences include: illness, injury, observance of a religious holiday, death in the immediate family, family emergency, medical and dental appointments, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the building principal. Each semester, students will be **allowed five (5) absences for medical reasons that may be certified by a parent 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. Students are required to make-up all work missed in order to receive credit (see above: make-up work). Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

**2. Unexcused Absences** = Any absence other than those outlined in the "Excused" or "Planned" absence sections is an unexcused absence. All unexcused absences impact students in various ways depending on grade levels:

- All 7th & 8th grade students will receive fifty (50%) percent for any grades recorded on the date of the unexcused absence provided the work is submitted according to the above timeline
- All 4th-6th grade students will be allowed to make up any missed work without teacher assistance, however, all unexcused absences will accrue towards the state limit of (10) which indicates a legally, chronic truant child.

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 chapter or unit tests later. The following are examples of unexcused absences, but not an all-inclusive list:

- car trouble, hair appointments, shopping, studying, skipping, babysitting, oversleeping, missing the bus, work (unless prearranged), any absence during the day if the student fails to check out through the office.

Repeated violations of these rules will result in consequences including suspension.

Students who have exceeded five (5) parental call ins for the semester will be marked unexcused 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.

### 3. Planned Absences

1. 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/guardian's 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 the parent/guardian to arrange. The following may be types of anticipated absences that can be approved, provided the outlined procedures are followed.
  - a. Family approved vacations
  - b. Special Religious events
  - c. School business
  - d. *Steps that must be taken for a Planned Absence:*
    - i. A parent/guardian must notify the MS office and Teacher in writing at least two (2) days before the date of the intended absence and get the planned absence sheet signed by all assigned teachers.
    - ii. Prior to the planned absence, the student and parent must make arrangements with the teacher for all work missed.
    - iii. Unless otherwise arranged with the teacher in advance, all work is due the day that a student returns from a planned absence.
2. *As the School does not condone family vacations during the school year, all such days missed count towards truancy calculations and could be submitted to the Regional Office Truancy Officer.*
3. A student shall be released from school as an excused absence for the purpose of observing a religious holiday. The parent/guardian must give written notice to the district five (5) days before the student's anticipated absence. The parent/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.

If all of the above criteria are met, the days missed will be counted as excused absences. If the above criteria are not properly satisfied, any days missed will be counted as unexcused absences.

#### **G. Chronic Absenteeism**

Student attendance is critical to the learning process, therefore it is important for your child to be present at school. The State of Illinois rates each school, in part, based on overall student attendance. Chronic Absenteeism is identified when a student has had 18 or more excused or unexcused absences. Students who accumulate 18 absences are identified as Chronically Absent by the Illinois State Board Of Education in the Student Information System. Students who have multiple excused or unexcused absences will be counseled to offer support services and resources aimed at correcting the attendance issue. If absences continue, the school and district could take further action, including:

- Conference with parents
- Referral to the truancy officer
- Appropriate school discipline

#### **H. Middle School 10-Day Rule**

Students are expected to be in attendance daily at Tri-Valley Middle 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. 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.

### ***I. 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 tardiness will be dealt with according to the student handbook. Students will be required to meet with the principal on the 5th tardy.

### ***J. Truancy***

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of state law. 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.

### ***K. 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.

### ***L. Pass Slips***

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

### ***M. Entering and Leaving School***

The school day will begin at 8:15 and end at 3:15. All students who are not under the direct supervision of a teacher or coach are to leave the building and grounds.

## **II. Curricular Offerings**

### ***A. Required and Elective Courses***

Listed below are course requirements, enrichment classes, and electives(optional) for each grade level.

## REQUIRED COURSES

4th Grade	Reading Language Arts/Writing Math Social Sciences PE, Art, Library, Music
5th Grade	Reading Language Arts Math Social Science PE, Art, Library, Music Electives (optional)- Band & Chorus
6th Grade	English Language Arts Math Science Social Studies PE, Art, Library, Health Electives (optional)- Band & Chorus
7th Grade	English Language Arts (Reading & Writing) Math Science Social Studies PE, Art, Digital Literacy, STEM Electives (optional)- Band & Chorus
8th Grade	English Language Arts (Reading & Writing) Math Science Social Studies PE, Art, Digital Literacy, Careers Electives (optional)- Band & Chorus & Spanish

### ***B. Student Recognition***

To be recognized as a student at Tri-Valley Middle School, a student must be enrolled as a full time student. Any deviation from the above must be submitted in writing prior to May 1st for approval by the Board of Education. Any student that is less than full time is not permitted to participate in any extracurricular activities (cross country, softball, baseball, basketball, scholastic bowl, and track).

### ***C. Student Schedule Changes***

Student's core schedules shall not be changed after the first five days of each semester. All electives must be dropped according to the teacher's policy. Parents must submit a written request for students to change schedules. Students will remain in the class until the change is formally made.

### ***D. Student Study Halls/Viking Power***

All Middle School Students may be assigned to a study hall during the day. Some students who are enrolled in band, chorus, or Spanish, may be exempt from a study hall.

Viking Power is a building-wide intervention time. Students are given support or enrichment in subject areas according to need. Some students who are enrolled in band, chorus, or Spanish, may be exempt from a Viking Power.

### ***E. Regional Alternative School (RAS)***

Students who struggle with the traditional classroom and may need a different educational setting may be referred to the Regional Alternative School and/or SAVE program. This program is held under the direction of teachers, and gives the student opportunities to complete course requirements. *Students who are behind in their progress, chronically truant, and/or a concern to the safety and well being of the student body will be considered for the Alternative Program.*

## **III. Promotion and Retention of Students**

In grades 4th-8th pupil promotion or retention will be based on the academic progress of the child. To be considered for promotion, a student is only permitted to fail one core academic subject. 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.

## IV. Grade Reporting

### A. Grades

Grades, which are cumulative throughout the quarter, 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.

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

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. Some, but not all, examples of cheating are listed below:

1. Obtaining a copy of a test or scoring device.
2. Accepting a copy of a test or scoring device.
3. Copying another student's answers during an examination.
4. Providing another student with answers or copies of examination questions.
5. Using notes or other un-permitted materials during —closed book examinations.
6. Duplicating another student's project for submission as one's own work.
7. Having someone other than the student prepare the student's homework paper, project, lab report, or take-home examination for which credit is given.
8. Permitting another student to copy the student's homework, project, computer program, lab report, or take-home examination other than for a teacher-approved collaborative effort.
9. Any other action intended to obtain credit for work not one's own. Electronic tampering or other misuse of computer equipment in the academic setting will be considered a form of cheating.

**A Student found cheating is subject to the following consequences at Teacher and Administrator discretion: no credit, behavior referral, reduction in points, or alternative assignment/assessment.**

## V. Conferences and Progress Reports

Parents may schedule an appointment with any teacher or counselor by calling the office (378-3414) to leave a message for an appointment.

Any time parents have questions regarding the progress of a student, a conference is recommended. Student grades are available through Skyward access. Formal progress reports are no longer mailed out. Parents seeking a hard copy of a

report card should contact the school office and make this request. Parents who receive an unsatisfactory report should contact the school for a conference. Poor attendance is one of the major causes of unsatisfactory progress.

## **VI. Students with Disabilities**

### **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.

#### **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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Gail McCane 378-3414

Sara Burnett 378-3414

#### **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.

## **VII. Equal Opportunity/Harassment/Teen Dating Violence Policy**

It is the policy of Tri-Valley Community Unit District #3 that its educational and co-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 extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity 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.

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical

or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## **VIII. Prevention of and Response to Bullying, Intimidation & Harassment**

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

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Nondiscrimination Coordinator: Kari Prochnow, School Counselor ([kprochnow@tri-valley3.org](mailto:kprochnow@tri-valley3.org); (309) 378-3414)

Complaint Managers: Kari Prochnow, School Counselor ([kprochnow@tri-valley3.org](mailto:kprochnow@tri-valley3.org); (309) 378-3414); Sara Burnett, Principal ([sburnett@tri-valley3.org](mailto:sburnett@tri-valley3.org); (309) 278-3414).

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.3

## **IX. Discipline Policy**

### ***A. 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.

### ***B. 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 denies 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.

### ***C. Purpose of Discipline Policy***

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.

### **Minimum Standards for Student Conduct**

1. Students are to show courtesy and consideration to all members of the school community.
2. Students are to behave in a respectful manner that is not disruptive to the educational process.
3. Students are to comply with school and classroom rules, procedures and requirements.
4. Students are to respect and assume responsibility for school and personal property.
5. Students are to dress in a manner that is appropriate for the school setting and in keeping with board policy.
6. Students are to comply with local, state and school health, safety and attendance regulations.
7. Students are to comply with state statutes, local laws, and regulations.

### ***D. When and Where Conduct Rules Apply***

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

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

### ***E. Student's Personal Responsibility for Control and Conduct***

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.

Among the forms of punishment used to counteract misconduct are:

1. Detention - defined period of confinement assigned by a teacher or administrator (before school, after school, or lunch)
2. Saturday Detention - same as above except the time is for a specified amount of time (1, 2, or 3 hours) on Saturday (8:00 a.m. – 11:00 a.m.) at the high school building

3. Directed Study - isolation from classroom activities with study and/or work assigned by the teachers or administrator, the work completed during this time will receive full credit if all work is turned in on time.
4. Restitution - Payment for damages
5. Suspension - temporary removal from the school facility by an administrator with the opportunity to make-up of school work missed. All work must be turned in on the day the student returns from the suspension.
6. Expulsion - permanent removal from the school facility by the Board of Education.

**Violations and Punishments - Please also refer to Tri-Valley's "Behavioral Intervention Procedures", which are available on the district website or in the district office.**

If a student should violate proper conduct and come under the jurisdiction of this disciplinary manual, the parents of the student shall be notified 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.

**F. Discipline Violations**

The various acts of misbehavior have been separated into four tiers. Disciplinary actions for each tier will be a range of outcomes (Levels 1-6). For a single disciplinary violation, the disciplinary action assigned will include the consideration of the severity of the offense and/or previous offenses. Assigned discipline may also include consequences from any lower level. In addition, violations of the TVMS discipline plan may also result in athletic participation penalties outlined in the Student Activities Code of Conduct.

**G. Disciplinary Actions**

There are six levels of disciplinary actions or consequences as outlined below. Details of disciplinary actions are found in Part E, Definitions.

**Level 1:** Warning, Parent contact, confiscation of items, lunch detention.

**Level 2:** Lunch Detention(s), After school, Saturday Detention, Loss of privilege, Bus Suspension, Restitution.

**Level 3:** Directed Study, Parent conference, Non-curricular exclusion.

**Level 4:** Out-of-school Suspension 1-4 days, Bus Expulsion.

**Level 5:** Out-of-school Suspension 5-10 days.

**Level 6:** Continuing Suspension and Expulsion hearing

Tier 1 (Levels 1-2)	Tier 2 (Levels 2-3)	Tier 3 (Levels 3-5)
<ul style="list-style-type: none"> <li>• Cell Phone Violation</li> <li>• Disrespect to staff member, minor</li> <li>• Dress code violation</li> <li>• Horseplay (e.g. rough-housing, antics)</li> <li>• Misconduct/disruptive behavior, minor</li> <li>• No hall pass</li> <li>• Public display of affection</li> <li>• Swearing, minor</li> <li>• Tardy to school</li> <li>• Tardy to class</li> <li>• Technology Violation, minor</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating, minor*</li> <li>• Cyber bullying</li> <li>• Disrespect to staff member, major</li> <li>• Diversity intolerance, minor</li> <li>• Harassment/Intimidation/Bullying*</li> <li>• Electronic tampering, minor*</li> <li>• Misconduct/disruptive behavior, major</li> <li>• Missing teacher detention</li> <li>• Skipping class*</li> <li>• Spontaneous threat to a student</li> <li>• Swearing, major (e.g. vulgarity towards a staff member)</li> <li>• Technology Violation, major</li> </ul>	<ul style="list-style-type: none"> <li>• Assault to a school employee or student</li> <li>• Cheating, major</li> <li>• Diversity intolerance, major</li> <li>• Electronic tampering, major (e.g. unauthorized use of staff network)</li> <li>• Fighting, battery to a student</li> <li>• Gross disrespect/disobedience or Misconduct*</li> <li>• Premeditated threat to a student or staff member*</li> <li>• Sexual harassment</li> <li>• Stealing*</li> <li>• Suspension violation</li> <li>• Tobacco/E-cigarette/Vaping: use, possession, distribution, purchase, or sales</li> </ul>



	<ul style="list-style-type: none"> <li>● Trespass to a teacher's room or desk</li> <li>● Truancy*</li> <li>● Unauthorized use of building/grounds*</li> </ul>	<ul style="list-style-type: none"> <li>● Unauthorized possession/use of school keys</li> <li>● Ongoing disrespect &amp; disruptive behavior</li> <li>● Vandalism/Destruction of School Property (to school property or property owned by student/staff on school grounds)</li> </ul>
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**Tier 4 (Levels 5-6)**

- Battery of a school employee/volunteer
  - Being under the influence of any of the substances listed below, other than those prescribed by a licensed practitioner for medical purposes
  - Gangs/gang activities
  - Possession, sale and/or use of a firearm/weapon\*
  - 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 true nature)
  - Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
1. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  2. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  3. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  4. 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.
  5. "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.
  6. 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.
  7. 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.

\* = Definition provided below.

**H. Definitions**

- **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.
- **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**: assigned time at lunch, after school, or at the high school on Saturday morning for 1-3 hours, If a detention is missed you will be assigned a punishment from Tier 2 and make up for the detention that was missed.
- **Directed Study (formerly 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.

- **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.
- **Exclusion**: any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
- **Expulsion**: 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.
- **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 event in which the fighting occurred.
- **Gross Disobedience or Misconduct**: specifically includes but is not limited to:
  - Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
  - 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.
  - Behavior which interrupts the orderly process of school affairs.
  - Conduct which is or may be physically injurious to persons or property.
  - Truancy - subject to the provisions of Section 26-12 of the Illinois School Code.
  - Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
  - Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule, or regulation.
  - Excessive unexcused absences.
  - Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff, or school bus drivers.
  - Use or aiding in the use of tobacco products.
  - 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.
  - Acknowledge unacceptable behavior to student
  - Issue appropriate classroom or office discipline
- **Major Electronic Tampering** (Tier 3) 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 email account for illegal, inappropriate, or threatening purposes.
- **Minor Electronic Violation or Tampering** (Tier 2) includes but is not limited to: logging in to a district system as another student, accessing an email 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's internet filter. Students should not be on websites that are not educational and/or approved by the teacher. The second attempt by a student will be considered major electronic tampering.
- **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.
- **Stealing**: Items must be returned in the original state if possible or restitution for the value of the item must be made.
- **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.
- **Technology Use Violation**: Students are on games or other sites that are not approved by the teacher or for academic use during class periods or study hall.
- **Truancy** is defined as intentionally missing one or more classes and leaving school grounds or never coming to school at all.

- Unauthorized use of Buildings or Grounds: During the school day, no student is to be outside of the building without supervision. At lunch time students may go outside for recess but are restricted to the playground area. Students may not be in the IMC, academic areas, or a teacher's room without permission and/or supervision. Students at the middle school are not permitted to enter the building or playground prior to being directed by a teacher.
- 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.
- 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 greenhouse. 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.
- 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.

### ***I. Disciplinary Measures***

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension (Directed Study).
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

#### ***J. Prohibited Use of Electronic Devices***

Cell phones are prohibited in the academic environment, upon entering the school all personal cell phones should be stored in a backpack. Students are prohibited from using laptops, tablet computing devices, iPods, smartwatches 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 and the Electronic Violation/Tampering section of the discipline policy.

In addition, cell phones are to be in the "off" position during the school day, so as to negate the possibility of interruption from received calls, texts, messages, notifications, alarm sounds, 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 these policies will be dealt with at a minimum as a Group 1 discipline violation for a first offense. 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.

#### ***K. Corporal Punishment***

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

#### ***L. Weapons Prohibition***

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

#### ***M. Gang & Gang Activity Prohibited***

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

#### ***N. Re-Engagement of Returning Students***

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

### ***O. 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.

### ***P. 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.

## **X. Student Rules & Regulations**

### ***A. Student Dress & Appearance***

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. Students will be required to change clothing if they are not in compliance with the dress code. Students who refuse to comply with this expectation will be subject to disciplinary measures as deemed necessary by the administration. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1. Shoes or other appropriate footwear must be worn.
2. Students will not wear hats or head covering in the building during school days or detention time.
3. Words or pictures on articles of clothing which advertise weapons, illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products, or any other items not legally usable by students will not be permitted.
4. Dress and appearance must be such that all students are covered from shoulders to mid-thigh. Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. Shorts or skirts should reach mid-thigh on the student. There is to be no skin at the waist or shoulder: no spaghetti strap tanks/tees. Tops and shirts should touch the top of the pants, shorts, or skirts at all times.
5. Clothing which conveys a demeaning or sexual message, whether explicit or implied, may not be worn at school. School Dress Code Garments will be issued to students to wear for the day if an improper item is worn to school. If you have any questions regarding acceptability of a particular item of clothing, check with the Principal before you wear the item to school.
6. Gang related words or symbols, or gang paraphernalia, will not be permitted at school or on clothing worn at school, or on the person of anyone on school property.

### ***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. To help protect personal property, we offer the following suggestions.

1. Mark all personal property with your name in permanent marker.
2. Do not bring large amounts of money or other valuables to school.
3. Do not borrow or loan money or items of value to other students.
4. Report any lost or stolen items to the office as soon as possible and check the lost and found.
5. Keep your backpack zipped up at all times.
6. Keep your locker closed and secure at all times. Do not share your locker combination with other students.

### ***C. 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 unless given permission by the teacher.

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. Students should move directly to the intended location written on the pass and present the pass to the staff member at that location.
4. No electronic devices will be allowed unless direct teacher approval. Electronic devices should not disrupt others and be used for academic purposes, games are not permitted.
5. All students are required to work in the classrooms, students should not be dismissed to the hall.

## **XI. 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. Announcements are also available via the Middle School Documents Section the the TV3 App.

### **C. Field Trips and Co-Curricular Trips**

1. 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.
2. 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.
3. Students planning to attend a school-sponsored field trip must meet the eligibility requirements outlined for Academic Eligibility.
4. Students may be refused participation for the following reasons:
  - a. Poor academic record
  - b. Excessive school or class absenteeism
  - c. Chronic tardiness
  - d. Numerous suspensions or other disciplinary violations

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

### **D. 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 recreation benefit of Tri-Valley students. Students from other schools will not be permitted to attend middle school dances. Only students who are currently in 7th and 8th grade may attend a middle school dance at Tri-Valley Middle School. All students must remain in the school for the entire time of their dance or activity unless picked up by a parent.
3. Violations of school policies such as drinking, smoking, destruction of property, vulgarity, insubordination, or other unfit conduct will be reason for eliminating students from dances and/or canceling all dances.
4. All student conduct & discipline policies apply during dances. Furthermore, misconduct on the part of any student or their date may result in a loss of privilege in attending future dances.
5. Students may be refused participation for the following reasons:
  - a. Excessive school or class absenteeism
  - b. Numerous suspensions or other disciplinary violations

### **E. 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

#### ***F. School Lockers***

All 6th through 8th grade students are 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. Any locker left unopened with books and materials hanging out could result in confiscation of the locker contents and Tier 1 discipline.

#### ***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. All items left in the lost and found will be donated to a charity on the last day of each quarter.

#### ***I. Physical Education Participation/Dress***

Students in 4th, 5th, and 6th grades will not be required to wear a PE uniform. Students are required to have athletic shoes with non-marking soles. Sandals and slip on shoes are not acceptable for physical education.

Students in 7<sup>th</sup> and 8<sup>th</sup> grade PE classes will be required to wear a standard uniform consisting of a standard uniform purchased from school, shorts, socks, and gym shoes (No sandals or slip on shoes). If you choose to have a sweatshirt or sweatpants, you may bring your own. Sweat clothes must be carried rather than worn to class. Instructors will

indicate appropriate times to wear sweat clothes. All articles of clothing should be marked for identification. We strongly recommend against expensive, name-brand sweat suits, shirts, shorts, or shoes for PE.

Success in PE 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. Department procedures will be implemented each semester to encourage all students to be properly dressed for participation each day. A loaner PE uniform may be available on the first dress cut or for circumstances such as theft or temporary financial hardship. Students failing to dress properly for PE class will be subject to lower grades and/or detentions.

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.

### ***Physical Education Exemption***

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons identified in their Individualized Education Plan.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>[2]</sup>

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

### ***J. Administering Student Medicine***

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**



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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

#### ***K. 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.

#### ***L. Head Lice***

The school will observe recommendations of the American Academy of Pediatrics (AAP) 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.

#### ***M. Common Medical Concerns***

If students experience vomiting or diarrhea they should remain out of school for 24 hours to prevent transmitting those afflictions to other students.

Fever: If the student has been ill with a fever they need to remain at home until they have been fever-free for 24 hours (without fever reducing medications).

Students must be excluded from school when afflicted with any contagious infections or transmittable diseases according to the laws of the State Health Department only by presenting the proper certification (doctor's note) to the building principal, or secretaries.

#### ***N. Telephone***

Students will use the office phone with teacher permission during class hours. Students will be called to the phone only for an emergency call, otherwise a message will be sent to the student.

#### ***O. Hall and Locker Decorations***

The decorations of lockers for birthdays, sporting events, or otherwise is not permitted without prior approval of the principal. Hallway decorations are not permitted without prior principal approval. Any hall decorations or advertisement not approved by the Principal will be removed immediately. A small name tag can be placed on lockers using only magnetic fasteners. Tape is not permitted due to the damage it causes in removal.

#### ***P. Hall Passes***

A student must have a pass to be in the halls during class time.

#### ***Q. Canceling 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, and sports events at home or away, practices, and adult education programs. Coaches will use their best judgment on whether it is safe to practice or not. All practices held when school has been cancelled will be optional.

### **XIII. Student Privacy Protections**

#### **A. Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

##### **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.

#### **B. Student Records**

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

Name

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

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

**The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**<sup>2</sup>

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

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

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

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**C. 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.

**XII. Extra-Curriculars**

**A. Tri-Valley Middle School Extra- Curricular Philosophy and Code of Conduct**

Extra-curricular 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. 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 at school, in the activity, and out of school must be such that it will reflect favorably upon the entire school district. Compliance allows for ongoing participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions such as removal from extra-curricular activities and additional 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 Extra-curricular program at Tri-Valley Middle 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. *Extra-curricular activities include but are not limited to all athletics, theater productions, music contests not related to a student's grade, and any other co-curricular group (for example Student Council).* 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.

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 IESA 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 IESA and the local school district. The philosophy at Tri-Valley Middle School is to provide an interscholastic atmosphere for the 6th-8th grade students in the interscholastic sports and activities at the Middle School.

#### **Code of Conduct:**

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

1. Consume, possess, or distribute cigarettes, tobacco, or a tobacco substitute in any form (i.e. smokeless tobacco, vaping).
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 or possess or distribute drug paraphernalia.
4. Violate any criminal code or any law or ordinance of any jurisdiction, or violate school rules.
5. 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).
6. 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.
7. Participate or observe in the hazing and/or initiation of any person.
8. Engage in other acts of gross misconduct.

**Middle School Athletic Participation Policy Preface**—All students, grades 5<sup>th</sup> – 8<sup>th</sup>, who try out for an athletic team must meet the minimum requirements set by the district, coaches, and the IESA. The Tri-Valley School District cannot guarantee that every student who tries out for a team will be accepted as part of the team, nor can we guarantee playing time for each member of a team.

#### **B. Interscholastic Offerings**

**Baseball**—Seventh and eighth grade boys are eligible to compete on the Middle School teams. There will be two teams with maximum 36 players in the program as chosen by the coach and submitted to the Athletic Director. Seventh and eighth graders can be placed on the “A” or “B” team depending upon their skill level. For the state tournament series, the team may consist of a roster of 18 players, as allowed by the IESA, from the seventh and eighth grades only as chosen by the coaches. Only the “A” team will compete in the IESA state tournament series.

**Softball**—Seventh and eighth grade girls are eligible to compete on the Middle School teams. There will be two teams with a maximum of 36 players in the program as chosen by the coach and submitted to the Athletic Director. Seventh and eighth graders can be placed on the “A” or “B” team depending upon their skill level. For the state tournament series, the team may consist of a roster of 18 players, as allowed by the IESA, from the Seventh and eighth grades only as chosen by the coaches. Only the “A” team will compete in the IESA state tournament series.

**Cross-Country (boys/girls)**—All sixth, seventh, and eighth grade students who go out and remain in good standing will be part of the team. All athletes will participate in regular season meets and invitational meets, but only the top seven runners will be scoring. For the state tournament series, our team will consist of our top seven runners based upon season best times.

Track (boys/girls)—All seventh and eighth grade students who go out and remain in good standing will be part of the team. Players will participate in meets based upon their skill level, although all athletes may participate in at least one event at all home meets. For invitational meets and the state tournament series, participation is limited to the top two athletes in each event based upon their season performance. In the event of low participation numbers, 6th graders may be invited to participate. 6<sup>th</sup> graders will be permitted to perform at home meets only.

Basketball (8th grade)—Eighth grade girls and boys are eligible to compete on the eighth grade team. The eighth grade girls and boys basketball teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Basketball (7th grade)—Seventh grade girls and boys are eligible to compete on the seventh grade team. The seventh grade girls and boys basketball teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Volleyball (8th grade)—Eighth grade girls are eligible to compete on the eighth grade team. The eighth grade girls and boys teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Volleyball (7th grade)—Seventh grade girls are eligible to compete on the seventh grade team. The seventh grade girls and boys teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Cheerleading—Seventh and eighth grade students will be eligible to try out for cheerleading. The 7th and 8th grade cheerleading squad will consist of a maximum of 12 students chosen by a selection committee consisting of former cheerleaders and/or cheerleading coaches and will cheer at all seventh and eighth grade home games, and designated tournaments. The coach(es) will secure the approval of the Athletic Director before the final number of students on the squads is determined.

Wrestling—Fifth, sixth, seventh and eighth grade girls and boys are eligible to compete.

**Addenda—The procedures described below will be followed for moving athletes to the next level of competition:**

An exception to the above guideline will be allowed if the number of players on the eighth grade roster is less than optimum. In this case, the coach may move seventh graders to the eighth grade team, with administrative approval, so as to have an optimum number of players available for competition. Seventh graders moved to the eighth grade team under these circumstances will be allowed to play on both the seventh and eighth grade teams at the coach's discretion, including during the state tournament series.

In the event the number of participants at any given level falls below an optimum number, it may be decided that sixth grade students will have the opportunity to participate. The coaches shall secure the approval of the Athletic Director prior to making this decision. In order to fill the participant numbers 6th grade students will be invited to participate based on the following criteria:

If, upon the first day of practice, a team has a number of participants that falls below the minimum participation numbers (1.5 x the number of starters) listed below, sixth grade students will be invited to participate. However, there will be no cuts. Any sixth grade student expressing an interest to participate in an activity will be provided that opportunity on the 7th grade/B team. At no time should sixth grade students participate on the 8th grade/A team without administrative approval.

<u>Activity</u>	<u>Minimum Participation Number</u>
Softball	14
Baseball	14
Cross Country	No Minimum Number
Girls Basketball	8
Boys Basketball	8
Volleyball	9
Track & Field	No Minimum Number but 6th grade only However 6th grade only participate in limited meets.

### C. Requirements for Participation in Extracurricular Activities:

#### 1. Academic Eligibility:

- It is the responsibility of the student to maintain an acceptable academic grade for participation.
- To be eligible to participate in any co-curricular activity or class office, a student must maintain a passing grade in all subjects. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. The eligibility check shall be Friday each week unless school is not in session; then it will be taken on the last attendance day.
- 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.
- Any failing grades during the eligibility check will result in the student athlete being ineligible Monday through Saturday. If a participant is ineligible 3 times during a season, the student will be dismissed from the activity/team. The grade average is to be based on the work for the 9 week period.
- In addition to the above, all IESA regulations concerning eligibility will be enforced.

#### 2. School attendance:

- 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. A student may not attend any athletic contest or co-curricular event on a day in which they are absent from school for the entire day.
- A student who consistently misses school on a day following an event will be subject to loss of the privileges to participate, health and academic work are far more important than extra curricular activities.
- Student athletes that do not participate in PE class during the school day are not permitted to participate in athletic contests on that day.

#### 3. Registration & Fees: Must be done before practice begins.

- Students must register for the sport and pay student athletic sports fees on Tri-Valley's 8 to 18 athletic website:<http://il.8to18.com/TriValleyCUSD/>
- Athletes must secure a medical examination (physical) and file the completed form with the Athletic Director.
- Athletes must secure school insurance or present a written statement from a parent indicating family insurance coverage.
- Athletes and their parents must sign and return the athletic participation form.

#### 4. 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 IESA Interscholastic Training Rules as well as the school Athletic & Code of Conduct.

#### **D. General Penalties for Violations:**

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 middle school or 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 middle school or 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 for up to one calendar year. 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.

#### **E. 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.

#### **F. 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.

#### **G. Minor Violations**

Any minor violation concerning practice, school conduct, diet, rest, care of equipment, grooming, travel, etc will be decided by the staff of the activity with prior approval from administration. The guidelines for each team or activity 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. Procedures for dealing with minor violations will be:

- Discipline will be administered by the supervising coach or administration.
- The athletic director will complete the Interscholastic Training Rule Violation Form and file it. Parents will be contacted and a copy will be mailed to parents.

#### **H. 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.
4. Some middle school activities are appropriate for younger students and not for older students. Other activities are appropriate for older students and not younger ones. The principal, with faculty input, will decide the age-appropriateness of all school-sponsored activities including, but not limited to assemblies and field trips. Only those grade levels for which the activity is deemed appropriate will be permitted to participate in the activity.

#### **I. Training Rules and Policies**

The following training rules apply to all I.E.S.A. sanctioned interscholastic participants during their enrollment in the Tri-Valley Schools, including summer vacation periods. An I.E.S.A. 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 Elementary School Association. The Tri-Valley and I.E.S.A. sanctioned events include volleyball, cross country, basketball, track, baseball, band, chorus, scholastic bowl, and cheerleading. Those students competing in co-op sports such as cross-country and wrestling will fall under the home school's rules for academic eligibility and the host school's rules for athletic training rules.

#### **J. Transportation**

Any student attending an extra-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 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.

#### **K. 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.

## **XIV. 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%. 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***

All students, whether purchasing school lunch or bringing lunch from home, must eat in the cafeteria. All students will remain in the designated areas (cafeteria and back playground/gym) during the scheduled lunch period.

Students are not permitted to loiter in the hallways, classrooms, or bathrooms during the scheduled lunch period. All students must dispose of all waste materials in the trash receptacles as they leave their tables. If a student spills a drink, they must clean it up immediately. The cafeteria supervisors may require students to pick up waste material at any time. All students have the responsibility to cooperate with cleanup and proper disposal of all waste materials if we are to have a safe and sanitary school.

### ***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.
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 has lost materials.
2. 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.
3. All materials leaving the IMC must be properly checked out. Failure to do so will be punishable.
4. Refer to the Tri-Valley IMC Handbook for more information.

## **XV. Acceptable Use of the District's Electronic Networks**

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

### **Terms and Conditions**

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

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

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

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the electronic networks to be private property.

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

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

**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 malware, such as viruses and spyware.

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

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

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

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

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

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **XVI. Permanent Records**

The school maintains a permanent record for each student enrolled at Tri-Valley Middle 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.

### **XVII. 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. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
13. Assist in keeping the bus safe and sanitary at all times.
14. Do not eat or drink on the bus.
15. Carry no animals on the bus without the permission of the school Transportation Director and the Superintendent or Principal.
16. Keep books, packages, coats, and all other objects out of the aisles.
17. Leave no books, lunches, or other articles on the bus.
18. Be courteous to fellow pupils and the bus driver.
19. Help look after the safety and comfort of smaller children.
20. 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.
21. 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.
22. 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.
23. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
24. 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 Cade Hasselbring, 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.

## **XVIII. Suicide and Depression Awareness and Prevention**

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

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

## **XIX. Parental Rights**

### **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.

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

#### **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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that

substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact: Gail McCane, Special Services Director ([gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org))

### **English Learners**

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Gail McCane at [gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org).

### **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.

### **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.

### **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.

### **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.

### **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/>

### **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):

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

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

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

A violation of this law is a Class 4 felony.

### **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 in achieving 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;
7. Encourage students to relax on testing day.

### **Student Privacy Protections**

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

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

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

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

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.

- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

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

### **Student Records**

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

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

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
  - a. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
  - b. These rights are denied to any person against whom an order of protection has been entered concerning the student.
- 2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.<sup>1</sup>**
  - a. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.
- 3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**
  - a. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.
  - b. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for

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<sup>1</sup> This section is only applicable to high schools.

amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

- a. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
- c. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
- d. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

- 8. **The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.<sup>2</sup>**
  - a. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
- 9. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 10. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

### Parent Notices Required by the Every Student Succeeds Act

#### I. Teacher Qualifications

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

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

#### II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 2

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

#### III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s website at \_\_\_\_\_.<sup>3</sup>

#### **IV. Parent & Family Engagement Compact 4**

#### **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. 5

#### **VI. Student Privacy**

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. 6

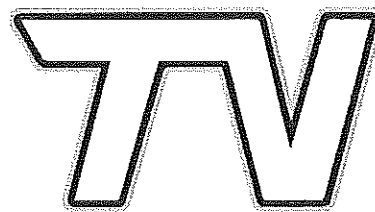
#### **VII. English Learners**

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

#### **VIII. Homeless Students**

For information on supports and services available to homeless students, for further information, please contact Gail McCane a [gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org).

# 2022-2023 Student Handbook



**Tri-Valley High School**  
503 East Washington St.  
Downs, IL 61736  
Phone: (309) 378-2911  
Fax: (309) 378-3202  
[www.tri-valley3.org](http://www.tri-valley3.org)

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## **I. 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.

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## **II. School Operations During a Pandemic or Other Health Emergency**

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

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

Additionally, please note the following:

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



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

### III. 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. The School Board has hired the administrative staff to operate the district

Current school board members:

Carl Neubauer, President  
 J.B. Goff, Vice-President  
 Jessica Alt  
 Bobby Brown

Jill Messamore  
 Bryan Myers  
 Lori Stickling

Current school administrators:

Ben Derges, Superintendent  
 Frank Arnolts, High School Principal  
 Sara Burnett, Middle School Principal  
 Tyler Swearingen, Elementary Principal

Cade Hasselbring, Transportation Director  
 Gail McCane, Special Education Director  
 Josh Roop, Athletic Director  
 Josh White, Technology Director

**Visitors**

- A. All visitors including parents and siblings must enter through the front door of the building and proceed immediately to the main office.

- B. All visitors including parents and siblings must 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.
- C. 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.
- D. All visitors must return to the main office and sign out before leaving the school.
- E. The only lunch visitors allowed for students are immediate family members. The parent of the student must contact the main office in advance to approve this lunch visit.
- F. No visitors (including parents and former students) may meet with teachers during the school day unless they have scheduled that meeting in advance with the specific teacher(s).
- G. 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.
- H. No person on school property or at a school event shall perform any of the following acts:
  - 1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
  - 2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
  - 3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
  - 4. Damage or threaten to damage another's property.
  - 5. Damage or deface school property.
  - 6. Violate any Illinois law or municipal, local or county ordinance.
  - 7. Smoke or otherwise use tobacco products.
  - 8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
  - 9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
  - 10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
  - 11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
  - 12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
  - 13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
  - 14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
  - 15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
  - 16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### ***Volunteers***

All school volunteers must 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 is 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 animals 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 parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites are met:

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

The building principal will give additional consideration where one or more of the following factors are present: An illness in the family; unusual expenses such as fire, flood, storm damage, etc.; unemployment; emergency situations; or when one or more of the parents/guardians are involved in a work stoppage. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

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

There are certain exceptions to the attendance requirement for children who: 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 every day it is in session, unless the student is ill, or his/her absence is required for a good reason. **It is the responsibility of parents/guardians 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. Snow Days/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 through the following media:

- *Social Media:* Facebook page ("Tri-Valley CUSD #3") and Twitter Accounts (@TVDIST3 and @trivalleyhs)
- *Radio:* WJBC (1230 AM), WBNQ (101.5 FM), WBWN (B104.1 FM) - Bloomington
- *Television:* WEEK-TV (NBC Channel 25) - Peoria

- **Messaging system:** In addition 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 Absences**

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. **Reporting an absence:** Parent(s)/guardian(s) are to call the school (at (309)-378-2911) by 9:00 AM 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. *Tri-Valley High School shall make a reasonable effort, to telephone parent(s)/guardian(s) within two hours, after the first class to notify a student's absence, if such student is absent without valid cause.*

2. **Changing attendance to excused:** 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, the absence will be considered unexcused. To change the absence to excused, a written note is required from the parent/guardian, within one school day. *The note should contain: Dates of Absence; Specific Reason for the absence/tardiness; Parent/Guardian signature.*

3. **Doctor's Notes:** If a student has seen a doctor during the absence, a note from the doctor stating the date and time of the office visit, when the student may return to school, and any restrictions required, should be sent to school with the student to be turned into the office. In addition for multiple days of absence, the doctor's note must include each day absent for all days absent to be considered as a doctor's excuse.

4. **Make up Work:** If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. 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. *With today's technology, students are encouraged to contact teachers during their absence to obtain the work missed on those days.*

- a. 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.
- b. An 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.
- c. Another example: A student has an excused absence on Monday, then 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.
- d. 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.

### **F. Types of Absences: Excused, Unexcused, Planned absences, and College Visits**

1. There are two types of absences: excused and unexcused. **Excused absences include:** illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or

- combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.
2. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
  3. **All other absences are considered unexcused.** Pre-arranged, or planned, absences must be approved by the building principal in order to be considered excused. The school may require documentation explaining the reason for the student's absence.
    - a. 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.
    - b. The following are examples of unexcused absences, but not an all-inclusive list: car trouble, hair appointments, shopping, studying, skipping, babysitting, oversleeping, missing the bus, work (unless prearranged), any absence during the day if the student fails to check out through the office.
  4. Students who have exceeded five (5) parental call ins for the semester will be marked unexcused for each additional absence. Repeated violations of these rules will result in consequences including suspension.
  5. 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.
  6. **Planned Absences & College Visits:** 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/guardian's 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 the parent/guardian to arrange. The following may be types of anticipated absences that can be approved, provided the outlined procedures are followed: family-approved vacations, college visits, special religious events, school business, and court appearances.
  7. **Steps that must be taken for a Planned Absence:**
    - a. A parent/guardian must notify the HS office in writing at least two (2) days before the date of the intended absence.
    - b. Student must have all teachers sign the Planned Absence Form and return to the office prior to the date of the intended absence.
    - c. Prior to the planned absence, the student must make arrangements with the teacher for all work missed.
    - d. Unless otherwise arranged with the teacher in advance, all work is due the day that a student returns from a planned absence.
    - e. Must return to school with a signed form from the college/university.
    - f. If all of the above criteria are met, the days missed will be counted as excused absences. If the above criteria are not properly satisfied, then any days missed will be counted as unexcused absences.
  8. **College Visits** - All College Days are to be treated as Planned Absences. If handled in accordance with the aforementioned criteria, including submitting a signed form from the college/university, 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.

### ***G. 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.

### ***H. 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. 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.

### ***I. 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 tardiness will be dealt with according to the student handbook.

### ***J. Truancy***

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### ***K. 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.

#### ***L. Pass Slips***

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

#### ***M. 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.

#### ***N. 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.

#### ***O. 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.

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## **V. Course Offerings**

### ***A. Required and Elective Courses***

Current course offerings, including required and elective courses for each grade level, and full course descriptions can be found at our [TVHS Counseling website](#). Click on "Course Descriptions" under the menu. \_\_\_\_\_

### ***B. Bloomington Area Career Center (BACC)***

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 Bloomington Area Career Center (BACC).

The decision for allowing a Tri-Valley student to attend BACC 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 BACC 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. Any student that is removed from a program by the BACC administration and staff will be expected to reimburse Tri-Valley schools for enrollment fees. Many BACC programs are available in each of the vocational areas. See the guidance counselor for more information.



### **C. Student Schedule Changes**

Student's schedules shall not be changed after the first five days of each semester. Schedule changes must be made in person. If a student does not have a study hall in their schedule, they can drop a course for a study hall up to six weeks after the first day of school. After the sixth week, courses dropped as WF (withdraw failing).

### **D. 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.

### **E. 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.

- No more than 1 credit through correspondence/online courses
- Enroll in only one study hall
- No weighted credit
- Not GPA credit

### **F. Community Service Program**

To help Tri-Valley 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.

### **G. Credit Reclamation Opportunity (Summer School)**

Upon arranging a supervising teacher and paying a registration fee, any student wishing to reclaim credit for a failed course(s) may take an online course(s) offered in the summer at TVHS. *Students cannot take any credit reclamation course until they have failed the course they wish to take and the enrollment semester is completed.*

- Only enrolled in one class at a time
- Must finish by the start of school

### **H. Regional Alternative School (RAS)**

Students who struggle with the traditional classroom and may need a different educational setting may be referred to enrollment in one of the programs offered at the Regional Alternative School. These program are held under the direction of teachers and gives the student opportunities to earn and re-claim credits. *Students who are at least 1 year behind (6 credits) in their progress towards graduation, chronically truant, and/or a concern to the safety and well being of the student body will be considered for the Alternative Program.*

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## VI. Graduation Requirements & Policies

### **A. State of Illinois High School Graduation Requirements:**

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

1. Completing all State mandated graduation requirements listed (see below, point B.)
2. Completing all District graduation requirements that are in addition to State graduation (see below, point D.)
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for college entrance.

### **B. State Mandated Graduation Requirements**

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Physical education.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### **C. Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement. A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

#### **D. Tri-Valley School District Graduation Requirements**

Credit requirements for graduation from the Tri-Valley High School and Tri-Valley school district are shown below. All classes reward a student with a half (1/2) credit for each semester in which a passing grade is earned.

<b>Subject Area</b>	<b>Credits Required</b>
English	4
Mathematics	3
Science	3
Social Studies	2.5
Physical Education*	3.5
Intro to Business	0.5
Health	0.5
Art, Music, Spanish, Vocational Ed	2
Electives	6.0
	<b>25 Total</b>

\* 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. 2 1/2 credits are required in Social Studies.
3. 3 credits are required in Science, one of which must be Biology and another must be Chemistry.
4. 3 credits are required in Mathematics: must complete Algebra 1 and Geometry.
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. 2 credits are required in any combination of Art, Music, or Vocational Education.
9. Introduction to Business meets 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 reasons not related to academic performance.

#### **E. 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:

- The requesting parents and student must meet with the Counselor and the Principal to discuss the request.
- 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.
- The request will be presented to the Board for final approval only if the Principal and the Guidance Counselor deems such consideration appropriate.

Students and their families are reminded that many colleges and universities maintain core course requirements for admission beyond the minimum requirements needed to graduate from Tri-Valley High School. Students and parents should check with the school counselor or the particular college about college requirements before application for early graduation.

If a student is approved by the Board of Education for early graduation, the following policies will apply:

1. Early graduates who have completed all Tri-Valley credit requirements may participate in the next scheduled graduation ceremony.
2. Early graduates who have completed all Tri-Valley credit requirements will receive academic recognition they have earned on their own merit (Summa Cum Laude, Graduation of Distinctions, etc.).
3. Early graduates will not be eligible for any senior class graduation awards or end of the year class activities, including but not limited to DAR & SAR awards; Superstar and I Dare You awards; and Senior Brunch.
4. Early graduates will not be eligible for Final Exam exemptions for seniors.
5. Early graduates relinquish all rights and privileges to attend all school activities and functions as a Tri-Valley student once they graduate or leave school. This includes but is not limited to Prom, Homecoming, games, or other extracurricular functions.
6. Students who graduate at the end of their junior year are choosing to forgo their senior year. Thusly, they will remain classified as a junior throughout their final year of school.
7. 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.)

#### ***F. 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.

#### ***G. 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. 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.

**H. Credit for Non-District Experiences**

The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District.

**I. Proficiency Credit**

The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District.

**J. Substitutions for Required Courses**

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

## VII. 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.

100-90	A	=	4 excellent work
89-80	B	=	3 above average work
79-70	C	=	2 average work
69-60	D	=	1 below average work
59-0	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. Weighted Grades**

**Policy in effect for classes through graduating year 2022:**

**GPA/Weighting System:**

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; without prerequisites except for Spanish II

1.1 multiplier - Plane Geometry, Probability & Statistics, Trigonometry, Spanish IV, Adv Algebra 2 (not listed in handbook but weighted on the transcript)

1.2 Multiplier - Pre-Calculus

1.3 Multiplier - AP Calculus, AP Chemistry, AP Language, AP Literature, AP Physics 1, & AP Physics 2 (\*Must take AP Exam to earn Weighted Credit for all AP classes)

**Policy in effect for classes graduating 2023 and after:**

**GPA/Weighting System:**

Starting with the Class of 2023, the only weighted classes are AP classes. AP classes would be on a 5 point GPA scale so that a student taking that class will earn one GPA point more than what they would in a standard class. AP Classes would earn a weighted grade and qualify for Graduate of Distinction only if they take the AP test in May.

**Weight System**

Letter Grade	Standard Class	AP Weighted Class
A, A+	4	5
A-	3.667	4.667
B+	3.333	4.333
B	3	4
B-	2.667	3.667
C+	2.333	3.333
C	2	3
C-	1.667	2.667
D+	1.333	2.333
D	1	2
D-	.667	1.667
F	0	0

***C. 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

#### ***D. 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.

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### **VIII. Academic Recognition**

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

#### **Policy in effect for classes through graduating year 2022:**

- A. *Graduate of Distinction*:** To be eligible for the *Graduate of Distinction* honor, students must attain a minimum of 3.75 cumulative grade point average (non-weighted), complete all state and local required courses, and finish with a prescribed curriculum and our most challenging courses that include:
- AP Literature *and* AP language (with Exam)
  - AP Chemistry *or* AP Physics C (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 Ind. Arts.
- B. *Summa Cum Laude* (“with highest honor”):** Students with a 3.98-4.0 non-weighted grade point average.
- C. *Magna Cum Laude* (“with great honor”):** Students with a 3.81-3.97 non-weighted grade point average.
- D. *Cum Laude* (“with honor”):** Students with a 3.50-3.80 non-weighted grade point average.

#### **Policy in effect for classes graduating 2023 and after:**

***Graduate of Distinction*:** To be eligible for the *Graduate of Distinction* honor, students must attain a minimum of 3.81 cumulative grade point average (non-weighted), complete all state and local required courses, and finish with a prescribed curriculum and our most challenging courses that include:

- 2 courses from the following Humanities courses: AP Literature, AP Language, AP Psychology or AP US History (Students must also take the corresponding AP exams)
- 2 courses from the following Math & Science course: AP Chemistry, AP Physics C, AP Calculus, AP Computer Science Principles, AP Computer Science A (Students must also take the corresponding AP exams)
- an additional AP course of the student’s choosing from either the Humanities or Math & Sciences (Students must also take the corresponding AP exam)
- Pre-Calculus
- 2 credits of the same foreign language
- 4 credits of Fine Arts, Agriculture, Foreign Language (3 or 4), Business, or Industrial Arts.

**B. *Summa Cum Laude* (“with highest honor”):** Students with a 3.98-4.0 non-weighted grade point average.

**C. *Magna Cum Laude* (“with great honor”):** Students with a 3.81-3.97 non-weighted grade point average.

**D. *Cum Laude* (“with honor”):** Students with a 3.50-3.80 non-weighted grade point average.

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## **IX. Special Education**

### ***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. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact: Gail McCane, Special Services Director ([gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org))

### ***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***

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

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

1. Enrollment in a marching band program for credit
2. Ongoing participation in an interscholastic athletic program
3. Enrollment in academic classes that are required for admission to an institution of higher learning (must be in 11th or 12th grade)



4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (must be in 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District. Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: the time of year when the student's participation ceases; the student's class schedule; and the student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

#### ***D. Certification of High School Completion and Diploma***

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. Based on each individual student's needs, the IEP team will determine when the student is ready to exit high school. This time period can extend beyond four years of high school up until the day before the student turns 22. Once the student exits high school based on his/her IEP, the student will receive a diploma.

#### ***E. Request to Access Classroom or Personnel for Sp. Ed. 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. Related Service Logs***

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

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## **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.

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## **XI. Sexual Harassment/Nondiscrimination Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911)

Complaint Managers: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911); Frank Arnolts, Principal ([farnolts@tri-valley3.org](mailto:farnolts@tri-valley3.org) ; (309) 278-2911).

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## **XII. Bullying & Harassment**

### **Prevention of and Response to Bullying, Intimidation, and Harassment<sup>1</sup>**

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the

aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Nondiscrimination Coordinator: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911)

Complaint Managers: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911); Frank Arnolts, Principal ([farnolts@tri-valley3.org](mailto:farnolts@tri-valley3.org); (309) 278-2911).

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment.3*

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### **XIII. 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. Please also refer to Tri-Valley's "Behavioral Intervention Procedures", which are available on the district website or in the district office.

#### ***B. Purpose of Discipline Policy***

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.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

#### ***C. Discipline Violations***

The various acts of misbehavior have been separated into four tiers. Disciplinary actions for each tier will be a range of outcomes (Levels 1-6). For a single disciplinary violation, the disciplinary action assigned will include the consideration of the severity of the offense and/or previous offenses. Assigned discipline may also include

consequences from any lower level. In addition, violations of the TVHS discipline plan may also result in athletic participation penalties outlined in the Student Activities Code of Conduct (Section XVI).

**Tier 1 (Levels 1-2)**

Disrespect to staff member, minor  
Dress code violation  
Horseplay (e.g. rough-housing, antics)  
Misconduct/disruptive behavior, minor  
No hall pass  
Public display of affection  
Swearing, minor  
Tardy to school  
Tardy to class

**Tier 2 (Levels 2-3)**

Cheating, minor\* (also see Section IV, Part D for policy)  
Cyber bullying (also see Section IX for definition)  
Disrespect to staff member, major  
Diversity intolerance, minor  
Harassment/Intimidation/Bullying\*  
Electronic tampering, minor\*  
Misconduct/disruptive behavior, major  
Missing teacher detention  
Reckless driving  
Skipping class\*  
Spontaneous threat to a student  
Swearing, major (e.g. vulgarity towards a staff member)  
Trespass to a teacher's room or desk  
Truancy\*  
Unauthorized use of building/grounds\*

**Tier 3 (Levels 3-5)**

Assault to a school employee or student  
Cheating, minor\* (also see Section IV, Part D for policy)  
Diversity intolerance, major  
Electronic tampering, major (e.g. unauthorized use of staff network)  
Fighting, battery to a student  
Gross disrespect/disobedience or Misconduct\*  
Premeditated threat to a student or staff member\*  
Sexual harassment  
Stealing\*  
Suspension violation  
Tobacco/E-cigarette/Vaping: use, possession, distribution, purchase, or sales  
Unauthorized possession/use of school keys  
Vandalism (to school property or property owned by student/staff on school grounds)

**Tier 4 (Levels 5-6)**

Battery of a school employee/volunteer

Being under the influence of any of the substances listed below, other than those prescribed by a licensed practitioner for medical purposes

Gangs/gang activities

Possession, sale and/or use of a firearm/weapon\*

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 true nature)

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.

\* = Definition provided below.

#### ***D. Disciplinary Actions***

There are six levels of disciplinary actions or consequences as outlined below. Details of disciplinary actions are found in Part E, Definitions.

**Level 1:** Warning, Parent contact, confiscation of item.

**Level 2:** Lunch Detention, Saturday Detention (1, 2, or 3 hours), Loss of privileges, Bus Suspension, Restitution.

**Level 3:** Directed Study, Parent conference, Non-curricular exclusion.

**Level 4:** Out-of-school Suspension 1-4 days, Bus Expulsion.

**Level 5:** Out-of-school Suspension 5-10 days.

**Level 6:** Continuing Suspension and Expulsion hearing

#### ***E. Definitions***

**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.

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.

Directed Study (formerly 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.

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.

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

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.

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 event in which the fighting occurred.

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

Major Electronic Tampering (Tier 3) 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.

Minor Electronic Tampering (Tier 2) 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's internet filter. The second attempt by a student will be considered major electronic tampering.

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

Possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the

control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

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.

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

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.

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 greenhouse. 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.

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.

#### ***F. When and Where Conduct Rules Apply***

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

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

#### ***G. Disciplinary Measures***

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.



6. In-school suspension (Directed Study).
  7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
  8. Community service.
  9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
  10. Suspension of bus riding privileges.
  11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
  12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
  13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
  14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
- The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

#### ***H. Personal Electronic Devices Brought To School***

- Prohibited use in the classroom: Students are prohibited from using personal electronic devices such as cell phones, laptops, tablets, and smartwatches during instruction or while in the classroom setting. The only exceptions can be through the direct, specific instruction to use the device by the attending classroom teacher. In these exceptions, the use is to be limited to academically-related purposes only. Non-academic uses such as having conversations, texting, playing games, and accessing the internet are not allowed while in the classroom setting. Furthermore, outside and unfiltered networks may not be accessed during the school day.
- Storing devices in the classroom: Students will be provided an assigned location away from their body for their cell phones to be stored in the classroom. This is to minimize the possibility of classroom interruptions from notifications, messages, received calls, or other distractions. Students will place their devices at the assigned location at the start of class and pick them back up at the conclusion of class.
- Other limitations of electronic devices: Students are also 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.
- Disciplinary action: Violation of these policies will be dealt with at a minimum as a Group 1 discipline violation for a first offense. In addition, any device may be confiscated by the administration if violation of this policy is suspected. Tri-Valley CUSD #3 and its employees are not responsible for any electronic device that is misused, lost, damaged, or stolen.

#### ***I. Access to Student Social Networking Passwords & Websites***

The Superintendent and/or Principal(s) may not request or 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.

### ***J. Corporal Punishment***

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

### ***K. Weapons Prohibition***

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

### ***L. Gang & Gang Activity Prohibited***

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### ***M. Re-Engagement of Returning Students***

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

### ***N. 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.

### ***O. Student's Personal Responsibility for Control and Conduct***

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. 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. Directed Study - isolation from classroom activities with study and/or work assigned by the teachers or administrator, the work completed during this time will receive no less than 75% of its normal value.
- d. Restitution - 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.

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.

#### ***P. 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.

## **XIV. Student Rules & Regulations**

### ***A. Student Dress & Appearance***

The administration, faculty, and staff expect the students of Tri-Valley High School to display good taste in individually determining their approaches to school dress. Therefore, there shall be no restriction on a manner of dressing or a hairstyle unless these present a clear and present danger to a student's health and safety, or creates a disruption of the educational process. It is the school's expectations of students and parents to understand and follow the guidelines provided below.

Students found to be in violation of these expectations will be given the opportunity to make the necessary changes to comply with this expectation. Students who refuse to comply with this expectation will be subject to disciplinary measures as deemed necessary by the administration. Student dress or appearance that causes severe or substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others will be subject to discipline.

#### **Guidelines:**

- Clothing which is revealing, fails to adequately cover the body, or is torn/altered in a sexually suggestive manner will not be permitted.
- Clothing which is obscene, offensive, vulgar, defamatory, or that references (words or pictures) tobacco, drugs, alcohol, or sexual innuendo will not be permitted.
- Clothing that displays gang-related words or symbols or gang paraphernalia will not be permitted.

- Hats, caps, hoods, head coverings, and sunglasses should not be worn upon entering the classroom unless a teacher grants specific privilege or exception.
- 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 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. No games or card playing is to be permitted.
2. 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.
3. 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. 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 or 12 credits, and senior – minimum of 17 credits and has completed the PARCC Exams. 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.

#### ***F. 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.

#### ***G. Homebound and Hospital Instruction***

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the HS Counselor (Emily Howse, (309) 378-2911 or [ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org)).

#### ***H. Required Health Exams & Immunizations***

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to: entering kindergarten or the first grade; entering the sixth and ninth grades; and enrolling in an Illinois school for the first time, regardless of the student's grade.

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical

reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination

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

### Dental Examination

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

### Exemptions

A student will be exempted from the above requirements for:

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

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## **XV. 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***

1. 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.
2. 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.
3. Students planning to attend a school-sponsored field trip must meet the eligibility requirements outlined for Academic Eligibility (page 47, Part 5). Two days prior to a trip, the faculty sponsor will review the list of students to determine who will be eligible to attend.

4. Students may be refused participation for the following reasons:
  - a. Poor academic record
  - b. Excessive school or class absenteeism
  - c. Chronic tardiness
  - d. Numerous suspensions or other disciplinary violations

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

#### ***D. 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 benefit of Tri-Valley students. 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 in 9th grade through the age of 20 may attend a high school dance at Tri-Valley. 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. If a student wishes to bring a guest, he/she must submit a completed dance form 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 future dances or co-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 visitors from dances and/or canceling all dances.
4. All student conduct & discipline policies apply during dances. Furthermore, misconduct on the part of any student or their date may result in a loss of privilege in attending future dances.

#### ***E. Safety Drill Procedures & Conduct***

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

#### ***F. School Lockers & Backpacks***

- School Lockers

Each student is assigned a locker with a combination lock. 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 (see **G. Search & Seizures**).
- Book bags & backpacks

Students may bring book bags (i.e., backpacks) to school but must keep them in their lockers until the end of the school day. To help ensure the safety of students, minimize space concerns, and eliminate distractions

within the classroom, students are not permitted to take book bags with them to class or into classrooms. A book bag is defined as any carrier designed to transport textbooks, other books, or personal belongings.

- **PE Lockers**

- Standard Lockers: A standard locker will be issued to all students who are either in PE or participate in a TVHS co-curricular athletic team. Each locker room has over 200 standard lockers which are a suitable size for two outfits (PE and Athletic).
- Athletic Lockers: The larger "Athletic" lockers will be issued to students who are on TVHS co-curricular athletic teams who use the on-campus fields/courts for games and have equipment needs.
- Athletic Lockers will be assigned to students by the head coach of the in-season sport (Fall, Winter, or Spring). The head coach is asked to share locker assignment information to the Athletic Director and/or PE teachers.
  - When their season is complete, the head coach is responsible for the clear out of these lockers so the next season's athletes can move into those lockers.
  - The transition to the next season will take place once all sports from the previous season are completed with postseason contests.
- The priority for Athletic Lockers is based upon (1) the use of on-campus fields/courts for athletic contests and (2) need for equipment storage. Should there be available lockers after in-season juniors and seniors have been issued lockers, the remaining lockers will then go to the next team on the priority list (provided below).

Fall Girls	Fall Boys	Winter Girls	Winter Boys	Spring Girls	Spring Boys
Volleyball	Football	Basketball	Basketball	Softball	Baseball
Golf	Golf	Cheerleading	Cheerleading	Track	Track
Cross-Country	Cross-Country	Wrestling	Wrestling	--	--
Cheerleading	Cheerleading	--	--	--	--

### **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.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law



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

- **Students Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

- **Seizure of Property**

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

- **Questioning of Students Suspected of Committing Criminal Activity**

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

#### ***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 and gym shoes. All articles of clothing should be marked for identification. 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. Student Medication***

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

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

##### Self-Administration of Medication

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

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication

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

#### Administration of Medical Cannabis

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

#### Undesignated Medications

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

#### Emergency Aid to Students

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

### ***M. 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.

### ***N. Head Lice***

The school will observe recommendations of the American Academy of Pediatrics (AAP) 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.

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## XVI. Student Privacy Protections

### A. Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### B. Student Records

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **C. 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.

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## **XVII. Co-Curriculars & Athletics**

### **A. Tri-Valley High School Co-Curricular Philosophy**

Co-curricular 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 ongoing 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.

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. Application of this policy**

1. 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.
2. *Co-curricular activities include but are not limited to all athletics, theater productions, music contests not related to a student's grade, and any other co-curricular group (for example Student Council, National Honor Society, FFA, etc.) All of these activities fall under the expectations of the Co-Curricular Code of Conduct as well as other positions of leadership including mentoring and teacher aides.*
3. The following training rules apply during the entirety of a student's enrollment in Tri-Valley schools, including summer vacation periods.

#### **C. Requirements for Participation in Co-curricular Activities:**

##### **1. Academic Eligibility:**

- a. It is the responsibility of the student to maintain an acceptable academic grade 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 inter-scholastically 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.

##### **2. 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. A student may not attend any athletic contest or co-curricular event on a day in which they are absent from school for the entire day.
3. **Registration & Fees:**
- Students must register for the sport and pay student athletic sports fees on Tri-Valley's 8 to 18 athletic website: <http://il.8to18.com/TriValleyCUSD/>
  - Athletes must secure a medical examination and file the completed form with the Athletic Director.
  - Athletes must secure school insurance or present a written statement from a parent indicating family insurance coverage.
  - Athletes and their parents must sign and return the Interscholastic Training Rule form.
4. **Rules for participation:**
- Participants must attend all practice sessions as scheduled by the sponsors/coaches.
  - Participants must comply with the sponsor's/coach's rules as explained during the pre-season meeting.
  - Participants must comply with the IHSA Interscholastic Training Rules as well as the school Athletic & Co-Curricular Code of Conduct.
5. **Code of Conduct:**
- As An Interscholastic Participant of Tri-Valley I Will Not:**
- Consume, possess, or distribute cigarettes, tobacco, or a tobacco substitute in any form (i.e. smokeless tobacco, vaping).
  - Consume, possess, or distribute alcoholic beverages.
  - Consume, possess, or distribute illegal drugs or substances, including any substances that I believe or tell others are illegal drugs or substances.
  - Possess or distribute drug paraphernalia.
  - Violate any criminal code or any law or ordinance of any jurisdiction, or violate school rules.
  - 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).
  - 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.
  - Participate or observe in the hazing and/or initiation of any person.
  - Engage in other acts of gross misconduct.

**D. General Penalties for Violations:**

- 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.
- 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.
- Second offense** - suspension for one calendar year from all interscholastic activities. The calendar year will begin with the first day of the suspension.
- Third offense** - suspension from all interscholastic activities for the remainder of the student's high school career.
- 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 for up to one calendar year. 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.

#### **E. 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.

#### **F. 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.

#### **G. Minor Violations**

Any minor violations will be decided upon by the staff of the activity with the prior approval of the athletic director. The guidelines for each team or activity 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.

#### **H. 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.

### **I. 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.

### **J. 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.

### **K. Athletic Uniforms**

The district allows a student to modify his or her athletic or team uniform for the upurpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

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## **XVIII. 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%. 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 SAT based exams in order to prepare students for the SAT which is taken during their junior year. During their freshman year students take the PSAT 8/9, and the PSAT 10 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/NMSQT. This test can qualify students for a National Merit Scholarship, State Farm Foundation Scholarships, and it also provides valuable test taking experience.
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.

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## **XIX. Technology & Internet Services**

### **A. 1 to 1 Computer Plan**

Tri-Valley CUSD #3 will provide all students, 9-12 grade, with a laptop computer which students will be able to fully possess for the entire school year, including nights, weekends, and summer months. Students will be required to return the computer when (1) the school issues new computers every 2 years, or (2) the student graduates or transfers from Tri-Valley High School.

Students, and their parents/guardians, are reminded that use of district technology is a privilege and not a right. Everything done on any district-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of district technology can result in limited or banned computer use, disciplinary consequences, receiving a failing grade, and/or legal action.

### **B. Ownership of the Laptop**

Tri-Valley CUSD #3 retains sole right of possession of the laptop. The laptops are lent to the students for educational purposes only for the academic year. Moreover, Tri-Valley CUSD #3 administrative staff and faculty retain the right to collect and/or inspect laptops at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. Tri-Valley will continue to filter the laptops while away from the district.

### **C. Student Responsibilities for the Laptop**

Students are solely responsible for the laptops issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy and corresponding Use of Technology Laptop Agreement (this document) when using their laptops.
- Students must bring their laptop to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged laptop should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must promptly report any problems with their laptop to a teacher or IT staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the laptop, including the keys or plastic casing.
- Students may not attempt to install or run any operating system on the laptop other operating system supported by the district.
- Students must keep their device clean.
- Students are not allowed to put any personal stickers on the district owned devices.
- Teachers will have the ability to monitor their students activity during class time.

### **D. Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their laptops that are not installed by a member of the Tri-Valley CUSD #3 staff. Students are responsible for backing up their data to protect from loss. Users of district laptops have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the laptop, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **E. Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will not visit sites that are degrading, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the Acceptable Use Policy.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

#### **F. Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

#### **G. Spare Equipment and Lending**

If a student's laptop is inoperable, the school has a limited number of spare devices for use while the student's laptop is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable laptop to avoid doing class work due to loss or damage. If a student does not bring his/her laptop to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged laptop to school.

#### **H. Warranty and Insurance**

The District will repair or replace damaged equipment resulting from normal use. Damages that are due to manufacturer defect or normal use will not be charged to a student's account. However, a student's account will be charged for rates listed below due to negligent damage. Loss or theft of the device is also the student's responsibility. The student should report the loss or theft of the device immediately to district staff.

**Screen Repair \$10.00**

**Power Adapter replacement \$25.00**

#### **I. Laptop Resources for Families**

Laptop Setup Support: If you cannot connect the laptop to your home internet, call and leave a voicemail at this number. Please include your name and phone number. 309-378-2911 EXT.1311

Laptop Email Support: If you cannot connect the laptop to your home internet, you may email 1to1@tri-valley3.org

#### **J. Internet Acceptable Use**

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to

state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

**Terms and Conditions:** The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

**Privileges** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

#### ***K. Unacceptable Uses of Internet***

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

### ***L. 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:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

### ***M. 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.

### ***N. 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.

### ***O. 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.

### ***P. 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.

### ***Q. 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.

### ***R. Use of Email***

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

### ***S. Internet Safety***

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

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## **XX. 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, the 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.



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## **XXI. Transportation**

### ***A. Transportation Services***

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1.5 miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes. Bus schedules and routes shall be determined by the Transportation Director and shall be altered only with the Transportation Director's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

### ***B. Instructions to School Bus Riders***

A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride

a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. 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.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
13. Assist in keeping the bus safe and sanitary at all times.
14. Do not eat or drink on the bus.
15. Carry no animals on the bus without the permission of the school Transportation Director and the Superintendent or Principal.
16. Keep books, packages, coats, and all other objects out of the aisles.
17. Leave no books, lunches, or other articles on the bus.
18. Be courteous to fellow pupils and the bus driver.
19. Help look after the safety and comfort of smaller children.
20. 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.
21. 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.
22. 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.
23. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
24. Parents will be liable for any defacing or damage students do to the bus.

For questions regarding school transportation issues, please contact Cade Hasselbring, Transportation Director, at (309) 378-2351.

***C. "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.

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## **XXII. Canceling 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.

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## **XXIII. 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.

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## **XXIV. Suicide and Depression Awareness and Prevention**

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

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

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## **XXV. Parental Rights**

### ***A. Teacher Qualifications***

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

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

### ***B. Standardized Testing***

Students and parents/guardians should be aware that the State and District require students to take standardized tests throughout the year including the following: STAR assessments, Illinois Science Assessment, PSAT, and SAT. 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***

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional

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

### ***E. English Language Learners***

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the building principal at (309) 378-2911.

### ***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, academic meetings, and behavioral meetings. 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 schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry - [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry - [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

### ***J. Testing Transparency***

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.2 A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### ***K. Annual Report Card***

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

### ***L. Unsafe School Choice Option***

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. For further information on any of the above matters, please contact the building principal.

### ***M. Title I Programs***

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

### ***N. Environmental Quality of Buildings and Grounds***

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

### ***O. Establishment of Local Scholarships***

Community members, staff, and families may establish financial scholarships to benefit Tri-Valley students for memorial, student achievement, or other acknowledgement purposes. In order to establish a new scholarship the benefactors must (1) meet with the school counselor and the principal to discuss the creation of the scholarship, then (2) formally present the scholarship to the Board of Education for final approval (if the school counselor and principal deems such consideration appropriate). Should the Board of Education approve the scholarship, the scholarship application and forms will be distributed to students at Tri-Valley High School. The presentation for all local scholarships will be made at the annual Academic Awards ceremony by the principal or a district staff member agreed upon by the benefactor and principal.

## **P. Equal Educational Opportunities and Sex Equity**

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

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

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

## **XXVI. Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.



## VIKING CARE ASSISTANT EMPLOYMENT CONTRACT

**This Contract** made this 15th day of June 2022, by and between the Board of Education of Tri-Valley Community Unit School District No. 3 (hereinafter referred to as “the Board”) and Caroline Korowicki (hereinafter referred to as “the Viking Care Assistant”), pursuant to a Motion of the Board at a meeting of the Board held on June 15, 2022, as found in the Minutes of that meeting.

### WITNESSETH:

For and in consideration of the mutual promises hereinafter contained, it is covenanted and agreed by and between the parties as follows:

1. **Employment.** The Board hereby employs Caroline Korowicki as the Viking Care Assistant in and for Tri-Valley Community Unit School District No. 3 for a period of one (1) year, commencing August 18, 2022 and ending May 25, 2023. The work year of the Viking Care Assistant shall be ten (10) months, including sick leave and personal leave. The work year shall coincide with the school year calendar. The work day of the Viking Care Assistant shall be (8) hours per day. The beginning and ending time of the Viking Care Assistant work day and work year shall be mutually agreed upon between the Superintendent and the Viking Care Assistant.

2. **Duties.** The duties and responsibilities of the Viking Care Assistant shall be all those duties incident to the office of the Viking Care Assistant as promulgated by the Board and as set forth in the job description attached hereto as Appendix A, and all duties and responsibilities imposed by the laws of the State of Illinois upon the Viking Care Assistant; and in addition, the Viking Care Assistant shall perform such other duties as from time to time may be assigned by the Viking Care Lead Teacher, Superintendent of Schools, the Elementary School Principal and/or the Board. The Viking Care Assistant shall render full and regular service to the Board for the

entire term of this Contract, and shall devote such time and energy to her duties so as to satisfy the terms and conditions of this Contract. The Tri-Valley Education Association, the exclusive employee representative of certified and non-certified employees of the District, has agreed in a Memorandum of Understanding dated October 21, 2014, that there is no community of interest between employees of the Little Viking School and other employees of the District and, therefore, the position of Viking Care Assistant is excluded from the bargaining unit.

3. **Salary.** In consideration of the performance of the duties of the Viking Care Assistant, the Board shall pay to the Viking Care Assistant an hourly wage (\$15.97), which amount shall be payable in substantially equal installments in accordance with the payroll procedures of the District. Any adjustment in salary made during the life of this Contract shall be in the form of an Amendment and shall become part of this Contract. It is understood, however, that by doing so, it shall not be considered that the Board has entered into a new Contract with the Viking Care Assistant or that the termination of this Contract has in any way been extended.

4. **Pension.** From and out of the salary of the Viking Care Assistant as set forth hereinabove in paragraph 3, the Board shall withhold and pay such amount as may be required by law, on behalf of the Viking Care Assistant, to the Illinois Municipal Retirement Fund. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, to the maximum extent permitted by law. In addition, the employee is eligible to receive a \$450 contribution yearly district match through a participating 403b plan.

5. **Evaluation.** The Board agrees that prior to March 1<sup>st</sup> of each year during the term or any extension of this Contract, the Superintendent of Schools and/or the Elementary School Principal shall evaluate the Viking Care Assistant's performance in conformance with established Board policy and provide said evaluation to the Board. The Superintendent of Schools and/or the

Elementary School Principal shall provide the Viking Care Assistant with a written copy of such observations with regard to the Viking Care Assistant's performance as the Superintendent of Schools and/or the Elementary School Principal shall deem to be material within a reasonable time after said evaluation.

6. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, boards of education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If a fingerprint based criminal records check required by Illinois law is not completed at the time this Contract is signed, and the subsequently investigation report reveals there has been such a conviction, this Contract shall immediately become null and void.

7. **Licensure and Certification.** The Viking Care Assistant shall furnish to the Board, during the life of this Contract, any appropriate certificates and licenses which may from time to time be required by the State of Illinois or the Board to perform the duties of the Viking Care Assistant.

8. **Benefits.** The Board agrees to provide the Viking Care Assistant with the following benefits:

A. **Sick Leave.** The Viking Care Assistant shall be entitled to twelve (12) days of sick leave annually. Unused sick leave shall be cumulative to a total of one hundred eighty (180) days.

B. **Personal Leave.** The Viking Care Assistant shall be entitled to two (2) personal leave days annually. Unused personal leave may accumulate as sick leave.

9. **Medical Insurance.** The Board shall pay on behalf of the Viking Care Assistant the monthly rate established in the collective bargaining agreement between the District and its certified staff toward insurance premiums for the single major medical insurance coverage available through the Board's group insurance carrier.

10. F. **Term Life.** The Board shall provide and pay for Ten Thousand and 00/100 Dollars (\$10,000.00) of term life insurance during the term of this Contract. The Viking Care Assistant shall have the option to purchase additional term coverage under this plan, at the Viking Care Assistant's expense.

10. **Extension at End of Term.** The termination at the end of the term of this Contract or any extension thereof shall be as provided by law. If the Board determines not to extend the Contract, the Board shall notify the Viking Care Assistant in writing, so that the Viking Care Assistant receives the notice not later than March 1, 2023. Failure of the Board to provide said notice by March 1, 2023 shall automatically extend this Contract for one (1) additional year, at such salary and terms then in place.

11. **Termination by Agreement.** During the term of this Contract, the Board and the Viking Care Assistant may mutually agree, in writing, to terminate this Contract.

12. **Discharge for Cause.** Throughout the term of this Contract, the Viking Care Assistant shall be subject to discharge for cause provided, however, the Board shall not arbitrarily or capriciously call for dismissal and the Viking Care Assistant shall have the right to service of written charges, notice of hearing and a hearing before the Board. If the Viking Care Assistant chooses to be accompanied by counsel at such hearing, all such personal expenses shall be paid by the Viking Care Assistant. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge as provided in this Contract.

13. **Disability.** Should the Viking Care Assistant be unable to perform the duties and obligations of this Contract by reason of illness, accident or other cause beyond the Viking Care Assistant's control, and such disability exists for a period of more than sixty (60) days after the exhaustion of the Viking Care Assistant's accumulated sick leave days, the Board, in its discretion, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. In the case of termination, the Viking Care Assistant may request a hearing prior to termination.

14. **Referrals to Viking Care Assistant.** The Board and its individual members collectively and individually shall refer promptly all criticisms, complaints and suggestions called to their attention to the Viking Care Assistant for study and recommendation. However, this shall not require the Board, or any of its members, to notify the Viking Care Assistant during the pendency of any investigation into alleged illegal or immoral acts, or other wrongdoing, on the part of the Viking Care Assistant if such notification would, in the opinion of the Board, or its individual members, compromise such investigation.

15. **Notice.** Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered or certified mail, postage prepaid, addressed:

To the Board:

President, Board of Education  
Tri-Valley C.U.S.D. No. 3  
410 East Washington Street  
Downs, IL 61736

To the Viking Care Assistant:

Caroline Korowicki  
\_\_\_\_\_  
(The address listed in current  
school district records)

16. **Content of Agreement.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements,

arrangements and communications between the parties concerning such subject matter whether oral or written.

17. **Agreement Governed by Illinois Law.** This Contract is executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

18. **Survival of Contract.** This Contract shall be binding upon the parties hereto, their successors and assigns.

19. **Savings Clause.** If any portion of this Contract is deemed to be illegal or unenforceable, the remainder thereof shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and Secretary, on the day and year first written above.

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**Caroline Korowicki**

**BOARD OF EDUCATION  
TRI-VALLEY COMMUNITY UNIT  
SCHOOL DISTRICT NO. 3**

By: \_\_\_\_\_  
Its President

**ATTEST:**

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Its Secretary



**School Bus Lease Quotation  
Tri-Valley CUSD 3**

We appreciate the opportunity to assist you in your transportation needs. The following is a 5 year lease quote for (9) NEW 2024 Blue Bird school buses, AND 5 year Lease Purchase for (6) of the District's current buses. The District would own the (6) current buses following their 5<sup>th</sup> payment.

**5 Year Lease Per Unit**

<b>(6) NEW 77 Passenger Conventional Route Buses</b>	
Annual Payment.....	\$ 19,539.84
<b>(3) NEW 83 Passenger Transit Route Buses</b>	
Annual Payment.....	\$ 22,483.06
<b>(1) LEASE PURCHASE 77 Passenger Conventional Bus</b>	
Annual Payment.....	\$ 10,440.30
<b>(1) LEASE PURCHASE 77 Passenger Special Needs Transit Lift Bus</b>	
Annual Payment.....	\$ 8,938.48
<b>(4) LEASE PURCHASE 83 Passenger Transit Buses</b>	
Annual Payment.....	\$ 8,658.58
<b>New Group Annual Payment.....</b>	<b>\$ 238,701.32</b>
<b>Current Group Annual Payment.....</b>	<b>\$ 273,970.35</b>
<b>Percentage Decrease.....</b>	<b>-12.8%</b>

- Preparation, title, license and delivery, 12,500 miles/bus/year with \$0.35/Mile overage fee.
- Mileage limitations do not apply to Lease Purchase buses.
- Premium extended warranty for entire lease term on all NEW buses.
- Includes all equipment listed on the Equipment Summary.
- Delivery estimated December 15, 2022 for NEW buses.
- Annual payment locked in for 5 year term.

Sincerely,

Jeff Martin  
Regional Sales Manager  
Central States Bus Sales