THOMPSONVILLE

COMMUNITY

UNIT SCHOOL DISTRICT 174



Parent/Student

Handbook

2018-2019

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**THOMPSONVILLE COMMUNITY UNIT**

**SCHOOL DISTRICT #174**

**21191 Shawneetown Road**

**Thompsonville, IL 62890**

**www.thompsonvilleschools.org**

**(618-627-2301)**

Dear Parents/Guardians and Students:

 Welcome to Thompsonville Community Unit School District #174. It is our vision to offer a "state of the art" education. We seek to afford each student an education commensurate with his or her abilities, relevant to the community's needs, and challenging to a degree that will prompt a love of learning. In order to accomplish this task, we need your cooperation, understanding and a maximum effort to provide a profitable and satisfying experience for all involved.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, community and administration. It is not meant to be all-inclusive, it is meant to act as a guide to the current status of rules & policies. The handbook is only a summary of board policies governing the district. Board policies are available to the public at the district office. It is meant as an informational tool of policies persons are expected to comply with. This information has been carefully prepared and presented so that it will be of great value as a reference in helping you adjust to our school this year. The handbook may be amended during the year without notice.

If there is anything we can do to help your child, please do not hesitate to call. Our goal remains to provide the best possible education for each and every student of Thompsonville Schools.

 Sincerely,

 Brock Harris

 Superintendent

 John Robinson

 Administrator

**BOARD OF EDUCATION**

Kevin Smith, President

Andrew Cooksey, Vice President

Melissa Carter, Secretary

Natalie Dixon

Jimmy Kerley

Mickey Miller

Krista Shelby

**DISTRICT MISSION AND VISION STATEMENTS**

**Mission Statement:**  Our mission is to provide opportunities that will empower students to achieve their maximum potential educationally, emotionally, physically, and socially in a safe and orderly learning environment.  The district, in an active partnership with parents and the community, will promote excellence and develop strong self esteem among all students.  This partnership shall prepare students to be successful in higher education, career/technical training, military service, and/or the workforce.

**Vision:** *To produce successful students by building college/career readiness.*

**2018-2019 SCHOOL CALENDAR HIGHLIGHTS**

**AUGUST**

**(Mon. & Tue.) 13th & 14th: Teacher Institute – No School**

**(Wed.) 15th: First Day of School – 3:00 dismissal**

**MAY**

**(Tue.) 21st: 11:30 Dismissal – (PROJECTED LAST DAY OF SCHOOL IF NO EMERGENCY/SNOW DAYS ARE USED)**

* **For each emergency/snow day used the last day of school will be pushed back that number of days.**

**MARCH**

**(Fri.) 8th: 2:00 Dismissal - End of Quarter 3- Report Cards will be sent home on March 11th.**

**(Fri.) 22nd: 11:30 Dismissal – Teacher Institute**

**JANUARY**

**(Tue.) 1st: NO SCHOOL – Christmas Break**

**(Wed.) 2nd: NO SCHOOL – Teacher Institute**

**(Thur.) 3rd: STUDENTS RETURN TO SCHOOL.**

**(Mon.) 21st: NO SCHOOL – Martin Luther King Day**

**NOVEMBER**

**(Thur.) 1st: Parent – Teacher Conferences (4-7 p.m.)**

**(Mon.) 5th: Parent-Teacher Conferences (4-7 p.m.)**

**(Mon.) 12th: NO SCHOOL – Veteran’s Day**

**(Fri.) 16th: Mid-Term of Quarter 2**

**(Tue.) 20th: 2:00 Dismissal**

**(Wed. – Fri.) 21st-23rd: NO SCHOOL – Thanksgiving Break**

**SEPTEMBER**

**(Mon.) 3rd: NO SCHOOL – Labor Day**

**(Fri.) 14th: Mid-Term of Quarter 1**

**(Fri.) 21st: 11:30 Dismissal - Teacher Institute**

**(Sat.) 29th: PBIS Golf Scramble**

**APRIL**

**(Fri.) 5th: Mid-Term of Quarter 4**

**(Fri.) 12th: 2:00 Dismissal**

**(Mon.-Mon.) 15th-22nd: SPRING BREAK**

**(Tue.) 23rd: Students Return From Spring Break**

**FEBRUARY**

**(Fri.) 1st: Mid-Term of Quarter 3**

**(Mon.) 18th: NO SCHOOL – President’s day**

**DECEMBER**

**(Tue.) 18th: High School Semester Exams (Hours 1-4)**

**(Wed.) 19th: High School Semester Exams (Hours 5-7)**

**(Wed.) 19th: 11:30 Dismissal – End Of 2nd Quarter – Report Cards will be sent home January 3rd.**

**Christmas Break: December 20th – January 2nd**

**OCTOBER**

**(Mon.) 8th: NO SCHOOL – Columbus Day**

**(Fri.) 19th: 2:00 Dismissal – End of 1st Quarter – Report**

**Cards sent home on October 22nd.**

**(Fri.) 26th: NO SCHOOL – Teacher Institute**

## RIGHTS & RESPONSIBILITIES OF STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and have individual responsibilities. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school.

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, and all adults who are in the school building.
3. To refrain from libel & slanderous remarks and obscenities in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety and does not distract from the educational process.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
9. To respect and not cause or attempt to cause damage or theft to any personal or school property, and to protect and care at all times for your own personal property while at school.
10. To refrain from violating or disregarding established rules and regulations for student conduct on school buses or refusal to accept the established supervisory authority of the driver or other assigned person in charge.

**POLICIES RELATED TO K-12 ATTENDANCE**

**Excused Absences** **(make-up work allowed)**

1. Sickness-personal or immediate family
2. Death in immediate family
3. Medical , Dental, Counseling, Court appointment
4. Emergency (administrative approval)
5. Parental/Guardian request (This is a privilege that may be revoked by administration if abused)

**Unexcused Absences (make-up work allowed)**

1. Absences for reason other than those listed as excused
2. Absences the school administration cannot conscientiously approve. The parent/guardian may or may not be aware of the absence.

**\*OTHER THAN OFFICIAL APPOINTMENTS, Any time a student is absent, excused or un-excused, that absence counts towards the 10+ semester absence list**

**EXCESSIVE ABSENCES FOR K-12 STUDENTS**

**“The 10+ List”**

**Any absence beyond 10 days per semester other than: (Medical appointments / Funeral notice / Court-Counseling Appointment / Other absences with official documentation) will be considered unexcused.**

 A student on the “10+ List” **WILL NOT** be allowed to participate in any non-educational school trips, dances or other extra school activities.

**Absence Verification:** A student who is absent from school should have his/her parent/guardian call the school before 8:30 a.m. on the day of the absence. Messages may be left on the school voice mail (627-2301 ext. 201) before and after school hours. If the office has not been notified by 8:30 a.m. the school will call the parent at home or work to verify that the student is not in school. .

**Attendance Documentation:** Student absences may be documented by a parent/guardian note or phone call. Notes should be signed by the parent/guardian and must provide the reason for the absence and the date. Phone calls should state the student's name and reason for the absence.

**Students have two school days to verify an unexcused absence as excused. Verification can be documented by a parental note or phone call.**

**Checking-In:** Student entering school after classes begin should check-in immediately with the office.

**Checking-Out:** Students leaving school during the school day should check out with the office immediately prior to leaving.

**Students feeling ill must receive permission from the nurse to leave school and then check out with the office.**

Students leaving at parent's request must provide the office with a note signed by the parent/guardian prior to the anticipated absence **or** the parent/guardian must call the office prior to the anticipated absence. **Students will only be allowed 3 Parent Request absences during the school year. Any further absences that are cited as Parent Request will be counted as un-excused.**

Students leaving school without checking out will receive an unexcused absence and may receive further discipline.

**Appointments:** Appointments should be made for non-school hours when possible. The school has the right to request proof of medical, dental and all other appointments.

**Tardies: Students in grades K-8 are considered tardy if they arrive in their classroom after 8:05 a.m. Students in grades 9-12 are considered tardy if they arrive in their classroom after 8:10 a.m.**

**(Being Tardy To School) For all K-12 students: During each semester, every 3 tardies to school will equal 1 un-excused absence. If and when those un-excused absences constitute 5% or more of a student’s attendance days the student will be referred to the truancy officer. The student’s parent/guardian will be contacted prior to any referrals to the truancy officer.**

**(Being Tardy During The School Day) For students in grades 6-12: During each semester any student who has been tardy four times to any class period will be assigned a lunch detention. (A student assigned a lunch detention will receive a hot sack lunch or may bring their own lunch from home) Each subsequent tardy to that class will result in an additional lunch detention, if a student reaches 8 tardies in a class period they will be assigned an after school detention.**

**MAKE-UP WORK FOLLOWING AN ABSENCE**

1 to 2 day absences Work must be completed within one (1) school day after the student returns

3 to 4 day absences Work must be completed within two (2) school days after the student returns

5 or more Work must be completed within three (3) school days after the student returns

* **Students are responsible for securing all work missed during an absence, if work is not retrieved and turned in per the teacher’s instruction, a zero will be given.**

###### **TRUANCY**

Truancy as defined in The School Code is absences from school without valid cause that constitute 5% or more of the regular attendance days. Prior to referral to the Franklin County Truancy Officer, the school will make available supportive services and other school resources to the student and his/her parents. If a parent/guardian does not comply with those resources the student will be referred to the Franklin County Truancy Officer.

**POLICIES RELATED TO SCHOOL RULES AND STUDENT DISCIPLINE**

**SCHOOL RULES**:

1. **Take responsibility for learning**

**2. Respect rights and needs of others**

**3. Treat property with respect. Damage to property may result in restitution from the student who caused the damage.**

**4. Act in a safe, healthy way**

**5. No food/gum/drinks in the classroom/hallway unless permission is given by the teacher.**

**Depending on the circumstances, student actions that involve violence, fighting, theft, vandalism, gross disrespect/misconduct, or harassment of any nature, may necessitate police involvement.**

**STUDENT DISCIPLINE**

The Illinois Legislature has made it mandatory for school districts to develop a policy on discipline. It is to be developed by a committee of parents, teachers and administrators, and adopted by the Board of Education.

It shall be the duty of the principal and teachers to enforce such rules for school and class control as the school administration may establish control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with policies of the Board and with applicable state laws and State Board of Education directives.

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

Students are attending school primarily for the purpose of obtaining the best education possible. Any student's behavior that interferes with the orderly learning process or illustrates a lack of respect on the part of the student toward teachers or other adults will result in severe disciplinary measures being taken. When addressing or referring to a teacher, students should use a title of respect (Mr., Mrs., Miss, and Ms.). Teachers and Administration will use their professional judgment in determining infractions of the school's guidelines.

Pupils are responsible for their conduct at school and at school activities. The teacher has the primary responsibility for discipline in the classroom. Teachers may use reasonable force to insure the safety of the students. Teachers may remove students from their classroom because of disruptive behavior. Such students will be sent to the office. A record shall be kept of student discipline infractions. Students will be respectful of authority from all adult staff members. Parents should try to teach this respect for authority also.

Insubordination will not be tolerated. Insubordination may result in detention, in-school suspension or out-of- school suspension, repeated instances of insubordination may result in expulsion.

In all educational and disciplinary matters, all students will be treated fairly, without discrimination, and their due process rights will be honored.

 Students committing acts of gross disobedience or misconduct may receive a verbal reprimand, receive counseling, have privileges withdrawn such as breaks, attendance at school functions, etc.; conference with parents by telephone or in person; conference with student; temporary removal from class; financial restitution; detained during non- school hours, suspended in-school, placed in the alternative classroom, suspended from school, suspended from riding the school bus, expelled from school, or otherwise discipline.

Following an in-school or out-of-school suspension the student must meet with the administration upon their arrival on the day of their return. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to make up work for equivalent academic credit. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or the school bus.

**When and Where Conduct Rules Apply**

 The grounds for disciplinary action 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 other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which 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.

**PROHIBITED STUDENT CONDUCT**

**The school administration is authorized to discipline students.** Students shall be subject to suspension or expulsion for gross disobedience or misconduct on school premises or while in attendance at school-sponsored or conducted activities while riding the school bus. In addition, the rules below will be in effect during the time that the student is traveling to and from school.

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including: **electronic cigarettes and vapor cigarettes**  in school, on school grounds, at school-sponsored activities, and on school buses.
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, or selling:
4. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
5. Any anabolic steroid or any performance enhancing substance on the Illinois High School Association’s most current banned substance list, not administered under a physician’s care and supervision.
6. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician’s instructions.
7. 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. (Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body is prohibited.)
8. “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.
9. 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.

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

1. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy found below.
2. Using a cellular telephone, video recording device or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including (but not limited to) using the device to take/share photographs, videos, snapchats, etc. without a student/teachers’s knowledge or permission; cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
3. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
4. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
6. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, striking, biting or threatening to strike other students or school personnel, use of noise, coercion, threats, intimidation, fear, harassment, sexual harassment, bullying, cyber-bullying, hazing, or other comparable conduct.
7. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property. Entry into an unauthorized area of the school campus or building.
8. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
9. Being involved with any public school fraternity, sorority, or secret society, by:
10. Being a member;
11. Promising to join;
12. Pledging to become a member; or
13. Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Dress or appearance in violation of the district’s dress code as described herein.
16. Violating the district’s Internet/Electronic Network Access Usage Policy.
17. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
18. Slander, libel, obscenity, or profanity.
19. Interference with school personnel in the performance of their lawful duties.
20. Setting false fire alarms, making bomb threats or writing general threats on school property for the purpose of instilling fear in others or for the purpose of disrupting the educational process. Such conduct includes, but is not limited to, leaving written messages in plain view indicating a bomb will explode, calling in a bomb threat at the school to local police, writing or saying threats to students or staff referencing Columbine, Virginia Tech or other school tragedies.
21. 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.
22. For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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 physiological 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.

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

**DISCIPLINE PROCEDURES FOR K-12**

 **Any student who exhibits excessive tardiness, repeated incidents of misbehavior or incidents of gross disobedience, gross misconduct, or gross classroom disruption, will be referred to the administration**. The actions of that student may then result in more serious discipline up to and including: Contact with a parent, Loss of lunch privileges, Noon Detention, After-School Detention, In-School Suspension, Out-Of-School Suspension, or Expulsion.

**LOSS OF LUNCH PRIVILEGES & NOON DETENTIONS**

**A student who loses lunch privileges** will be sent early to the cafeteria to get a lunch tray and then report to a designated room for the remainder of the lunch period. **Students in Noon Detention** will report to the detention room at the beginning of the lunch period. A hot sack lunch will be provided (students in noon detention may choose to bring their lunch from home)

**AFTER-SCHOOL DETENTION GUIDELINES FOR GRADES K-12**

1. After-School detention is scheduled by the administration.
2. After-School detention is served from 3:00-3:45 p.m.
3. A parent/guardian will be contacted the day the detention is assigned.

 4. Students must be in the assigned detention room by 3:05 p.m. NO EXCUSES ACCEPTED including ball practices. **Failure to serve detentions may result in additional after school detentions, multiple lunch detentions, in school suspension, or out of school suspension**

 5. Students must wait in the detention room for parents to come in and pick them up at 3:45 p.m.. Students who drive may leave at 3:45 p.m.

**IN-SCHOOL SUSPENSION PROCEDURES (K-12)**

1. The student is to report to the administration upon arrival at school.

2. An area will be provided for the student to do his/her schoolwork and a supervisor will be appointed.

3. The student's teachers will have assignments delivered to the student.

4. If the student disrupts in any way, the student will be immediately sent home.

5. The student will eat his/her sack lunch in the Detention Room

6. Work must be turned in at the end of the day homework must be turned in the day following the in-school

 Day. The student cannot attend day or night activities.

**SUSPENSION and EXPULSION**

These disciplinary procedures are reserved for cases of gross misconduct or disobedience. Suspension is an exclusion from school, by the Administration, for a period of up to ten school days. Expulsion is exclusion from school, by the Board for up to two calendar years.

 **Suspension** - The Administration shall discuss the offense with the student and hear his/her response. A decision will then be made, and the student's parents notified of the decision, rules broken, and the duration of the suspension. A student suspended out of school will not be allowed to attend day or night activities for the duration of the suspension time. Classroom work missed during a suspension period must be turned in upon the student’s return to school. Quizzes and Exams missed during the suspension period must be made up as soon as possible. The right to have a review hearing and the name of the hearing officer will be included in the notification to the parents.

 **Expulsion** - A student may be expelled by the Board of Education in a hearing before the board in session.

 The student has the right to counsel (at his/her own expense), to call and cross-examine witnesses, and

 present evidence. After presentation of the evidence or receipt of the hearing officer’s report, the board

 shall decide the issue of guilt and take such action as it finds appropriate. Before a student may be

 expelled, the students and his or her parent(s) / guardian(s) shall be provided a written request to appear at a

 hearing to determine whether the student should be expelled. The request shall be sent by registered or

 certified mail, return receipt requested. Schoolwork missed because of expulsion may not be made up.

 All school activities are denied to a student under expulsion.

In the case of special education students, their handicapping condition and their individual educational program must be considered in the disciplinary proceedings.

If a student presents an immediate danger or disruption to the school, he or she may be immediately removed from the school. Reasonable force may be used by any staff member as needed to provide for the safety of the students.

A student who is suspended out of school 3 times, will be brought before the Board of Education, along with their parent/guardian, for the possible placement in an alternative program or expulsion from school.

**POLICIES REGARDING DAILY SCHOOL OPERATIONS**

**GRADE SCHOOL BELL SCHEDULE**

**K-2 (3:00 SCHEDULE) 8:00-11:00 (Morning Classes) / 11:00-11:45 (Lunch) / 11:45-3:00 (Afternoon Classes)**

K-2 (2:00 SCHEDULE) 8:00-11:00 (Morning Classes) / 11:00-11:45 (Lunch) / 11:45-2:00 (Afternoon Classes)

3-5 (3:00 SCHEDULE) 8:00-11:25 (Morning Classes) / 11:25-12:10 (Lunch) / 12:10-3:00 (Afternoon Classes)

3-5 (2:00 SCHEDULE) 8:00-11:25 (Morning Classes) / 11:25-12:10 (Lunch) / 12;10-2:00 (Afternoon Classes)

**JUNIOR HIGH BELL SCHEDULE**

Regular Schedule *(357 total minutes)* Shortened Schedule *(303 total minutes)*

8:00-8:49 1st Period *(49 min.)* 8:00-8:42 1st Period *(42 min.)*

8:52-9:36 2nd Period *(44 min.)*  8:44-9:21 2nd Period *(37 min.)*

9:39-10:23 3rd Period *(44 min.)*  9:23-10:00 3rd Period *(37 min.)*

10:26-11:10 4th Period *(44 min.)* 10:02-10:39 4th Period *(37 min.)*

11:13-11:57 5th Period*(44 min.)* 10:41-11:18 5th Period (37 min.)

**11:57-12:42 LUNCH** 11:20-11:57 6th Period *(37 min.)*

12:42-1:26 6th Period (44 min) **11:57-12:42 Lunch**

1:27-2:13 7th Period (44 min) 12:42-1:19 7th Period (37 min)

2:16-3:00 8th Period (44 min) 1:21-2:00 8th Period (39 min)

**HIGH SCHOOL BELL SCHEDULE**

8:10-9:02 1st Period *(52 min.)* 8:05-8:49 1st Period *(44 min.)*

9:05-9:57 2nd Period *(52 min.)* 8:52-9:36 2nd Period *(44 min.)*

10:00-10:52 3rd Period *(52 min.)* 9:39-10:23 3rd Period *(44 min.)*

10:55-11:47 4th Period *(52 min.)* 10:26-11:10 4th Period *(44 min.)*

**11:47-12:17** **Lunch** 11:13-11:57 5th Period *(44 min.)*

12:19-1:11 5th Period (52 min) **11:57-12:27 Lunch**

1:14-2:06 6th Period (52 min) 12:29-1:13 6th Period (44 min)

2:08-3:00 7th Period (52 min) 1:16-2:00 7th Period (44 min)

## CLOSED CAMPUS

Thompsonville Unit Schools have closed campus. Due to the increasing danger of child abduction and violent crimes to children, the Board of Education and Administration believe that a closed campus will increase the safety of your children. Students are not permitted to leave campus after arriving on school property in the morning. Students are not permitted to leave the campus at lunch, unless their parent signs their student out and then signs that student back in. Students are not permitted in the student parking area or the front drive area at lunch. **High School students are permitted to eat in the cafeteria or outside, if a student chooses to eat outside he/she must remain outside for the entire lunch period. If a student eats lunch in the cafeteria he/she may remain in the cafeteria afterwards or go outside or to the new gym where they must stay until the lunch period is over. Students will not be allowed to congregate in the hallways during the lunch period. Visitors will not be allowed on campus during the lunch hour, if a student is having lunch delivered to them it must be brought to the office before the start of the lunch period. Students who leave campus could be suspended for up to 10 days.**

 If a student is required to leave during the school day, a signed note from the parent or a phone call must be sent in advance to the office.  **When the student is to be picked up, the parent/guardian or parent's designee** **must come to the office to notify them that they are taking the student and sign the student out.** This extra security is for the welfare and protection of your child.

**CAFETERIA OPERATIONS**

Breakfast is served daily between 7:50 - 8:05 a.m. **(The cafeteria will close at 8:05 / All students must leave the cafeteria when the first bell for their school rings: Grade School & Junior High 8:00 – High School 8:05)**

Lunch for students in grade K-2 is 11:00 to 11:45. Lunch for students in grades 3-5 is 11:25 to 12:10. Lunch for students in grades 6-8 is 11:57 to 12:42. Lunch for high school students is 11:47-12:17.

State regulations prohibit students being allowed to purchase soft drinks during the lunch period.

**SCHOOL BREAKFAST AND LUNCH COSTS**

**Thompsonville CUSD #174 participates in the National School Lunch and School Breakfast program called *The Community Eligibility Provision (CEP)* for school years 2014-2018. Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in the CEP program.**

**DELIVERIES AT SCHOOL (GRADES K-5)**

Thompsonville CUSD **will not allow/ or accept any deliveries** of flowers, balloons, gifts (toys, stuffed animals, etc.), or food items of any kind to the school to celebrate a student’s birthday, a holiday, or a special event. **Students in grades K-5 may bring or have cupcakes delivered to the school for class birthday parties (These must be brought to the school prior to the start of the school day)**

**DELIVERIES AT SCHOOL (GRADES 6-12)**

Thompsonville CUSD **will not allow/ or accept any deliveries** of flowers, balloons, gifts (toys, stuffed animals, etc.), or food items of any kind to the school to celebrate a student’s birthday, a holiday, or a special event.

##### **PHONE CALLS**

Pupils may not be interrupted during school hours by outside calls and messages except in case of an emergency. Forgetting something is not an emergency. If someone calls for a grade school student a message will be left with the classroom teacher. If someone calls for a high school student, the message will be placed in the high school student's locker. Classes will not be interrupted. In the event of an emergency, the caller will notify the office the nature of the emergency to determine whether a student should be called out of class. Students may use classroom phones under the direct supervision of the teacher during non-class time. They may not use the phone in a classroom unless a teacher supervises them.

**DRESS/GROOMING CODES FOR ALL K-12 STUDENTS**

Appearance will be such that it does not distract from the educational atmosphere of the school. Apparel that is unsafe or inappropriate will not be allowed. Students are expected to be clean and well groomed. Specific rules may be made by the administration as deemed necessary and students will be made aware of them. **Students must follow student dress/grooming guidelines for pictures in the class book/yearbook.**

1. **For students in Grades 5-12: Skirts, dresses & shorts must be to the knees, no shorter.**

**2. If a student wears Leggings, of any kind, to school; they must be worn with a long top.**

**3. Jeans or any articles of clothing with holes above the knees that expose the skin or undergarments are not allowed**

**4. Shirts must have sleeves. Shirts should cover the torso and shoulders. No low cut shirts, half shirts, halter tops, tube tops, large cut armhole shirts or bare midriff attire. No see through shirts unless layered with another shirt that covers the torso.**

**5. Caps, hats, hoods, other headdress or sunglasses are NOT allowed to be worn in the school building during the school day.**

**6. Undergarments should remain covered at all times.**

**7. Clothing and accessories must be free of inscriptions or markings, including those with double meanings, which may be interpreted as being vulgarly suggestive, sexual, sensual, violent or obscene and/or advertise tobacco, alcohol or drug products etc.**

**8. Shirts must cover the waistband of the pants, shorts or skirt. Shirts should be long enough to tuck in and stay tucked in.If the pants hang low, you must have a long shirt to cover the midriff. No bare midriffs.**

**9. Pajamas, house shoes, blankets/throws or snuggies are not to be worn to school.**

\**The dress code does not apply to extra-curricular activities*

Students who do not follow the guidelines will be asked to correct the problem immediately or change into clothing provided by the school. The time missed as a result will be considered unexcused.

Teachers and/or administration will use their professional judgment in determining infractions of the above guidelines. Violations of the dress code may result in further discipline up to and including suspension and expulsion.

## SCHOOL LOCKERS

Student lockers are provided for storing clothing, books and school supplies. Lockers are the property of the school district and are subject to inspection at any time with or without the student's knowledge or consent. Do not store money or other valuables in your locker. Junior High students may rent a school lock from the 8th grade sponsor. High School students may rent a school lock from the office for $5.00. Only locks issued by school may be used. You should never give your lock combination to anyone. **The school is not responsible for stolen items. Students should use only their assigned locker.** Do not let others use your locker.

**POLICIES REGARDING STUDENT/SCHOOL SAFETY**

1. Jr. High & High School Students may carry **clear** **or mesh book bags** to class. All other types of book bags are restricted to lockers only. Nothing is to be left in the hall.
2. Staff will monitor student articles such as book bags, clothing, gym bags, purses, etc.
3. Access to the building will be curtailed as entrances are closely monitored or closed and locked down.
4. Visitors to the school will be directed to the office for sign in and clearance.
5. Random locker searches will be conducted.
6. Hand held metal detector searches will be made at random places and random times.
7. In emergency situations, listen to what the teacher says to do.
8. Other procedures will be implemented as needed.
9. Students are not to wear coats in class. Coats are to remain in lockers.
10. The building & grounds are monitored by a video security system.

**ARTICLES PROHIBITED IN GRADE SCHOOL (K-8)**

Students cannot bring articles to school, which are hazardous to the safety of others. Such items as water guns, pocket knives, hard balls, darts, air soft, paint ball or pellet guns, sling shots, knives, or any other articles that could be utilized as a weapon or mistaken for a weapon are not allowed to be brought to school. **The school reserves the right to ban any item that is brought to school that would in any way cause disruption to the learning process or the procedures of the school day.** Parents are requested to help students understand the necessity for this procedure. If these items are brought to school, they will be kept in the office and parents will be required to come and pick them up. *Thompsonville Unit Schools are not responsible for the damage or theft of these items.* Violation of these rules may result in discipline of the student. (**Fidget Spinners and similar devices are not allowed at school, unless a medical or learning need for them is documented and approved by the administration)**

**ARTICLES PROHIBITED IN HIGH SCHOOL**

Students cannot bring articles to school, which are hazardous to the safety of others. Such items as water guns, pocket knives, hard balls, darts, air soft, paint ball or pellet guns, sling shots, knives, or any other articles that could be utilized as a weapon or mistaken for a weapon are not allowed to be brought to school. **The school reserves the right to ban any item that is brought to school that would in any way cause disruption to the learning process or the procedures of the school day.** Parents are requested to help students understand the necessity for this procedure. If these items are brought to school, they will be kept in the office and parents will be required to come and pick them up. *Thompsonville Unit Schools are not responsible for the damage or theft of these items.* Violation of these rules may result in discipline of the student. (**Fidget Spinners and similar devices are not allowed at school, unless a medical or learning need for them is documented and approved by the administration)**

**SEARCH AND SEIZURE**

To maintain order 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 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, (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) 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 Superintendent 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. If a search produces evidence that the student has violated or is violating either the law or the District’s policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**ALCOHOL, TOBACCO, SUBSTANCE ABUSE and USE POLICY**

The illicit use, possession or distribution of alcohol, drugs, prescription medication or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school property at any time. This policy extends to all school sponsored and related activities. Students shall not be permitted to attend school and/or school related activities when they are under the influence of illicit drugs and/or alcohol. Students suspected of being under the influence of alcohol or drugs may be suspended for a period of up to 10 days or expelled and may be required to undergo drug counseling at their own expense.

Students shall be advised of this policy in a manner deemed appropriate by the administration. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing or distributing drugs or look-alike drugs, tobacco or alcohol in violation of this policy, the student may be suspended for a period of up to ten days and may be expelled from school. Parents and law enforcement authorities shall be notified.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs/alcohol/tobacco brought onto school buses or school property.

Additional guidelines for students involved in extra-curricular activities is covered in the extra-curricular handbook.

Repeat offenders may be recommended to the School Board for expulsion.

**HARASSMENT**

**General Harassment**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, gender related expression, military statusor other protected group status. The District will not tolerate harassing, intimidating conduct, bullying or cyber-bullying whether verbal, physical, or visual, that affects 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below.

**Sexual Harassment**

Sexual harassment of students is prohibited. Sexual harassment is defined as any unwelcome act or comment sexual in nature that is considered offensive, whether intended or not, which denies or limits the provision of educational aid, benefits, services or treatment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by anyone including students, imposed on the basis of sex that has the purpose or effect of (a) substantially interfering with the student’s educational environment; (b) creating an intimidating, hostile or offensive educational environment; (c) depriving a student of educational aid, benefits, services or treatment; (d) making submission to or rejection of unwelcome conduct the basis of academic decision affecting a student.

Examples of sexual harassment include, but are not limited to, sexual advances, requests for sexual favors, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. An allegation that one student was sexually harassed by another student or by an adult shall be referred to the Principal.

Any student of the district who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, up to and including expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including expulsion.

**BULLYING, CYBER BULLYING & HAZING**

The definition of bullying is when a person is being purposefully victimized by one or more persons repeatedly and/or over time to negative actions that inflict physical or emotional harm.

The penalty for bullying may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.

**Cyber-bullying**

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, hostile behavior by an individual or group that is intended to harm others. Cyber-bullying includes, but is not limited to, sending threatening E-mails and instant messages, sexual remarks, hate speech, disclosing an individual’s personal data or photographs at websites or forums, and assuming the identity of an individual for the purpose of publishing material in that individual’s name that defames or ridicules the individual. The penalty for cyber-bullying may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.

**Hazing**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. The following list provides examples of specific misconduct that may be considered hazing:

* Any activity that involves brutality of a physical nature.
* Morally degrading or humiliating games, pranks, stunts, or practical jokes.
* Forcing or coercing the consumption of alcohol, drugs, foreign or unusual foods.
* Applying substances on an individual’s body.
* Harassment such as pushing, shoving, cursing, shouting, and yelling.
* Compelling an individual to participate in any activity that is illegal, perverse or publicly indecent.

**GANG POLICY**

The Thompsonville Board of Education affirms its position that District #174 shall provide an orderly place for learning. This policy, then, sets the parameters which will insure that all students attending the Thompsonville School District will be provided a safe environment which is conducive to all students reaching their educational potential while enrolled in our school. District #174 employs a "No Tolerance" approach to any and all gang-related activity.

"Gang" as it is used in this policy, will mean two or more individuals who associate with each other primarily for criminal, disruptive, and/or other activities which are prohibited by law or the local school district's discipline policy, student/parent handbook, as well as any other rules and regulations set by the school in a given school term. District policies and procedures may be revised and any changes will be reflected in the student/parent handbook, which is provided to all parents/guardians when the student is registered for school.

The visibility of gangs or gang-like activities in the school setting cause substantial disruptive and/or interference in the carrying out of the District's instructional program and therefore will not be tolerated.

The District prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the virtue of its color, arrangement, trademark, writing, image or any other attribute denotes or infers membership in any gang. The final decision on the appropriateness of student dress in the school environment will be made by the administration.

**Gang Related Student Conduct**

**No Student:**

 1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign accessory or other thing, which is evidence of membership or affiliation with any gang.

2. Shall draw gang graffiti or distribute gang related literature.

3. Shall use any speech or act (signals/signs/etc.) in furtherance of gang activity.

4. Shall solicit others for membership in any gang.

5. Shall request/demand that any person pay for protection or act in any manner to extort other individuals.

6. Shall, in concert with 1 or more individuals, commit any other illegal act or violation of school district policies.

7. Shall incite other students/persons to act with physical violence upon another person.

8. Shall attend any activity that could be interpreted as relating to gangs or gang activity.

#### Consequences for Violations of Gang Policy

Any student who violates the guidelines outlined in this gang policy will be subject to the rules and regulations set forth by the Thompsonville School District’s Board of Education. The incidence of gang related activity or the possession of gang paraphernalia will be treated as gross disobedience or misconduct and/or disrespect and constitutes a major offense. Students may be suspended for up to ten (10) days for instances of gross misconduct and/or recommended for expulsion. Repeat offenders or instances in which laws have been broken and/or severe behavior has resulted in major disruptions in the school environment may be referred to the Board of Education for expulsion.

The administration will determine the discipline to be applied in each situation as it occurs.

**Safety Drills (Disaster, Earthquake, Fire, Tornado, Etc.)**

All teachers will instruct students sometime during the first week of school on procedures to follow in case of fire of disaster drills. Students are encouraged to pay close attention, and follow these directions throughout the school day.

Fire drills will be announced by means of one prolonged blast on the automatic system.

**WEATHER CONDITIONS OR OTHER EMERGENCIES**

In the event of inclement weather conditions or other emergency situations affecting the school schedule, the district is not equipped to contact all parents. Announcements of school closings or changes in the daily schedule will be made on local television and radio stations, as well as via the Remind 101 texts sent from the administration. In most cases students will not be allowed to call home so it is imperative, that when possible, arrangements are made in advance if school is canceled or dismissed early. If an announcement is not made you should assume that the normal school day will be conducted.

**SAFETY PATROL/CROSSING GUARDS**

Safety patrols or crossing guards are provided for two locations on Route 34 so that elementary students can safely cross the highway before school from 7:35 a.m. to 8:05 a.m. and after school from 2:50 p.m. to 3:20 p.m. Students must be in the designated crosswalk area when crossing the street.

**BICYCLE RULES**

Students who ride bicycles to school are advised to follow these rules:

1. Lock or secure your bicycle in the racks upon arriving at school.

2. Once a student arrives at school, the bicycle is to be parked till the end of the school day.

3. Do not ride another person's bicycle without permission.

4. The bicycle will be **walked** when on school property.

5. **Do not** ride bicycles between buses at the end of the school day.

**ANIMALS AT SCHOOL**

To provide a safe and healthy environment for all students, no animals may be brought into school facilities except that (a) individuals with disabilities may have appropriate access to service animals or as provided by a student’s individualized education program; (b) law enforcement agencies may use animals when appropriate; and (c) the administration may grant permission for animals to be allowed in school facilities for educational purposes. Animal owners, including employees and students, seeking to bring an animal into a school facility must submit a written request to the administration at least 48 hours before bringing the animal to school. Animal owners must agree to hold the district harmless for any injury to or caused by the animal. Animals are not to be brought on the school bus. All animals should be **on a leash** or in a cage.

**POLICIES REGARDING ENROLLMENT, PROMOTION, RETENTION, AND GRADUATION**

**ADMISSION OF KINDERGARTEN/1ST GRADE PUPILS (ENROLLMENT)**

A child entering Kindergarten in District 174 must be five years of age on or before September 1 of this year. A child entering first grade in District 174 must be six years of age on or before September 1 of the year in which he/she seeks admission. A certificate of the child's birth is required as evidence of age.

**TRANSFER STUDENT ENROLLMENT REQUIREMENTS**

Students transferring into the school district, must provide the following information upon enrollment: Proof of residency, copy of certified birth certificate, in state physical (if coming from another state or country), copy of current immunizations and a Illinois School Transfer form signed by the previous school administration.

**TRANSFER STUDENTS AT THE HIGH SCHOOL**

If a student has been enrolled in another school and enters THS, the grades in progress from the prior school and the remaining days in the quarter will be taken into account. If there is not an equivalent course, then the student will lose credit for that course from their previous school. The student will be required to take final exams for the semester that they move in, in order to receive credit.

Students who enter school after missing more than 15 days in a quarter without being enrolled in a previous school may get zeros for all work missed without any opportunity for make-up. With 15 days or less of absences before entering THS the student will be assigned make-up work by the teacher to earn a grade.

**PROMOTIONAL POLICY (RETENTION) FOR GRADE SCHOOL (K-5)**

Placement, promotion or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. **Retention is initiated by the classroom teacher and administration when a student has a failing average in the core subjects.**

Section 10-20.9 of the School Code mandates that school districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student.

Remediation may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size or retention in grade.

**PROMOTIONAL POLICY (RETENTION) FOR GRADE SCHOOL (6-8)**

**Retention in grades 6-8 will be initiated by the classroom teacher and administration if a student has a failing yearly average in 2 or more core subjects**.

**GRADUATION REQUIREMENTS FOR 8th GRADE**

1. Each student must pass the U.S. Constitution test

**GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

School graduation requirements shall be in accordance with, meet, and/or exceed state requirements and regulations. No prospective graduate from high school shall participate in the graduation exercises in any manner until he/she has met all of the requirements for graduation.

 Students will meet the graduation requirements of 25 credits to graduate. The requirements for graduation include the following:

 Four credits of English

 Three credits of Mathematics (including 1 year of Algebra 1)

 Two credits of Science

 Two credits of Social Studies (World History and U.S. History)

 Four credits of Physical Education

 One-half credit of Driver Education

 One-half credit of Health

One-Half credit of Consumer Education

 One-half credit of Fine Arts or Vocational Education

 One-half credit of Civics

 Successful completion of examination of the State and Federal Constitutions

 One Credit of Computer Science

Many universities require the following courses for acceptance directly from high school. Most schools will also require and ACT or SAT score:

 4 years of English, 3 years of Social Studies, 3 years of Mathematics, 3 years of Science

 2 years of foreign language, music and/or art

**POLICIES REGARDING GRADING, PROGRESS & REPORT CARD, CLASS RANK, AND HONORS**

**1st-12th Grade GRADING SCALE**

A general guideline which the school and individual teachers follow regarding tests and course work is the following standard:

 100-90 = A

 89-80 = B

 79-70 = C

 69-60 = D

 0-59 = F

###### **GRADE POINT AVERAGE**

Grade point average is calculated by the following:

 A+ C+

 A 5 points C 3 points

 A- C-

 B+ D+

 B 4 points D 2 points

 B- D-

 F effort 1 point

All subject areas are counted. At the Junior High Health & PE count as 1/2 of a unit Chorus, drama, & computer class as 1/8 of a unit

**REPORT CARDS**

Four grade reports will be issued to parents during the upcoming school year. Report cards are issued to students at the end of each quarter. **K-5** students are required to take the report cards home for parents to examine, sign and then return to the homeroom teacher.

## PROGRESS REPORTS

Progress reports will be given to all students in grades K-12 to be taken home. Parents will be aware of what their child is doing at approximately the fifth week of each grading quarter. Parents of children in kindergarten and first grade will know if their child has a failing average or a "D" average at approximately the fifth week of each grading period. Teachers will make a special effort to make contact with the parents of students who are not performing to grade level prior to the 5th week of the quarter. **All parents may access their child’s academic progress via the Home Portal (Instructions and a password are provided by the district)**

**HONOR ROLL**

The Honor Roll is determined at the end of each quarter and for the year as a whole. To attain H**igh honors** a student must have a combined average of 4.50 or above on all assigned letter grades. To attain the H**onors**, a student must have a combined average of 4.25 to 4.49 on all assigned letter grades.

**CLASS RANK POLICY FOR JUNIOR HIGH**

The formula to determine 8th grade class rank to select a valedictorian (highest GPA of all candidates) and a salutatorian, (second highest GPA in rank) shall be an average of the student's yearly GPA from grade six, grade seven, and grade eight. To be considered for valedictorian or salutatorian, the student must attend TJHS at least 8 out of 12 quarters during their 6th, 7th and 8th grade years. Only grades earned at TJHS will be counted in the determination of valedictorian and salutatorian.

**CLASS RANK POLICY FOR HIGH SCHOOL & VALEDICTORIAN/SALUTATORIAN**

The formula to determine senior class rank shall be an average of the student's semester grades listed on his/her transcript. The class members will then be ranked according to their grade point average from the transcripts. To be considered for valedictorian or salutatorian, the student must attend THS for 5 of the 8 semesters of high school. Only grades earned at THS will be counted in the determination of the grade point average ranking for valedictorian (highest GPA of all eligible candidates) and salutatorian (second highest GPA in rank).

**HONORS PROGRAM FOR HIGH SCHOOL**

At the end of the school year, recognition will be given for superior achievements in academics. Honors recognition will be for students with outstanding performance in any scholastic competition and for those receiving special recognition.

**POLICIES REGARDING CURRICULUM, TESTING, HONORS COURSES, AND SEMESTER EXAMS**

**CURRICULUM**

Parents/guardians have the right to review instructional material (20 USC/123h) used or provided by their child’s classroom teacher.

Written notice to parents/guardian of instruction in recognizing and avoiding sexual abuse will be sent home before the class begins (105 ILCS 5/27-13.2). Parents can request in writing an alternative program for their child.

Instruction on donor programs for organ/tissue, blood donors and organ transplantation, diseases and family life instruction may be taught in certain grades. If you do not want your child to participate in these classes or courses you must contact your child’s classroom teacher and complete a class attendance waiver request.

Pursuant to School Code Section 27-9.1, each class or course in comprehensive sex education offered in any of grades 6 through 8 shall include instruction on the prevention, transmission and spread of AIDS. No student shall be required to take or participate in any class or course in comprehensive sex education if his parent or guardian submits written objection thereto. Parents will be notified prior to classroom instruction in sex education and AIDS education and sufficient time will be provided to allow parents to opt out of the instruction if so desired. In addition, an opportunity shall be afforded to parents or guardians upon their request to examine the instructional materials to be used in such comprehensive sex education class or course.

**SEX EDUCATION**

In accordance with the School Code of Illinois, Section 698.21 titled "Sex Education Act"; District #174 provides instruction in sex education. The instructional process takes into account the maturity level of the student; nevertheless, Art. 27 Section 279.1 of the Illinois School code states that no pupil shall be required to take or participate in any class or course in comprehensive sex education if her/his parent or guardian files written objection thereto on constitutional grounds, and refusal to take or participate in such instruction on such grounds shall not be reason for suspension or expulsion of such pupil. Nothing in this Act shall prohibit instruction in sanitation and hygiene or traditional courses in biology.

**TESTING PROGRAM**

Our school has a planned standardized testing program throughout the grades. The results of the tests are used by the teaching staff for guidance purposes. All test scores are recorded and filed as a part of the temporary record, which follows the student through their school years. School personnel will be glad to discuss these test scores.

The PARCC testing is required by the state of Illinois and is currently given in grades 3-8. The SAT is required for all high school juniors.

**MATH REQUIREMENTS - JUNIOR HIGH HONORS**

Students who meet criteria established by the teacher will be able to take an advanced math course in the eighth grade. Eligible 8th grade students may take Honors-Algebra I.

## Rend Lake College Dual Credit Courses FOR HIGH SCHOOL

Rend Lake dual credit courses will be offered, for Juniors and Seniors at Thompsonville High School, as scheduling permits. Eligible students will be able to receive high school credit as well as college credit for specific courses. To receive Rend Lake College credit a student must meet the Rend Lake College cut scores on the ASSET, as well as the Thompsonville High School Requirements listed below. Students in Dual credit courses will follow the Rend Lake College Curriculum and grading scale. **Students who take Dual-Credit courses will be required to pay a fee of $10.00 per class, per semester. (If a student enrolled in a Dual-Credit class goes onto the 10+ attendance list, he/she will lose their college credit for that course.)**

For the Thompsonville student transcript, those students enrolled in dual credit math and English courses will be on a weighted grading scale.

**MATH 1108 & 1109 requirements – HIGH SCHOOL**

To participate in the dual credit Math 1108 & 1109 courses a student must meet the following requirements:

 Meet the Rend Lake College cut off score on the Asset **and**

Complete Algebra III with a 80% or higher

 **English 1101 & 1102 requirements – HIGH SCHOOL**

To participate in the dual credit English course a student must meet the following requirements:

 Meet the Rend Lake College cut off score on the Asset and

Complete English III with a minimum average of 80% or above

 **HONORS BIOLOGY/ZOOLOGY REQUIREMENTS – HIGH SCHOOL**

To participate in the dual credit Honors Biology/Zoology course a student must meet the following requirements:

 Meet the Rend Lake College cut off score on the Asset and

Complete Biology with a minimum average of 80% or above

**SEMESTER EXAMS FOR HIGH SCHOOL**

1. **All students will be required to take All semester Exams, there will be NO exemptions.**
2. **Students will not be allowed to enter the semester exam period late. If a student is late, they will be required to make-up the exam at a time that is agreeable to the teacher.**
3. **Students who are absent on the day of the semester exam will receive a 0 for the exam, unless the absence has been scheduled and confirmed by the administration prior to the semester exam date.**
4. **Students will be in attendance for the entire class period beginning with their first scheduled exam of the day, through the class period of their last scheduled exam of the day.**
5. **Dual-Credit instructors may give their semester exam to both Seniors and Juniors on Senior Exam Day. The Juniors in that class are then not required to be in attendance on the regular Semester Exam Days during the period of their Dual-Credit class.**

**POLICIES REGARDING EXTRCURRICULAR ACTIVITIES: ATHLETICS, DANCES, FIELD TRIPS**

**EXTRACURRICULAR PARTICIPATION (ATHLETICS) POLICY**

Participation in extracurricular activities is a privilege which may be enjoyed by the students of Thompsonville School District. As a participant the student is a representative of the school district and the community and is expected to represent himself/herself in a manner becoming both the school and the community. Parents and students should be aware that the conduct code contained in the extracurricular policy requires participants to conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of their school. Failure to abide by the terms of the extracurricular policy may result in dismissal from activities as outlined in the policy.

Any person, **including adults**, who behave in an unsportsmanlike manner during an athletic or extra- curricular event may be ejected from the event the person is attending and or denied admission to school events for up to one calendar year after a School Board Hearing (105 ILCS 5/24-24). Examples of unsportsmanlike conduct include the following, but are not limited to:

* + Using vulgar or obscene language
	+ Possessing or being under the influence of any alcoholic beverage or illegal substance;
	+ Possessing a weapon;
	+ Fighting or otherwise striking or threatening another person;
	+ Failing to obey the instructions of a security officer or school district employee; and/or
	+ Engaging in any activity which is illegal, disruptive, or offensive.

**PROCEDURE FOR SPORTS PHYSICAL & PROOF OF INSURANCE**

ALL STUDENTS PARTICIPATING IN SPORTS FOR TCHS MUST HAVE A CURRENT PHYSICAL FROM AN ILLINOIS PHYSICIAN AND ALSO SHOW EVIDENCE OF INSURANCE COVERAGE OR PURCHASE SCHOOL INSURANCE. THE FOLLOWING PROCEDURE WILL BE FOLLOWED FOR COMPLETING THESE STATE REQUIREMENTS:

\* Any student participating in **GS BASEBALL & GS SOFTBALL** must have these documents turned in by **August 1st**

\* Any student participating in **High School Volleyball** or **Cross Country** must have these documents turned in to their coach or the school nurse by the **end of the first full week of school.**

\* Any student participating in **GS BOYS OR GIRLS BASKETBALL OR CHEERLEADING** must have these documents in to their coach by the **Tuesday following Labor Day.** (If summer practices are held, they must have this information on file from the previous year)

\* Any student participating in **HS Basketball** must have these documents turned in to their coaches or the school nurse by **November 1st.**

\* Any student participating in **HS Softball, Baseball,** or **Track** must have these documents turned in to their coaches or the school nurse by **the end of the second full week of February.**

\* Any student participating in **GS VOLLEYBALL** must have these documents turned in to their coaches by **the first school day after Christmas break.**

\* Any student participating in **GS Track** must have these documents turned in to their coaches by **the end of the second full week of February.**

**NO STUDENT CAN PARTICIPATE WITHOUT A PHYSICAL AND INSURANCE**

## ATTENDANCE FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

A student shall be in attendance for 6 clock hours of the school day in order to participate in an extra-curricular practice or event that day.

A student shall be in attendance the day following an extra-curricular event. If that student has an unexcused absence, he/she shall not participate in the next extra-curricular event. **(A student involved in extra-curricular activities who is on the “10+ list” must have a note from a doctor or an official appointment notice if they are absent the day following an extra-curricular event.)**

**ELIGIBILITY FOR GRADE AND HIGH SCHOOL SPORTS**

A student participating in any team sport must be passing ALL subjects and maintain a “C” average in order to maintain academic eligibility. Grades will be averaged cumulatively at the end of each week throughout the semester. If a student is not meeting eligibility requirements at the time of the eligibility check, then the student will be ineligible until the next eligibility check point. The ineligibility period will begin on the first student attendance day following the day eligibility was last checked and will continue through the next eligibility checkpoint. (i.e. Monday through Sunday, under normal circumstances)

**BALL GAME RULES**

1. Students coming into the building for a game are not allowed to go outside without permission from

 the administration

 2. Students are not allowed in the Jr. High hall, library hall, old gym, grade school or high school hall.

 3. You should conduct yourself in a well-behaved manner. Students, faculty, parents and all other fans are

 expected to practice good sportsmanship. Refrain from booing or harassing officials or players.

 Remember that when you attend a school event such as a ball game, you not only represent yourself, but

 the entire community.

1. Children in the 3rd grade or below are not allowed at a sporting events unless in attendance with a parent or

an adult over 18 years of age.

1. Students are not to open the gym doors at the south end of the gym during the ball game. If you must use a cell phone, go to the lobby. If a student opens the doors at the south end of the gym during a game, they will be removed from the game and will not be allowed to attend the next home game.

**PARENTAL CONDUCT & EXTRA CURRICULAR ACTIVITIES**

Parents of student athletes are hereby prohibited from verbal and/or physical abuse of coaches or sponsors of all extra-curricular activities.

Verbal and/or Physical Abuse includes, but is not limited, to the following:

* Threats, Taunts, Intimidation, or Aggression
* Inappropriate Language directed at the Coach/Sponsor
* Confronting Coaches/Sponsors before, during or after practices, games and extra-curricular contests

Parent(s) who are dissatisfied with a coach/sponsor, must adhere to following guidelines prior to meeting with the coach/sponsor:

1. The parent(s) will call a school administrator during the school hours of 8 a.m. and 3 p.m. and schedule a meeting on school grounds with the coach, parent and child at a time convenient for all parties. A school administrator may attend if requested by the coach, sponsor or parent.
2. At the conclusion of the meeting, the coach and/or sponsor have the authority to make decisions related to the incident based upon team/club rules, procedures, etc.
3. If the parent(s) are unhappy with the final decisions of the coach/sponsor, the parent(s) should then notify the Superintendent of Schools at 627-2446 to appeal the decision. The Superintendent will notify the Board of Education of the incident. The Parental Code of Conduct Policy will apply where applicable.

**Failure of parents to adhere to the above parent conduct guidelines may result in their being banned from attending athletic contests.**

**STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Schools are now mandated to monitor any student who may experience a concussion from an injury sustained during any athletic practice or contest. Those students deemed to possibly have a concussion must be cleared by a physician licensed to practice medicine in all its branches or a certified athletic trainer before returning to an athletic practice or contest. PARENTS/GUARDIANS OF ATHELTES WILL BE REQUIRED TO SIGN-OFF THAT THEY UNDERSTAND THE DISTRICT CONCUSSION PROTOCOL PRIOR TO THEIR SON/DAUGHTER PARTICPATING IN EXTRA-CURRICULAR ATHLETICS. For more information regarding signs or symptoms of a concussion please refer to the guidelines developed by the Illinois High School Sports Association below:

**IHSA Sports Medicine Acknowledgement & Consent Form**

 **Concussion Information Sheet**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

|  |  |
| --- | --- |
| **Symptoms may include one or more of the following:**  Headaches  “Pressure in head”  Nausea or vomiting  Neck pain  Balance problems or dizziness  Blurred, double, or fuzzy vision  Sensitivity to light or noise  Feeling sluggish or slowed down  Feeling foggy or groggy  Drowsiness  Change in sleep patterns  |  Amnesia  “Don’t feel right”  Fatigue or low energy  Sadness  Nervousness or anxiety  Irritability  More emotional  Confusion  Concentration or memory problems (forgetting game plays)  Repeating the same question/comment  |

**Concussion Information Sheet (Cont.)**

**What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

**If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: http://www.cdc.gov/ConcussionInYouthSports/

Adapted from the CDC and the 3rd International Conference on Concussion in Sport

Document created

***All student athletes must have the athletic participation policy and concussion form signed by their parents or guardian. No athlete will be allowed to participate in any games until the following agreements are returned.***

**REGULATIONS FOR DANCES OR SOCIALS**

Dance - A formal or semi-formal event. Social - Any formal event that has a time schedule similar to that of a dance.

**\*\*Students with an absence rate above 10% for the month prior to a dance may not be eligible to attend the dance.** \*\*A **student on the “10+ List” WILL NOT BE ALLOWED TO ATTEND**  the activity/dance/ceremony.\*\*

 1. **Unless authorized by the sponsor, no students or parents will be allowed in the area where dances/socials are being held prior to the start of the dance for any reason including to take pictures prior to the event.**

 2. All activities shall be held on the school premises unless otherwise permitted by the administration.

 3. All dances/socials shall close at least by 11:00 pm

4. All dances/socials are under the control of the faculty member who is acting as the sponsor.

5. All activities must be chaperoned by members of the faculty.

6. There will only be one guest per student. **All guests must be under the age of 21.** **Pre-High school students are not permitted to attend any of the high school dances (Homecoming, Prom, Sadie Hawkins, etc.)**. Only invited guests are to be present. Each invited guest must have a pre-approval form signed by the guest's school principal. A list of invited guests must be pre-approved by the sponsors. When it is permissible to invite non-students they must observe the same rules as the students. If a Thompsonville student invites a Non-Thompsonville guest, that guest must leave the dance/social when the Thompsonville student leaves. Thompsonville students may remain at the dance/social if their Non-Thompsonville guest leaves early, unless that guest is being asked to leave for disciplinary reasons, at which time the Thompsonville student must leave also.

7. Students are not permitted to leave the dance or social (school building) and then return without permission of the head chaperon. It is assumed that a student who leaves is doing so with the parent's permission.

8. The "No Smoking" rule shall be strictly enforced. The same applies to alcoholic beverages and drugs. Rowdiness will not be allowed. These rules apply to guests as well as students.

9. The cost of school dances shall be as small as possible depending upon the nature of the entertainment.

10. Homecoming - Semi-formal dress is required.

11. Prom - Formal dress is required.

**FIELD TRIPS FOR GRADE SCHOOL STUDENTS**

Occasionally teachers take students from the school on field trips. Some are local; others may be on a more regional basis. For those within walking distance we do not ask for parents to sign permission forms and probably would not notify parents especially when there is no effect upon the school day. For more involved trips, parents are notified and asked to give written permission for student involvement. Details about the trip are provided as to the desired educational objectives and how the students' day will be affected. Students will not be removed from school for an out-of-town field trip unless parents give written permission in advance. At times parents are asked to chaperone field trips. Only parents who are **asked** to be chaperones will go on the trip. Buses are crowded and we do not have room for extra adults and children. In many cases students may be asked to pay a fee to help defray the cost of the field trip. Parents will receive information as the need arises.

Because field trips are a school activity, students are to follow rules set by the teacher. **Also, students with excessive absences or students who are behind in schoolwork may not be allowed to go on a field trip. They will remain at school and will be allowed time to work on assignments.**

**CLASS/CLUB TRIPS FOR HIGH SCHOOL ORGANIZATIONS**

Class trips will be permitted provided they meet the following requirements:

1. A detailed plan for the trip must be approved by the class sponsors, principal, and superintendent. **(To be approved, the sponsor must submit the proper forms to the principal no later than 2 weeks prior to the date of the trip)**

2. The trip must be completely financed by the class through approved fund raising projects.

3. Class trips must have educational or cultural value as determined by the Board of Education.

4. Overnight trips will be strongly discouraged.

5. Any student who is failing a class will not be allowed to attend a class trip or field trip

**POLICIES REGARDING STUDENT HEALTH / SCHOOL WELLNESS**

The School District is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students’ beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

**HEALTH MATTERS**

The teacher, nurse, or principal will notify the parent in the event of a serious accident or sudden illness. If the parent cannot be reached, the school will call the alternate phone number on the student's health information sheet or enrollment card. In case of an emergency, the school personnel will call your family physician, 911 and/or, if necessary, take the student to the emergency room at the hospital. It is extremely important for the well being of your child that the school is furnished with emergency references at registration. Parents are responsible for notifying the school, throughout the school year, of any changes in contact persons or emergency phone numbers.

In the event of a serious allergic reaction, epinephrine will be given and 911 will be called immediately. Stock epinephrine will be used for those students having a first-time unknown reaction that is suspected by the nurse. Parents are responsible to notify the nurse if your child has a history of any thyroid or heart conditions that may caution against the use of epinephrine.

In the event of any bleeding the nurse or a teacher must be notified immediately. In the event of wounds at school, injuries will be cleaned and dressed by the nurse as a first-aid treatment. Topical antibiotic medication may be used by the nurse without a physicians order. It is important to notify the nurse if your child has any allergies to antibiotic ointments such as Neosporin.

In the event of rash or itching, topical cortisone may be used by the nurse without a physicians order. It is important to notify the nurse if your child has any contradictions to the use of topical Cortisone.

**MEDICATION**

All medications, **including over-the counter (Tylenol, Motrin, Cough Syrup, etc.)** and prescription, require a physician’s order. This is accordance to rules, regulations, and reccomendatuions, governing medication administration by school nurses. Medications must be delivered to the nurses office in its original sealed container with an appropriate expiration date. The student’s medication must be labeled with the student’s name. **Medications brought to the school without a physician’s order and parent signed permission, will be sent back home and will not be given at school.** Medications are to be delivered to the nurse’s office the first thing in the morning or when the student arrives at school. **Parents or an adult should bring medication to school – not students.** The nurse will keep all medication in the office.The medication should be only for the student whose name is listed on the bottle. Giving or taking of medicine not belonging to the proper person may result in up to a ten day suspension and possible expulsion, as well as possibly being required to undergo drug counseling at their own expense. The possession of over the counter medication is prohibited.

## ASTHMA MEDICATION/EPINEPHRINE AUTO INJECTOR

Students will be allowed to self-administer asthma medication or to use an epinephrine auto injector provided the parents or guardians provide written authorization and a written statement from a physician, or physican’s assistant that states the name and puspose of the medication, the prescribed dosage, the time or times at which or the special circumstance under which the medication is to be administered.

The parents or guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-adminsitration of medication or the use of an epi-pen by the pupil and that the parents or guardians 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 the self-administration of medication by the student.

This permission is effective for the school year in which it is granted and must be renewed each subsequent school year.

After all requirements are met, a pupil with asthma or an epi-pen may possess and use his or her medication while in school, while at a school-sponsored activity, while under the supervision of school personnel, and before or after normal school activities, such as while in before-school and after-school care on school-operated property.

**HEAD LICE & MITES**

It is the parent’s responsibility to check their child for head lice frequently. Parents will be called and students found

with live lice will be sent home to be treated. It is recommended that you contact your physician for appropriate

treatment since some of the over-the counter treatments do not kill both live lice and nits. Students will not be re

admitted to school unless proof of treatment (Bottle or container of medicine used for treatment) is submitted to the

nurse or administrator and a head check is done by the nurse before returning to class. Students who have been

properly treated will be re-admitted to class with or without the presence of nits, as long as proof of treatment was

submitted to the school nurse. Students with non-viable nits (nits greater than ¼ inch from the scalp) will not

removed from class. Students with viable nits will be sent home with information at the end of the day, and parents

will be contacted.

The school nurse may perform routine head checks class-wide, at any time or multiple times, throughout the school

year without prior notification other than this handbook.

In the event that body mites are suspected, parents will be contacted and the student will be sent home. Students will

only be Re-admitted to school with a physician’s permission to return to school after diagnosis and/or treatment

have been confirmed.

**VISION SCREENING**

The school conducts vision screening during the school year. Section 5/27-8.1 of the School Code requires the school to inform parents/guardians that vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

**EYE EXAMINATIONS**

Pursuant to Public Act 095-0671, all children enrolling in kindergarten on or after January 1, 2008 and any student enrolling for the first time in a public, private or parochial school in Illinois on or after January 1, 2008 shall have an eye examination. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year must be submitted to the school by October 1ST

 If proof of an eye examination is not presented by October 15 the school may hold the child’s report card until one of the following occurs:

1. Proof of a completed eye examination is presented to the school or
2. Proof that an eye examination will take place within 60 days of the first day of school is presented to the school.
3. An Eye Examination Waiver Form (described below) is presented to the school.

Parents who object to an eye examination on religious grounds shall not be required to submit their child to the examination if the parent presents to the building principal a signed statement of objection detailing the grounds for the objection.

Children who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations shall receive a waiver from the requirement for an eye examination. A waiver form may be obtained from the Principal or his/her designee. An undue burden or lack of access to an optometrist or to a physician who performs eye examinations includes but is not limited to, the following circumstances:

1. The child is enrolled in the free and reduced lunch program under the School Breakfast and Lunch Program Act and is ineligible for Public Assistance (Medicaid/ALLKIDS).
2. The child is enrolled in Medicaid/ALLKIDS, but the parent or guardian is unable to find an optometrist or physician in the community who accepts Medicaid/ALLKIDS and who is able to see the child.
3. The child does not have any type of medical or vision/eye insurance coverage, and there are no low-cost clinics in the community that provide eye examinations as required by the Illinois School Code and Department of Public Health Regulation 665.620 and that will see the child.

**PHYSICALS/ DENTAL EXAMS & IMMUNIZATIONS**

Students entering kindergarten, 6th and 9th grade; as well as students transferring from an out-of-state school, are required by the Illinois School Code to have a recent physical exam on file in the school office by October 1ST. If a student does not comply, by October 15, with this requirement the student will not be allowed to attend school until the physical examination form is on file in the school office or an appropriate objection based on religious or medical grounds has been submitted by the parent/guardian and approved by the Superintendent or his designee. The student will be excluded from school until the physical examination form and/or immunization form is on file in the school office unless otherwise permitted by statute.

The Thompsonville Board of Education and State of Illinois require that all students in kindergarten, 2nd and 6th grades shall have a dental examination and present proof of having been examined by a dentist before May 15th of the school year. If proof is not provided by the May 15 deadline the school may hold the child’s report card until the child presents proof of a completed dental exam or the child presents proof that a dental examination will take place within 60 days after May 15th.

Students entering kindergarten, 6th and 9th grade must provide proof of having received immunizations against preventable communicable diseases as required by the Illinois Department of Public Health by October 15. If a student does not comply by October 15 the student will not be allowed to attend school until the immunization form is on file in the school office or an appropriate objection based on religious or medical grounds has been submitted by the parent/guardian and approved by the Superintendent or his designee.

In addition to other required immunizations, all kindergarten students must have a lead screening and chicken pox vaccination, and proof of this must be written on the immunization form in the appropriate place. Immunization records will be checked at the beginning of the school year. If any immunizations requirements are lacking, the parents will be notified.

In the case of a transfer student, a period of 30 calendar days beginning with the first day of enrollment in the district shall be given to meet the immunization and physical/dental examination requirements.

Students participating in athletics and/or cheerleading are required to have a physical exam each year. These exams must be completed before a student can practice or participate in athletics or cheerleading.

**OTHER SPECIAL MEDICAL CIRCUMSTANCES**

If your child has seizures or a history of seizures, parents MUST notify the school nurse so that they can collaborate with the nurse on developing an emergency medical plan.

If your child has diabetes, parents MUST notify the school nurse so that they can collaborate with the nurse on developing an emergency medical plan.

If your child has food or other allergies, parents MUST notify the school nurse so that they can collaborate with the nurse on developing an emergency medical plan.

**Schools are now mandated to monitor any student who may experience a concussion from any injury sustained during school hours. Those students deemed to possibly have a concussion must be cleared by a physician licensed to practice medicine in all its branches before returning to school. For more information regarding signs or symptoms of a concussion please refer to the guidelines developed by the Illinois High School Sports Association on pages 24-25.**

**POLICIES REGARDING SCHOOL / INSTRUCTIONAL FEES**

**INSTRUCTIONAL MATERIALS FEE (BOOK RENT)**

Each pupil is required to pay an instructional materials fee at the time of registration. The instructional materials fee is used to purchase basic and supplemental texts.

The following student fee schedule is in effect for the current school year:

 Elementary -- $30.00

 Junior High -- $30.00

 High school - $30.00

 School Driver Education Fee - $50.00

 Dual-Credit Fee- Students who take Dual-Credit courses must pay $10.00 per class, per semester

 \*Students will be required to pay a replacement cost for books lost or damaged beyond normal wear.

 **All checks to cover fees should be written to THOMPSONVILLE UNIT SCHOOL.**

**WAIVER OF SCHOOL FEES**

The School Code requires that schools waive book rent for children who are unable to afford them.

If you are unable to afford school fees for textbooks or instructional materials for your children, you may apply for a waiver by completing a request for waiver form. Forms are available at the school principal's office. You will be notified promptly whether your request has been approved. There is an appeal process through the superintendent's office.

Income guidelines for free lunches will be used for fee waivers.

In addition, there are extenuating circumstances under which the district will grant a waiver of school fees. Examples include: Students who are eligible to receive reduced price lunches; very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage; or similar emergency situations that the district determines to include in its policy.

Information concerning fee waivers is confidential and nondiscriminatory in any way.

**POLICIES REGARDING TECHNOLOGY AND USE OF CELLUAR DEVICES**

**CELLULAR PHONES & OTHER COMMUNICATION DEVICES FOR GRADES K-8**

**C**ellular phones and other **c**ommunication devices **are to be kept in a student’s locker, or the secured area where the student’s personal items are kept (not in the student’s desk)** Once a student is on the school campus, phones and other devices are not to be used at anytime during school hours, including prior to the start of the school day. Other devices such as Apple watches that can be used to call or text are not allowed to be worn to school. If a student is caught using their phone or other devices, they will be confiscated and the student will be subject to further disciplinary action.

**CELLULAR PHONES & OTHER COMMUNICATION DEVICES FOR HIGH SCHOOL**

Cellular phones and other **c**ommunication devices (Including Apple watches and like devices) are not to be used during regular school hours, including the times students are passing from one class to another. Students will be allowed to use their cell phones appropriately prior to the 8:05 bell and at lunch. This privilege can be taken away at anytime. **Phones may be kept in a student’s locker or if the phone is on the student’s person, it must be put away and turned off.** If a student is caught using a cell phone or other device, it will be confiscated and the student will be subject to further discipline procedures.

**COMPUTER & INTERNET USAGE**

Internet access is now available to students & teachers in Thompsonville Schools. We believe the Internet offers vast, diverse and unique resources to both students & staff. Our goal in providing this service to teachers & students is to promote educational excellence in our schools. If a student chooses to use this resource for finding information that will be of assistance in learning, the consequences will be continued access to the Internet. If a student chooses to access resources that are objectionable or restricted, the consequences will be suspension or termination of access privileges. Students choosing to access Internet through district accounts will be required to read & sign the District's Acceptable Use Agreement and have their parent or guardian do likewise before such activity shall occur. A sample copy of the agreement is attached to this handbook. A signed copy of this agreement will be filed with the office.

**Technology Acceptable Use Policy**

**Thompsonville Community Unit School District 174**

Thompsonville Unit School Districts 174 are offering Internet access for student use. This document contains the Acceptable Use Policy for your use of our technology facilities, including Internet. The signatures at the end of this document indicate each party who signed has read the terms and conditions and understands their significance.

**A. Educational Purpose**

1. Technology has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

2. Technology has not been established as a public access service or a public forum. Thompsonville Schools have the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the student handbook, the computer labs and the law in your use of the school’s technology facilities.

3. You may not use technology for commercial purposes. This means you may not offer, provide or purchase products or services through the Internet.

1. You may not use technology for political lobbying.

 We have a filtering system in place to help insure that the students aren’t visiting inappropriate sites. Thompsonville Schools are in compliance with the Child Internet Protection Act (CIPA) section 427 of the General Education Provisions Act (GEPA) and we provide education to minors about appropriate online behavior including interaction with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response.

**B. Student Internet Access**

1. All students will have access for limited educational purposes to Internet World Wide Web information resources through their classroom, library, or school computer lab.

2.Students are prohibited from using electronic mail (e-mail) including but not limited to, school accounts, home accounts, and free accounts such as, hot mail, yahoo, etc.*.***UNLESS IT IS NECESSARY FOR A DUAL-CREDIT COURSE THE STUDENT IS ENROLLED IN.**

3.You may recommend materials to be placed on our school’s Web page. Materials placed on our Web page must relate to our school and/or community.

**C. Unacceptable Uses**

The following uses of technology are considered unacceptable:

1. ***Personal Safety***

a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.

b. **Chat rooms are prohibited**.

1. ***Illegal Activities***

a. You will not attempt to gain unauthorized access to our network or to any other computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. You will not use technology to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

d. You can print **only** with the permission of the attending teacher or supervisor. The information printed must have educational purposes.

 e. You do not have permission to make changes to the desktop (i.e. screen savers, colors, control panel settings, etc.)

1. ***System Security***

a. You are responsible for your individual network account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.

c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers.

d. The use of computer discs is **prohibited**. This will prevent the inadvertent spread of computer viruses at school and home.

1. ***Inappropriate Language***

a. Restrictions against Inappropriate Language apply to public messages, private messages and material posted on Web pages.

b. You will not use obscene, profane, rude, inflammatory, threatening or disrespectful language. Personal attacks, including prejudicial or discriminatory are prohibited.

c. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. False or defamatory information posted on the Internet about other people or organization is also prohibited.

1. ***Respecting Resource Limits***

a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.

b. You will not download large files unless absolutely necessary and *after approval from the teacher or system* *administrator*. If necessary, you will download the file into your user folder at a time when the system is not being heavily used and immediately remove the file from the system computer. **Downloading or saving any information onto the computer’s hard drive is prohibited.**

1. ***Plagiarism and Copyright Infringement***

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Information (including text, graphics, video, etc.) from Internet and computer sources used in student papers and reports should be cited the same as references to printed materials.

b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

1. ***Inappropriate Access to Material***

a. You will not use the school’s computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

b. If you mistakenly access inappropriate information, you should immediately tell your teacher or the

system administrator, not other users. This will protect you against a claim that you have intentionally violated this Policy.

c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

d. Thompsonville Schools teachers and administration will deem what is inappropriate use, and their decision is subject only to confirmation by the Thompsonville District #62 and #112 Boards of Education. The administration, faculty, and staff of Thompsonville Schools may request the suspension or termination of computer use of any user who violates these acceptable use practices.

**D. Your Rights**

1. ***Free Speech***

Your right to free speech applies also to your communication on the Internet. The school’s computer network is considered a limited forum, and therefore the District may restrict your speech for valid educational reasons.

1. ***Search and Seizure***

a. Students have no expectation of privacy in the contents of their personal files on the District system.

b. Routine maintenance and monitoring of the computer network may lead to discovery that you have violated this Policy or the law.

c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.

d. Your parents have the right at any time to request to see the contents of your network folder.

1. ***Due Process***

a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer network.

b. In the event there is a claim that you have violated this Policy in your use of the computer network, you will be provided an opportunity to present an explanation to the principal.

c. If the violation also involves a violation of other provisions of the student handbook, it will be handled in a manner described in the student handbook. Additional restrictions may be placed on your use of your network account.

**E. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

**F. Personal Responsibility**

When you are using the computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

**PHOTOGRAPHS & VIDEOTAPING**

During the course of the year various pictures of students, their work and first name may be videotaped or photographed. These photos, videos & work samples may appear on the Thompsonville Schools' home page for public viewing on the World Wide Web or in newspapers or newsletters. You must approve of your child's picture, their work or first name appearing on/in the school's home page, newspaper or newsletter. Please sign that portion of the Technology Acceptable Use Signature Page.

**Technology Acceptable Use Policy**

**Thompsonville Community Unit School District 174**

1. Student

I have read all of the pages of the above Technology Acceptable Use Policy and agree to their terms and conditions. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be instituted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

1. Parent or Guardian

As the parent or guardian of this student, I have read all pages of the above Technology Acceptable Use Policy and agree to their terms and conditions. I understand that this access is designed for educational purposes. I recognize it is impossible for Thompsonville School to restrict access to all controversial material, and I will not hold the District (or any of its personnel) responsible for materials acquired on the network. I hereby give my permission to allow Internet access for my child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I hereby give Thompsonville School permission to use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(child’s name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(grade level) picture, name, and/or school related project on the Thompsonville Schools’ Internet Home Page, in the local newspaper or other media outlets.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature Date Student Signature

No signature on file will result in your child’s picture/name/school related project **NOT** appearing on the School’s Home Page, in the local newspaper or other media outlets.

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**POLICIES SPECIFIC TO PARENTS**

**FAMILY EDUCATION RIGHTS AND PRIVACY RIGHT ACT OF 1975 (FERPA) &**

**ILLINOIS SCHOOL STUDENT RECORDS ACT (ISSRA)**

The Family Educational Rights & Privacy Act (FERPA & ISSRA) affords students certain rights with respect to their educational records. They are:

 (1) The right to inspect and review the student's education records within 15 days of the day the district receives a request for access.

 A parent/guardian or eligible student should submit to the Records custodian, principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

 (2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the district to amend a record that they believe is inaccurate or misleading. They should write the district official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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

 (3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA & ISSRA authorizes disclosure without consent.

 One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic of support staff position (including law enforcement unit personnel and health staff); a person or company with whom the district has contracted (such as an attorney, auditor or collection agent); or a person serving on he Board of Education. 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 responsibilities.

 Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

 (4) The right to file a complaint with the US Dept. of Education concerns 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, US Dept. of ED, 400 Maryland Avenue, S>W>, Washington DC 20202-4605.

 Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes: the student's name, address, telephone listing, date and place of birth, gender, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, grade level, parent’s name & address and the most recent previous educational agency or institution attended and photograph.

To the extent that the Thompsonville School District allows post-secondary schools or employers access to directory information concerning students, the district must also allow military recruiters the same level of access to such information. Parents have the right to restrict military recruiters from being provided information. To do so, parents must request in writing before October 1st of the current school year that their child(ren)’s information not be disclosed.

The right to copy school records prior to their destruction. Permanent records, which include the student’s name, birth date, address, grades and grade level, parents’ names and addresses, and attendance records, will be maintained for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Temporary records, which include all information contained within the school student records but not contained within the permanent record, such as family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, will be maintained for 5 years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Parents and students are put on notice that temporary records will be destroyed after 5 years following the student’s transfer, graduation, or permanent withdrawal from Thompsonville School District.

**Student Biometric Information Collection**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice or facial recognition or iris retinal scans. Before collecting student biometric information, the District shall obtain written permission from the person having legal custody of the student or the student (if over age 18). Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

#### PROTECTION OF PUPIL RIGHTS ACT

Parents have the right to inspect all instructional materials, including teacher’s manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instruction materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as part of their child’s educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing.

Parents shall have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

**CHILD ABUSE AND NEGLECT**

School personnel are required by law to immediately report (or cause a report to be made) to the Department of Family Services when a child abuse or neglect is suspected*. The Hot Line Phone Number is 1-800-252-2873.*

Parents shall have the right to refuse consent for their child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance);

Any parent interested in further information concerning the exercise of these rights should contact the Superintendent.

**NON-CUSTODIAL PARENT’S RIGHTS TO RECORDS**

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA), in the absence of any court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of the following shall be provided to either parent regardless of whether the parent is a custodial or a non-custodial parent: reports or records which reflect the student’s academic progress, reports of the student’s emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school-sponsored events such as open houses which involve student-parent interaction and copies of the school calendar regarding the child which are furnished by the school district to one parent.

If a court order is in place which would prohibit the release of the information listed above, a certified copy of the court order must be provided to the Principal. No records or reports with respect to a student shall be provided to a parent who has been prohibited by an order of protection from inspecting or obtaining school records of that student pursuant to the Illinois Domestic Violence Act of 1986 and any amendments thereto. A certified copy of the order of protection must be provided to the Principal.

# NCLB (No Child Left Behind) - PARENT’S RIGHT TO KNOW

At the beginning to each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the Local Educational Agency will provide in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following;

\* Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

\* Whether the teacher is teaching under emergency or other provisional status through or degree held by the teacher, and the field of discipline of the certification or degree.

\* The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

\* Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information if to be collected and disseminated in a manner that protects the privacy of individuals. If you would like to receive any of this information please contact the Superintendent’s office at (618) 627-2446. For additional information regarding this requirement, see Section 1111(h)(6) of the NCLB legislation at <http://.house.gov/rules/hr0001cr.pdf>

#### NCLB (No Child Left Behind) - SCHOOL-PARENT COMPACT

It shall be the goal and purpose of Thompsonville CUSD #174 to provide a high-quality curriculum and instruction in a supportive learning environment that enables the children served under Title I to meet the State’s student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents should stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children’s educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation by their children. Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include but are not limited to tutoring and appropriate referrals to additional programs as indicated.

**SCHOOL VISITORS**

The Board of Education and staff of District #174 welcome interested parents and adults to visit the school. Visitors **must** register in the school office upon entering the school building. **PLEASE DO NOT GO DIRECTLY TO A CLASSROOM**. Visitors are reminded that they should conduct themselves in a responsible manner in school matters. Classes are too large for student visitors.

**PARENT-TEACHER CONFERENCES**

Parent-Teacher Conference Day is scheduled in the fall. Parents are encouraged to come and visit with your student's teachers. Also, please feel free to call or come in to confer with your student's teacher. We do ask that you phone the school to set up a convenient time that will not disrupt class work.

**PARENT COMPLAINT POLICY**

Concerns or complaints by a parent of a student directed toward an employee shall be referred to the employee. If the parent or employee is not satisfied with the results of this conference, to seek resolution of the problem the following sequence of conferences should be followed:

1. parent - employee - Building Principal

2. parent - employee - Superintendent or his designee

3. parent - employee - Board

**PARENT SEX OFFENDER NOTIFICATION**

As provided in the Illinois Sex Offender Registration Act, information about sex offenders is available to the public. The Department of State Police maintains a statewide Sex Offender Database for the purpose of indentifying sex offenders. Parents/guardians can access the Statewide Sex Offender database website: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/) . There is a users’ agreement to accept and this will take you to this website: <http://www.isp.state.il.us/sor/sor.cfm>. Individual names can be searched by county or town.

**RIGHTS UNDER THE SCHOOL VISITATION RIGHTS ACT**

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1). Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee’s child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents’ use confirming the date and time of each school visitation upon a parent’s request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practicable and the District is readily able to do so.

**POLICIES SPECIFIC TO GRADE SCHOOL STUDENTS (K-8)**

**PLAYGROUND RULES FOR GRADE SCHOOL (K-8)**

The playground rules apply to ALL students at ALL times, and will be enforced during all recesses and lunch breaks

 1. Be respectful to everyone. Always obey and listen carefully to adults at school.

 2. At all recesses, line up in the correct line for your room to re-enter the building as soon as the bell rings.

 3. Be quiet and orderly in line when leaving or coming back into the building, in the hallways, and in the restroom. No running or yelling.

 4. Once you are outside stay there, unless you get permission from the Playground Supervisor to re-enter the building.

 5. Use the restroom and get a drink before leaving the building at recess.

1. Dispose of all trash in trashcans.
2. Clean off your shoes before coming inside.
3. **USE ALL EQUIPMENT IN THE PROPER MANNER!**

 9. This list is not all inclusive, rules may change

**DEER HUNTING PROCEDURE FOR JUNIOR HIGH**

A student may request an excused absence for one day of deer hunting. The student must bring in a deer permit in his/her name prior to the missed day and get a pre-approved absence form from the office.

**JUNIOR HIGH ACTIVITIES (Activities are offered if there are enough students to fill a class / roster)**

 Scholar Bowl Band Cheerleading Musicals Basketball Volleyball Chorus Softball Baseball

**POLICIES SPECIFIC TO HIGH SCHOOL STUDENTS**

**COLLEGE / MILITARY VISIT DAYS**

Juniors and Seniors are allowed **Two** College/Military days. **(A student on the 10+ list may be denied the right to these days)**

Approval will be granted for:

 a. Junior college visit

 b. 4 Year College visit

1. Military Recruiting visit

**In order to receive credit instead of an unexcused absence for the day, the student must:**

 a. Get administrative approval (At this time a verification form will be issued)

 b. Notify each of his/her teachers and make arrangements to secure any assignments in advance of that day.

1. Return the verification form, completed by the college/military representative, to the office.

**DEER HUNTING PROCEDURE FOR HIGH SCHOOL**

A student may request an excused absence for one day of deer hunting. The student must bring in a deer permit in his/her name prior to the missed day and get a pre-approved absence form from the office.

**HIGH SCHOOL ACTIVITIES (Activities are offered if there are enough students to fill a class / roster)**

 Volleyball Band/Chorus Drama Club FFA

 Yearbook Staff Basketball Student Council FHA Softball Class Officer Vocational Contests Art Club Homecoming Committee Baseball Cheerleading Cross Country

**MOTOR VEHICLES AND PARKING LOT**

Student operated vehicles must be parked in the student parking area. To insure the safety of all concerned, the following rules will be enforced:

1. Students using the parking lot must have a valid driver license issued by the state of Illinois.

2. Students may not sit or smoke in parked cars before or after school, during class time, or at noon.

3. Students are to observe all rules of driver safety. The speed limit set for driving in school grounds is 5 miles per hour. Students will not be able to move their cars from the parking lot without approval from the administration.

4. At no time during the day are students to enter the parking lot without permission from a teacher or administrator. Students who go into the parking lot without permission may be subject to discipline. Students are not allowed in the parking lot at lunch unless escorted by the principal or a teacher.

5. Students are to park on school property.

6. In return for the privilege of parking on school property, cars and the personal effects therein may be subject to searches without notice and without suspicion of wrongdoing. Cars parked on school property are subject to search by the administration and/or law enforcement.

**DRESS FOR COMMENCEMENT**

Like your parents, we are very proud of our graduates and want the commencement exercises to reflect that pride. These are important occasions; and students who wish to participate, should dress appropriately. **Graduates are not allowed to wear shorts or flip flops.**  It is suggested that men wear slacks, dress shirt a tie and dress shoes under their gowns. It is suggested women wear a dress, blouse and slacks or skirt, and dress shoes under their gowns. Caps may be decorated as long as what is written on the cap is appropriate and nothing on the cap extends beyond an inch above the top of the cap. Inappropriate dress may result in exclusion of the student from the graduation ceremony.

**POLICIES REGARDING TRANSPORTATION (BUS)**

**TRANSPORTATION - BUS CONDUCT**

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once student boards the bus (and only that time) does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Each year, millions of students are transported to and from school safely. This is only possible because they understand how to act safely on the school bus. Everyone has a part in helping the driver maintain order - the classroom teacher, parents, and last but not least, the riders themselves.

**If a student does not ride the bus for 3 consecutive days, the bus will not stop, unless the parent calls the high school office by 6:45 a.m. 627-2301.**

The district has the right to alter bus routes.

**Parents must send a note if their student is to get off the bus at another person's home.**

If a student is in the lower grades (K-4), has no older sibling on the bus, and no one is at home when the bus is returning to the student's home, then the child will be returned to the school. The parent must come to the school to pick up the child, unless a note is sent directing the driver otherwise.

The following list of safety rules, although far from complete, will provide a basis for safe conduct:

1. Be on time at the designated school bus stop. The driver has a schedule to keep, so he/she cannot wait for you; if thirty students each delay thirty seconds, the schedule will be fifteen minutes late.

 2. Be careful in approaching the place where the bus stops. Walk on the left side facing oncoming traffic. Do not move toward the bus until the bus has been brought to a complete stop. This is particularly important during icy weather, because the bus might skid as it is stopping for you. If it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus, the WAIT for a SIGNAL from the bus driver permitting you to cross.

 3. Stay off the road, out of danger of passing vehicles and flying debris, at all times while waiting for the school bus.

 4. Board in an orderly fashion; do not crowd, push or shove, and always use the handrail. Go quickly and directly to your seat.

 5. Stay in your seat while the bus is in motion.

 6. Keep your voice low; remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.

 7. Keep your head, arms and hands inside the bus at all times. Do not throw anything out of the bus windows.

 8. Keep your feet, books, packages, coats and other objects out of the aisle, so that students will not trip over them. Musical instruments and other large packages should be placed under the seat.

 9. Be absolutely quiet when approaching a railroad-crossing stop.

10. If you detect any approaching danger that you believe the driver is not aware of, don't hesitate to warn the driver. Sometimes the driver cannot see in all directions. If you see that a car is not going to stop while he is loading or unloading, or if some vehicle is passing on the right, let the driver know about it quickly and calmly.

11. Be alert in the event of a road emergency or danger signal from the driver. Remain seated in the bus until the driver gives instructions.

12. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., is unnecessary, costly and wasteful.

13. Help keep the bus clean and sanitary; this means no eating or drinking is allowed on the bus.

14. Carry no animals or insects onto the bus.

15. Be courteous to fellow pupils and the bus driver.

16. Help look after the safety and comfort of smaller children.

17. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.

18. Observe the same safety precautions when the bus stops; get off the bus quietly and quickly, do not crowd, push or shove, always use the hand rail.

19. Observe these same rules and regulations on other school sponsored trips. Respect the wishes of the chaperon appointed by the school.

20. Students should not bring medication on the bus. Medication should be delivered to the school nurse or office by an adult.

The bus driver shall have the primary responsibility for discipline on her/his bus. However, in cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building principal by the director of transportation or the bus driver.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

**The following condensed list of bus rules is posted on every bus:**

 1. The bus driver may assign seats.

 2. Be courteous

 3. No profanity

 4. Do not eat or drink on the bus; Keep the bus clean.

 5. Violence is prohibited.

 6. Remain seated

 7. No smoking.

 8. Keep your hands and head inside the bus.

 9. Do not destroy property.

 10.For your own safety, do not distract the driver through misbehavior.

**TRANSPORTATION: ELECTRONIC RECORDINGS ON SCHOOL BUSES**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle’s entrance door and front interior bulkhead in compliance with State law and rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are the student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

 **TRANSPORTATION REIMBURSEMENT ELIGIBLITY REQUIREMENTS**

This program is for parents/guardians to whom free busing is not provided. It is also utilized by parents/guardians that live less than 1.5 miles from the school and have a Serious Safety Hazard approval on file with their Regional Office of Education. The reimbursement rates are usually prorated, and are paid out on a per pupil basis.

#### Purpose and Eligibility

#### The purpose of the Parent/Guardian Pupil Transportation Program is to reimburse parents or guardians of eligible students for qualified transportation expenses. Statutory authority for this program can be found in the Illinois School Code at 105 ILCS 5/29-5.2 Student eligibility criteria for this initiative includes the following:

#### The pupil must be under age 21 at the close of the school year;

1. The pupil must be a full-time student in grades K-12;
2. The pupil must live either: 1) 1 1/2 miles or more from the school attended; or 2) within 1 1/2 miles of the school attended, where a verified safety hazard exists (similar to the safety hazard mechanism in regular/vocational transportation reimbursement); and
3. The pupil did not have access to transportation to and from school provided entirely at public expense.

If a student lives within 1 1/2 miles of the school attended, where a verified safety hazard exists, an Application for Determination for Serious Safety Hazard must be filed with the Regional Superintendent in your area by February 1 each year. If a serious safety hazard is verified by the Illinois Department of Transportation, the approval is valid for four years. Parent/Guardian Transportation Claim forms are mandated to be filed electronically via the Illinois State Board of Education (ISBE) Web Application Security System (IWAS) located on the ISBE homepage at [www.isbe.net](http://www.isbe.state.il.us/Default.htm). **IMPORTANT NOTE TO PARENTS: PLEASE DO NOT TRY TO FILE A PARENT/GUARDIAN CLAIM INDIVIDUALLY. YOU MUST GO TO THE SCHOOL THAT YOUR CHILD ATTENDS IN ORDER TO FILE A CLAIM. THE SCHOOL IS THE ONLY ENTITY THAT CAN TRANSMIT A PARENT/GUARDIAN CLAIM ELECTRONICALLY VIA THE IWAS SYSTEM.** Parents can submit claim information at the attendance center their pupil attends until June 30 each year.

**POLICIES REGARDING SPECIAL EDUCATION SERVICES & HOMELESS STUDENTS**

**SPECIAL EDUCATION PROGRAMS & SERVICES/504 SERVICES**

Thompsonville Community Unit School District #174 offers a free and appropriate education to all children. Comprehensive special education programs and services are currently available within our local district and includes services to students of nonpublic and parochial schools living within the district.

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in the District’s policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents have the right to request a referral for an evaluation to assess their child(ren) for possible special education intervention. Parental consent in writing is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely affecting their child’s education, parents should contact Paula Whobrey. If parents would like a copy of the Procedural Safeguards and Responsibilities for Parents/Guardians of Children With Disabilities, parents should contact Franklin Jefferson Special Education Cooperative in Benton, IL. A booklet entitled, “A Parent’s Guide – The Educational Rights of Students with Disabilities, may be obtained by writing to Thompsonville CUSD No. 174, Attn: Special Education Director, 21191 Shawneetown Road, Thompsonville, Illinois 62890.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure. If you have any questions about the availability of special education in Thompsonville School District, please call 618-627-2301.

**MISCONDUCT BY STUDENTS WITH DISABILITIES**

**Behavioral Interventions**

Pursuant to board policy behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. A copy of the board policy and procedure concerning behavioral interventions shall be available, upon request of the parents/guardians.

**Discipline of Special Education Students**

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining 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. 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, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student’s gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student’s placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

A special education student who has inflicted serious bodily injury upon another person, as defined in the IDEA, while at school, on school premises or at a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

**STUDENT SOCIAL AND EMOTIONAL DEVELOPMENT**

Recognizing that “children’s social development and emotional development are essential underpinnings to school readiness and academic success”, the Illinois legislature passed the Children’s Mental Health Act of 2003. This Act requires school districts to “develop a policy for incorporating social and emotional development into the district’s educational program.” It also requires protocol for responding to children with social, emotional, or mental health problems that impact learning ability. You may contact the building Principal to obtain a copy of the District’s protocol for responding to students with social, emotional or mental health problems.

**RIGHTS OF HOMELESS STUDENTS**

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs, and activities.

A student is considered “homeless” if he or she is presently living:

* In a shelter
* Sharing housing with relative or others due to lack of housing
* In a motel/hotel, camping ground or similar situation due to lack of alternative, adequate housing
* In an abandoned building
* Temporarily housed while awaiting DCFS foster care placement

All homeless Students have right to:

* Immediate school enrollment. A school must immediately enroll student even if they lack health, immunization or school records, proof of guardianship or proof of residency.
* Enroll in:

-the school he/she attended when permanently housed (school of origin)

-the school in which he/she was last enrolled (school of origin)

-any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.

* Remain enrolled in his/her selected school for as long as he/she remains homeless or if the student becomes permanently housed, until the end of the academic year
* Priority in certain preschool programs
* Participate in a tutorial instructional support program, school related activities and/or receive other support services
* Obtain information regarding how to get fee waivers, free uniforms, and low cost or free medical referrals.
* Transportation services: A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is homeless or if the student becomes permanently housed, until the end of the academic year.

Dispute Resolution: if you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district mus refer you to free and low-cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process and filling out dispute forms.

**POLICIES REGARDING EQUAL EDUCATION OPPORTUNITY & GRIEVANCE PROCEDURES**

**EQUAL OPPORTUNITY**

The Thompsonville Community Unit District 174 insures equal educational opportunities regardless of race, sex, color, national origin, religion, age or handicap.

#### EQUAL EDUCATIONAL OPPORTUNITY AND SEX EQUITY

**Equal educational and extracurricular opportunities shall be available for all students without regard** to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

###### Sex Equity

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

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

**UNIFORM GRIEVANCE PROCEDURE**

Pursuant to Title VI, Section 601, of the Civil Rights Act of 1964, Title IX, Section 901 of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Thompsonville CUSD No. 174 assures that no person shall, on the basis of race, color, national origin, age, sex, or handicap, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity.

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims’ Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, “school business days” means days on which the District’s main office is open.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

1. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

1. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the School Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information for the Board.

Within 5 school business days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

**Appointing Complaint Managers**

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District’s Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Brock Harris |  | John Robinson |
| Address | Thompsonville CUSD 17421135 Shawneetown Rd. |  | Thompsonville CUSD 17421135 Shawneetown Rd. |
|  | Thompsonville, IL 62890 |  | Thompsonville, IL 62890 |
| Telephone No. | (618) 627-2301 |  | (618) 627-2301 |

**MISCELLANEOUS DISTRICT POLICIES AND PROCEDURES**

**ASBESTOS**

In accordance with EPA regulations, the Thompsonville School Buildings have been inspected for asbestos containing materials. Records of the inspections, the management plans, and relevant regulations are on file in the superintendent's office.

**Integrated Pest Management**

It is the policy of Thompsonville Unit School Districts No. 174 to incorporate Integrated Pest Management (IPM) procedures for control of pests and to give notification of any pesticide application deemed necessary. This policy has been developed to ensure; the health and safety of children, teachers, staff, administration and all others using the districts' buildings and grounds.

**LOST AND FOUND ITEMS**

Although the school will make an effort to recover lost property, it will assume no responsibility for the same. Jr High and High school students are furnished lockers and may rent operational locks. Students are responsible for their property and are advised not to leave anything of value in their lockers or desks.

 **STAFF DIRECTORY**

**Administrative, Counseling & health services Staff & Phone Extension Numbers**

Brock Harris Superintendent 301

John Robinson Principal 214

Kelly Darnell Treasurer 300

Joyce Bowman Secretary 200

Jamie Chiaventone Counselor 307

Lisa Kerley School Nurse 304

#### Grade School FACULTY & Phone Extension Numbers

Miranda Wissinger Kindergarten 110

Sarah Sickmeyer First Grade 121

Megan Broy Second Grade 112

Latricia Link Third Grade 113

Marilyn Morris Fourth Grade 114

Lisa McClerren Fifth Grade 115

Michelle Potter K-5 Special Education 109

Heather Young K-5 PE 309

Scott Tockstein Library 303

Robin Culbreth Title 1 104

#### JUNIOR HIGH School FACULTY & Phone Extension Numbers

Ashley Casteel Jr. High Special Education 117

Robin Culbreth Jr. High Reading 104

Libby Garza Jr. High Art 103

Pete Gordon Jr. High P.E. 105

Kevin Reagan Jr. High Industrial Arts 212

Scott Tockstein Library / Computers 303

Kim Ward Jr. High Soc. Studies/Math 118

Angela Woodring Jr. High English/Science 116

**HIGH SCHOOL FACULTY & PHONE EXTENSION NUMBERS**

Gaye Blades Business 207

Eileen Boyt Math 206

Pat Browning Home Economics 205

Libby Garza Art 103

Pete Gordon PE / Athletic Director 105

Dina Losier Online & Distance Learning 213

Kevin Reagan Ag / Shop 212

Jenny Satterlee Science 208

Kelly Shires English 209

Diana Tate Special Education 210

Scott Tockstein Library / Multi-Media 303

Beth Webb Social Studies, History 203

Heather Young Driver Education/Health//PE 309

**SUPPORT STAFF**

Dave Anderson – Custodian Renee Anderson – Noon Academic Monitor Kay Beatty – Aide

Michelle Biddle – Aide / Bus Driver Lacey Cooksey – Aide Emily Culbreth - Aide

Amber Fisher- Aide Tara Fox- Cafeteria Rae Gunter – Aide / Custodian

Debbie Heern – Cafeteria Mgr / Bus Driver Erin Kerley – Cafeteria Dina Losier – Aide

Teresa Nolen - Aide Oscar Shew – Custodian Denise Smith – Bus Driver

**School Song**

**We’re loyal to you, THS**

**We’re blue and we’re white, THS**

**We beg you to stand**

**For the best in the land**

**For we know you’re the best, THS**

**So bring out the balls, THS**

**We’re begging you all, THS**

**Our team is the loyal protector**

**Come team for we expect a**

**Victory from you, THS**