By law every school district must have a handbook that summarizes the general rules and regulations governing student conduct. In addition, the law requires these rules and regulations to be readily available to all students and parents/guardians. This handbook has been developed to explain and clarify the policies and procedures at Triopia Junior-Senior High School. We ask that all parents review the handbook with your son/daughter and use the “tracker” as a means of communication with your son’s/daughter’s teachers.

**Students**…The faculty and staff would like to welcome you to Triopia Junior-Senior High School. We look forward to assisting you in fulfilling your educational requirements and preparing you for your future. We maintain a high level of expectation for academics and conduct. The faculty and staff will take an active part in your educational program and they expect you ask for assistance when you experience difficulties. Our job is to help you be successful and provide you with a rigorous and quality educational program. **Your job is to familiarize yourself with the information contained in the handbook and to put forth your best effort in each of your classes. This book is your hall pass and ALL students are required to have it daily in each class and when it is necessary to be in the hallway during class periods.**

Please note: In regard to student behavior this handbook serves as a guide and not a contract and may be amended during the year. The administration retains the right and privilege to change and/or issue consequences for misbehaviors as deemed necessary.
RESPECT FOR TEACHERS, SCHOOL EMPLOYEES, AND FELLOW STUDENTS
The teachers, administrators and other employees have been employed by the Board of Education after careful investigation, thorough interviewing, and consultation. All certified employees have completed four (4) or more years of college preparation in order to be qualified for their position. Our staff members deserve, and we shall require, proper respect and courtesy to them by all. All employees shall be addressed as Dr., Mr., Miss, Mrs., or Ms, as the case may be. **We also ask everyone follow the chain of command when there is a question or a concern.**

**CHAIN OF COMMAND**
Parents begin discussions on each issue regarding their student with the teacher and/or coach in charge of the class/activity.
If not satisfied with that discussion, parents take the issue to the Principal or Athletic Director with the student and teacher or coach present.
If not satisfied, parents take the issue to the Superintendent. The Principal, Athletic Director, teacher, coach and student may be present, if requested by the Superintendent.
If parents are still not satisfied they should request an audience with the Board of Education at the meeting scheduled by the Superintendent.

**RIGHTS AND RESPONSIBILITIES...With each right comes a responsibility...**

**Students have the right to:**
- A meaningful learning experience
- An appropriate and challenging curriculum
- Protection from physical or verbal abuse
- Opportunities for practicing decision making
- Be disciplined in a humane and appropriate manner
- A school climate free of violence and disruptions
- A written code of classroom discipline
- Due process in matters of disciplinary action

**Students have the responsibility to:**
- Be responsible for their own actions
- Show respect to others
- Dress appropriately and practice habits of personal cleanliness and safety
- Arrive at school on time
- Obey classroom and school rules and city, state, and federal laws
- Respect the rights of fellow students and school personnel
- Attain the best possible level of academic achievement
- Respect authority in school, at school-sponsored activities, and on the bus
- Respect school and community property
- Know reasons for and methods of discipline
- Represent Triopia CUSD #27 in a positive way at all time

**Parents have the right to:**
- Be granted reasonable access to school records pertaining to their child
- Receive periodic official reports of their child's academic progress
- Discuss their child's progress with teachers, guidance counselor, and/or administration
- A written code of discipline
- Receive notification of their child's violation of school rules and regulations

**Parents have the responsibility to:**
- Assume responsibility for their child's regular school attendance
- Recognize that the teacher/administrator stands in place of the parents in matters relating to the discipline and conduct of the school
- Recognize the fact that school rules apply to all students
- Teach the child respect for law, for the rights of others, and for private and public property
- Treat administration, teachers, and other school staff members with respect
- Take an active interest in school programs and activities
- Keep their children safe and be responsible for health examinations and immunizations as required by law
- Plan for homework assignments, provide necessary supervision, encourage good study habits
- Cooperate with the school in carrying out disciplinary actions taken in the best interest of the child
- Attend conferences and special school activities whenever possible
- Pre-arrange requested conferences/meetings with staff members
ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES
School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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

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

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

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

As per Triopia CUSD 27 policy, five (5) days per semester will be excused without a doctor's excuse. The 6th and each subsequent absence will require a doctor's excuse regardless of the reason in order for the absence to be excused.

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

In the event of any absence, the student's parent or guardian is required to call the school at 217-457-2281 x1021 before 9:30 AM to explain the reason for the absence. Failure to do so or clear up any absence within 24 hours of a student's return to school will result in an unexcused absence. The school may call the home to ascertain a student’s whereabouts. If the absence is for a doctor or dentist appointment the appointment card or a note from the doctor’s or dentist’s office must be presented upon return to school. Upon returning to school, students must obtain an admit slip and sign in in the office.

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

An unexcused absence indicates a student is absent from school with/without the consent of the parents or for a reason which is not acceptable to the school. Working, babysitting, hair appointments, shopping trips, prom fittings, senior picture appointment, oversleeping, missing the bus, tardy because of driving to school or riding to school in a vehicle other than a school bus are examples of absences and/or tardiness that will not be excused. There will be a 10% grade reduction on completed assignments for the first unexcused absence, a 20% reduction for the second unexcused absence and a 50% deduction for the third and subsequent absences within an academic year.

BELL SCHEDULE

BREASTFEEDING STUDENTS
Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student’s need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student’s use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to Josh Sorrells, Principal or Adam Dean, Superintendent.

BUS CONDUCT

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

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

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

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student’s parent or guardian to notify the school that the student does not have alternate transportation.

BUS TRANSPORTATION

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

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

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student’s parent or guardian to notify the school that the student does not have alternative transportation to school.

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

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

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

For questions regarding school transportation issues, contact, Adam Dean, Superintendent.

CARS ON SCHOOL PROPERTY
Students may park their vehicles in the lot designated for student parking and located behind the school between the hours of 8:00 AM and 3:30 PM. Vehicles must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked in an inappropriate manner or in undesignated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action (including loss of driving privilege).

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are not allowed to use electronic devices upon entering the school building, unless given permission from an administrator, teacher or school staff member. Cell phones should not be used on the bus (to and from school), and may be confiscated by a driver if necessary.

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

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

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

1. First offense – The device will be confiscated by school personnel. A warning will be recorded in the discipline log of TeacherEase. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated by school personnel. The student will be assigned a lunch detention. The student's parent/guardian will be notified and required to pick up the device in the school office (between 8 AM-4 PM).
3. Third offense – The device will be confiscated by school personnel. The student will be assigned a 30-minute after school detention. The student's parent/guardian will be notified and required to pick up the device in the school office (between 8 AM-4 PM). Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated by school personnel. The student will be assigned an hour after school detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office (between 8 AM-4 PM). The student will also face consequences for insubordination.

CLOSED CAMPUS/CLOSED LUNCH
Triopia Junior – Senior High School has a closed campus. Closed campus means that no student is to leave the school grounds after entering the building without permission from the office. Students are not permitted to leave the school property during the lunch period. We have a “closed lunch” period which means that students may not invite friends to the property during lunch.

DANCES
Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be “age appropriate”. For high school dances “age appropriate” is defined as currently enrolled in grades 9 through 12 or under the age of 21. For junior high dances “age appropriate” is defined as currently enrolled in grade 7 or 8. All school rules, including the school’s discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline code.

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers
3. Sign the Diabetes Care Plan
4. Grant consent for and authorize designated district representatives to communicate with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information and to obtain a consent form, contact the building principal Josh Sorrells.

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

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

DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS
A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
   b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
d. Is reasonably viewed as promoting illegal drug use; or
e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District’s Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

DRESS CODE/STUDENT APPEARANCE
Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, other head covering (unless required by religion), and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard or cause a disruption are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, poorly fitting, showing skin (cleavage, buttocks, etc.) and/or undergarments may not be worn at school (no tank tops or muscle shirts).
- The length of shorts or skirts must be appropriate for the school environment no more than 7 inches above the knee (Bermuda shorts recommended)
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

EARLY GRADUATION
Early graduates must take full responsibility to make arrangements with the district for anything pertaining to early graduation and the graduation ceremony (announcements, cap, gown graduation practices, etc.)

Any student enrolled in off-campus course(s) to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the counselor at the end of the sixth semester. At the conference, the student should be prepared to justify his/her request to graduate early.

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

ENGLISH LEARNERS
The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.
Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners program, contact Adam Dean at 217-457-2281 x 1025.

EXAM EXEMPTIONS
The purpose of the semester exam exemption is to increase and highlight academic excellence at Triopia, as well as, increase attendance and decrease disciplinary actions and tardiness. Students must be passing all classes, have no missing or incomplete work in any classes, have no overdue library books, and have all fees and/or fines paid in order to qualify for exemptions.

Seniors will be able to option out of semester exams first and second semester if the teacher has approved the course for exemption. Seniors must have an A or B average in the class in order to opt out of the test, however teachers can limit it to A averages only if they wish. Juniors will be able to opt out of semester exams second semester only. Juniors must have an A average in the class to opt out.

**Seniors may earn exemptions in as many as six teacher-approved exams:**
- One Exam: No more than five excused absences, no unexcused absences, and no unexcused tardies
- One Exam: Meet or exceed on SAT according to standards
- One Exam: **No** disciplinary referrals
- One Exam: Accumulative GPA of 3.0 as of previous semester
- One Exam: Accumulative GPA of 3.5 as of previous semester
- One Exam: Completes Career Cruising with school counselor

**Juniors may earn exemptions in as many as four teacher-approved exams:**
- One Exam: No more than three excused absences and no unexcused absences
- One Exam: No unexcused tardies (excused dental/doctor appointments will not count against you)
- One Exam: **No** disciplinary referrals
- One Exam: Accumulative GPA of 3.5 as of previous semester

Exemptions may be revoked at any time if student violates any requirements.

Qualifying students will be required to pick up a Semester Exam Exemption Request Sheet from the high school office. Students will complete the form indicating the exams they choose to exempt. Teacher(s) and parents MUST sign the exemption sheet giving the student permission to opt out of their exam. Signed Semester Exam Exemption Request Sheets must be returned to the office by the stated deadline. **FAILURE TO TURN IN THE SHEET ON TIME OR WITHOUT REQUIRED SIGNATURES WILL RESULT IN LOSS OF EXEMPTIONS FROM EXAMS. Students are NOT required to be present on review days if they are exempt from the exam.**

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT
A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer’s Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
6. Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

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

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

**EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT (WITH IEP)**
A student who is eligible for special education may be excused from physical education courses in either of the following situations:
1. He or she (a) is in grades 3-12, his or her IEP requires that special education support and services be provided during physical education time, and the parent/guardian agrees or the IEP team makes the determination; or
2. He or she has an IEP, is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

**FAMILY LIFE AND SEX EDUCATION CLASSES**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

**FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-457-2284 x1022.

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

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

**FREEDOM OF INFORMATION ACT (FOIA)**

In compliance with the Illinois Freedom of Information Act of 1984, requests are accommodated for the examination and copying of public records of the school district consistent with the law and Board Policy. Please call the District Office for information on procedure, hours and any fees.

**GRADE POINT AVERAGE (GPA)**

The GPA at Triopia is based on the following scale:

- **A** = 4.00
- **B+** = 3.25
- **C+** = 2.25
- **D+** = 1.25
- **F** = 0
- **A-** = 3.75
- **B** = 3.00
- **C** = 2.00
- **D** = 1.00
- **B-** = 2.75
- **C-** = 1.75
- **D -** = .75

*Pass/Fail grades will not affect GPA*

**GRADING AND PROMOTION**

School report cards are available through Teacher Ease to students and parents on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

**GRADING SCALE**

- 94 – 100 = **A**
- 90 – 91 = **B+**
- 82 – 83 = **C+**
- 73 – 74 = **D+**
- Below 65 = **F**
- 92 – 93 = **A-**
- 86 – 89 = **B**
- 77 – 81 = **C**
- 67 – 72 = **D**
- 84 – 85 = **B-**
- 75 – 76 = **C-**
- 65 – 66 = **D-**

**GRADUATION REQUIREMENTS**

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

1. Completing all State mandated graduation requirements listed below
2. Completing all District graduation requirements that are in addition to State graduation requirements
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance
4. Participating in the State assessment required for graduation

**State Mandated Graduation Requirements**

1. Four years of language arts
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content
4. Two years of science
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education
7. One semester of health education
8. Daily physical education classes
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag
10. Nine weeks of consumer education

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

**Triopia CUSD #27 Graduation Requirements**

Students are required to earn 26 credits to graduate from Triopia High School.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>3 credits</td>
<td>One year must be Algebra and one year must include Geometry content</td>
</tr>
<tr>
<td>Writing</td>
<td>2 credits</td>
<td>One year must be English and one year may be a writing intensive course in any other subject area</td>
</tr>
<tr>
<td>English</td>
<td>4 credits</td>
<td>English I, II, III and one credit from other language arts course offerings</td>
</tr>
<tr>
<td>Science</td>
<td>2 credits</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>2 credits</td>
<td>One year must include US History or a combination of US History and American Government</td>
</tr>
<tr>
<td>Consumer Education</td>
<td>0.5 credit</td>
<td>May be earned through completion of Consumer Economics/Personal Finance or Agricultural Business Management</td>
</tr>
<tr>
<td>Health</td>
<td>0.5 credit</td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>0.5 credit</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 credit</td>
<td>.25 credit per year</td>
</tr>
<tr>
<td>Elective</td>
<td>1 credit</td>
<td>Art, Music, Foreign Language, or Vocational Education</td>
</tr>
</tbody>
</table>

*Students who do not complete graduation requirements will not be permitted to participate in the commencement ceremony. Students who also have outstanding fees will not be allowed to participate in the commencement ceremony.

Students must earn a minimum number of credits to be promoted to the next grade level. A student will not be classified based on the number of years they have been enrolled in the high school.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Minimum Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 – 6.5</td>
</tr>
<tr>
<td>Sophomore (completed 1 yr of HS)</td>
<td>6.625 – 13</td>
</tr>
<tr>
<td>Junior (completed 2 yrs of HS)</td>
<td>13.125 – 19.5</td>
</tr>
<tr>
<td>Senior (completed 3 yrs of HS)</td>
<td>19.625 – 26</td>
</tr>
</tbody>
</table>
Credit for Proficiency, Non-District Experiences and Course Substitutions

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

Students must receive pre-approval from the building principal or designee to receive credit for any non-district course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-district courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

High schools are required to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public community colleges for qualified students. This information may be placed in the student handbook or another location.

GUIDANCE & COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information.

Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Parents of invested students will be notified and will be asked to pick the child up from school to be treated.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.
Eye Examination
All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination
All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage.

For information on home or hospital instruction, contact: Josh Sorrells, Principal.

HOMELESS CHILD’S RIGHT TO EDUCATION
When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child’s education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

HONOR ROLL
A 3.0 GPA (one C with an A to offset it and no D’s or F’s permitted) is required for honor roll and a 3.75 (no C’s, D’s or F’s permitted) is required for high honors.

ILL AT SCHOOL
Students who become ill at school are to report to the office. If the student is too ill to remain at school parents will be contacted by office personnel.

INSURANCE (ACCIDENT)
The District's liability insurance has a provision build in for student accident insurance covering all students (not just student-athletes). If your child is injured at school the incident needs to be reported to the building Principal's Office in order for the proper forms to be completed and submitted.

JUNIOR HIGH REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>7th Grade</th>
<th></th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>1 credit</td>
<td>Math</td>
<td>1 credit</td>
</tr>
<tr>
<td>Science</td>
<td>1 credit</td>
<td>Science</td>
<td>1 credit</td>
</tr>
<tr>
<td>Social Studies</td>
<td>1 credit</td>
<td>Social Studies</td>
<td>1 credit</td>
</tr>
<tr>
<td>Language Arts</td>
<td>2 credits</td>
<td>Language Arts</td>
<td>2 credits</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.25 credits</td>
<td>Physical Education</td>
<td>.25 credits</td>
</tr>
<tr>
<td>Quest</td>
<td>.5 credit</td>
<td>Careers</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Tech</td>
<td>.5 credit</td>
<td>Health</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Elective</td>
<td>1 credit</td>
<td>Elective</td>
<td>1 credit</td>
</tr>
</tbody>
</table>
Students in 7th and 8th grades must pass language arts and math both semesters and fail no more than one remaining class to be promoted to the next grade level. In addition, 8th graders must pass the US Constitution Exams. The building principal can analyze evidence and promote student based on his assessment if above qualifications are not met.

**LOCKERS**

Each student is assigned a locker. Students are to use only their assigned locker. No beverages are to be stored in/on lockers. Please keep all books and personal items in the locker when possible. Students should not store their belonging below or on top of the locker if the objects fit into the locker. The school is not responsible for items left in the hallways. **Lockers are to be locked.** Lockers are the property of the school district and are subject to inspection. Students are responsible for damage to lockers and will be assessed for damage and/or vandalism.

**LUNCH ACCOUNTS**

Each student will be issued a student ID/lunch card. Students must have their ID/lunch card IN HAND when going through the lunch line. When the food selection is complete the computer operator will scan the card to charge the student’s account. Money may be deposited on accounts before school; no cash or checks will be taken in the lunch line. A copy of the deposit slip will be given to the student. Parents may view student lunch account activity on Teacher Ease.

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

**MAKE-UP WORK**

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

In the event of an absence, students and parents must be cognizant of the fact that there are classroom activities which cannot be recreated and therefore credit cannot be given.

**MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services and notify the Superintendent or Principal that a report has been made. All District employees must sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services.

**MEDICINE- ADMINISTERING TO STUDENTS**

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

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

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

**Designated Caregiver Administration of Medical Cannibus**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the IL Dept of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. According to school policy, medical marijuana is not to be on campus and is to be administered only off campus by a designated caregiver.

**NOTHING IN THIS POLICY SHALL PROHIBIT ANY SCHOOL EMPLOYEE FROM PROVIDING EMERGENCY ASSISTANCE TO STUDENTS, INCLUDING ADMINISTERING MEDICATION.**
MEDICAL AUTHORIZATION
No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a COMPLETED AND SIGNED “SCHOOL MEDICATION AUTHORIZATION FORM” (written form) is filed. This form shall be completed annually by the student’s parent(s)/guardian(s) and physician and shall be on file at the school building, which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. This form is available on the district website.

MILITARY OR INSTITUTIONS OF HIGHER LEARNING REQUESTS
Upon their request, military recruiters and institutions of higher learning will be given access to students’ names, addresses and telephone numbers. Parents who do not want their child’s name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

MISSING WORK POLICY
Triopia Jr. Sr. High School has a no zero policy. This means that students must complete all work assigned. All work that is missing will be marked in the gradebook as missing and final grades will not be determined until all work is completed. This does not mean that a teacher cannot penalize late work.

If a student is involved in athletics, a missing work report will be presented to the student at noon on Wednesday. If the missing work is not completed by the next morning, the student will be ineligible to participate in athletics the following week.

NATIONAL HONOR SOCIETY
To be eligible, students must achieve a 3.75 GPA by the end of second semester of their sophomore year or 3.5 by the end of the first semester of their junior year. Students must maintain this average and fulfill the characteristics of leadership, service, and character. Membership is by invitation only and students who are invited to join must complete an application to be reviewed by a confidential committee of faculty members who make the final determination regarding membership. An invitation to complete an application for membership does not guarantee membership. Selection criteria includes:

- **Scholarship** – Students must have a 3.5 GPA
- **Leadership** – Students consistently models appropriate behavior and positive leadership
- **Service** – Student documentation will provide evidence of service to school and community
- **Character** – Student consistently exhibits ethical behavior

OFFICE TELEPHONE
Office phones are for school district business. Students will be allowed to use the office phone if an emergency arises. After school hours students may use their cell phones.

PERSONAL PROPERTY PROTECTION
Students are advised not to bring large amounts of money or valuable possessions to school. Electronic devices must be locked in student’s locker during the regular school day (8:15 AM– 3:20 PM). Teachers or staff may confiscate any items found in the classroom.

Staff members must get approval from the principal if a classroom project or assignment requires the use of prohibited equipment. Student owned musical instruments, calculators, etc. are not covered by district insurance.

PESTICIDE APPLICATION NOTICE
The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Adam Dean, Superintendent
2204 Concord-Arenzville Rd.
Concord, IL  62631

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PRE-ARRANGED ABSENCES
A pre-arranged absence form must be completed (signed by parents and all teachers) and returned to the office at least two days before the beginning of the pre-arranged absence. Pre-arranged forms are required for any absence other than illness, doctor/ortho appointment and school-related trips. FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE AND there will be a 10% grade reduction on completed assignments for the first unexcused absence, a 20% reduction for the second unexcused absence and a 50% credit reduction will be given for completed assignments for the third and subsequent absences within an academic year.

When it is necessary for students to leave school for appointments scheduled during the day, parents are asked to call the office or send a note to the high school office with the student’s name, reason for leaving and the time the student is to be dismissed.
College Days (Pre-Arranged Form Required)
Selecting a college is an important decision and the selection process should begin during a student's junior year. Before enrolling in a college, students are encouraged to visit the college of their choice. Most colleges have set days for students to visit and students are advised to check with the college to determine these visitation date(s).

Two (2) days during the junior and senior years may be used for college visit days. Pre-arranged absence forms must be completed and turned in at least two days prior to the college visit. Students should also pick up a verification form at the same time they pick up the prearranged absence form. FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE AND A 10% grade reduction on completed assignments for the first unexcused absence, a 20% reduction for the second unexcused absence and a 50% credit reduction will be given for completed assignments for the third and subsequent absences within an academic year.
If a student is not visiting during set college visit days the visit must be scheduled through the college admissions department at least one week in advance. This will allow a college/university/tech school the necessary time to prepare for the visit. A student must bring back verification from the college/university/tech school or military recruiter. No college days can be scheduled during the last two weeks of the school year or during exam (semester or state assessment) days.

Court Appearance (Pre-Arranged Form Required)
Students who make court appearances must get a pre-arranged absence form from the office and have it signed by teachers at least two (2) days prior to the court date. Also, upon return to school from court, the student needs a signed Proof of Court Appearance form to submit to the high school office. FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE and there will be a 10% grade reduction on completed assignments for the first unexcused absence, a 20% reduction for the second unexcused absence and a 50% credit reduction will be given for completed assignments for the third and subsequent absences within an academic year.

Vacations (Pre-Arranged Form Required)
In general, vacations will not be considered as an excused absence. We ask that vacations be taken during school holidays/breaks. Parents who request that their son/daughter be excused from school for a family vacation must make the request one-week in advance by using a pre-arranged absence form. The request must include dates of the absence and a parent signature. COMPLETED FORMS MUST BE TURNED IN TO THE OFFICE 2 DAYS PRIOR TO THE ABSENCE. All assignments must be completed and given to the teacher before leaving on vacation. *FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE AND A 10% grade reduction on completed assignments for the first unexcused absence, a 20% reduction for the second unexcused absence and a 50% credit reduction will be given for completed assignments for the third and subsequent absences within an academic year.

*An individual teacher may make other arrangements with the student and/or may require assignments be completed during the vacation.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT
Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:
1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Nondiscrimination Coordinator
Amanda Surratt, School Counselor
2204 Concord-Arenzville Road
Concord, IL 62631
217-457-2281 x1027

Complaint Manager
Josh Sorrells, Principal
2204 Concord-Arenzville Road
Concord, IL 62631
217-457-2281 x1022

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

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

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

PROHIBITION OF TOBACCO USE ON SCHOOL PROPERTY
According to Illinois School Code 5/10-20.5b, “Each school board shall prohibit the use of tobacco on school property by any school personnel, student, or other person when such property is being used for any school purposes. The school board may not authorize or permit any exception to or exemption from the prohibition at any place or at any time, including without limitation outside of school buildings or before or after the regular school day or on days when school is not in session. “School purposes” include but are not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school board or in which pupils of the district participate. For purposes of this Section “tobacco” shall mean cigarette, cigar, or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

RECOMMENDED COLLEGE-PREP PROGRAM (beyond graduation requirements)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 years</td>
</tr>
<tr>
<td>Math</td>
<td>4 years</td>
</tr>
<tr>
<td>Science</td>
<td>3-4 years (2-3 lab sciences: Biology, Chemistry and Physics)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2-3 years</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3-4 years</td>
</tr>
</tbody>
</table>

With a block schedule it is important for students to consult with the school counselor in an effort to develop a four-year plan to increase the likelihood of being able to take the classes that will best serve students with their future plans. College-bound students should check with the college of their choice to determine course requirements.

REPORTING TO PARENTS
A “tracker” is required to be taken to each class. Students are responsible for recording assignments for each class. Parents may check the “tracker” each day and make sure the assignments are completed. Parents may also communicate with teachers through the “tracker”. In addition, parents/guardians may access their student’s academic and conduct reports through the online Teacher Ease program or Teacher Ease App. Parents who submit their e-mail address to the high school office will be sent a welcome letter with secure logon information that will allow access. Parents are encouraged to contact individual teachers at any time during the year if they need additional information on their child’s progress or have questions or concerns.
Mid-term reports will be available to parents/guardians of students doing below average work at mid-point of each nine-week grading period. Progress reports may also be sent to commend students for exceptional or improving work. Report cards will be available online at the end of each quarter.

Parent/Teacher conferences will be held at least one time per year. All parents and students are encouraged to participate in parent/teacher conferences.

The monthly calendar, lunch menu and other school-related announcements are posted on the school’s website.

**SCHOOL PROPERTY PROTECTION**

Students and their parents are responsible for replacing or paying for lost and/or damaged equipment, school owned books, and other school property if damaged or destroyed by the student.

**SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

**SCHOOL TRIPS**

A student’s eligibility for extracurricular field trips will be based upon his/her academic and/or discipline record at the time the field trip occurs. Three discipline referrals during the school year the trip occurs will disqualify students from participating. In addition, any student who has an out-of-school suspension at any time during the year the trip occurs, or is failing a class at the time the trip occurs will not be permitted to participate in any trips (including but not limited to the senior trip). When participating in any school sponsored trip, ALL school rules and extracurricular code of conduct will prevail. Errors in judgment may result in student being sent home early at his/her expense or parents will need to arrange for pick up.

Educational trips are considered a part of the class’s coursework and all students enrolled in the class are expected to participate in the educational trips taken during the school day.

**SCHOOL VISITATION RIGHTS**

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

**SEARCH AND SEIZURE**

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

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

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

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

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

**SEX EQUITY GRIEVANCE PROCEDURE**
Triopia Community School District #27 insures that equal educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap. Sexual discrimination, intimidation, and harassment are against school policy and will not be tolerated in the Triopia School District. Questions in reference to equal opportunities or sexual discrimination may be directed to the building principal at Triopia Grade School, located in Concord, Illinois, Phone 457-2284 x1032.

1. Anyone wishing to present an allegation of sex discrimination by the district against a student or students shall present a grievance in writing to the administrator in charge of the building in which the student or students are housed.
2. Within one week (five working days) the administrator named in step #1 will respond in writing to the grievance and will forward copies of both the grievance and the decision to the district superintendent and to the district equity coordinator. If the grievant is not satisfied with the decision of the administrator, the grievant may request that equity coordinator respond to the grievance.
3. The equity coordinator shall review the grievance and the decision of the administrator and shall render a written decision within seven calendar days. Copies of the decision shall go to the grievant, the administrator named in step #2 and the district superintendent. If the equity coordinator’s decision is not acceptable to the grievant or the administrator named in step #2, either may request that the district superintendent respond to the grievance.
4. The district superintendent shall review the grievance and the decision of the equity coordinator and shall render a written decision within two weeks (10 working days). Copies of the decision shall be given to the grievant, the administrator, and the equity coordinator. If the grievant is not satisfied with the decision rendered by the superintendent, the decision may be appealed to the local board of education.
5. Immediately upon receipt from the grievant of written notice of intent to appeal to the board, copies of the grievance and the decisions at each prior level of review shall be forwarded by the superintendent to the board. The board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within two weeks (ten working days) of the date on which the grievance was heard.
6. If the grievant is dissatisfied with the board’s decision, appeal may be made first to the Superintendent of the Regional Office of Education, and finally, to the Illinois State Superintendent of Schools (See following notice).

**NOTICE:** The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision. Appeal of decisions rendered at any of the levels of review within the district must be made within three weeks (fifteen working days) of their receipt. Appeal outside of the district should be made in a timely fashion. The equity coordinator shall be available to provide assistance to the grievant as needed in preparation and processing of the grievance and the appeal of decisions.

The equity coordinator for Triopia Community Unit School District #27 is Adam Dean. He may be contacted at Triopia CUSD #27 District Office: 2206 Concord-Arenzville Road, Concord, Illinois 62631 or by calling 217-457-2283 x1025.

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

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

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

A violation of this law is a Class 4 felony.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION
State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.
You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/sor/.
You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/cmvo/.

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

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

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

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

Making a Complaint: Enforcement
Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:
Adam Dean
2204 Concord-Arenzville Road
217-457-2281 ex 1025
adean@triopiacusd27.org

Complaint Managers:
Amanda Surratt
2204 Concord Arenzville Road
217-457-2281 ex 1027
asurratt@triopiacusd27.org

Josh Sorrells
2204 Concord Arenzville Road
217-457-2281 ex 1022
jsorrells@triopiacusd27.org

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

SIGN-IN/OUT SHEET
Any student returning to or leaving the building for any reason (not including faculty supervised activities) must report to the junior-senior high office and complete the sign-in or sign-out sheet. Students must sign their own name, record the date, time and reason on the sign out sheet. Upon returning to school the student must obtain an admit slip from the office.
STANDARDIZED TESTING
Students and parents/guardians should be aware that students will take standardized tests. They will take the designated State Assessment. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the student’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

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

STUDENT COUNCIL
The Student Council is an organization whose purpose is to represent the student body of Triopia Jr-Sr High School and to sponsor, assist in planning, functions and activities which benefit the student body. Each class will have a designated number of representatives elected by the class:

- **Seniors**: Four Representatives
- **Juniors**: Two Representatives
- **Sophomores**: Two Representatives
- **Freshmen**: Two Representatives

The officers shall consist of a President, Vice-President, Secretary and Treasurer.

STUDENT DISCIPLINE
Prohibited Student Conduct
Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
   a. Any illegal drug, controlled substance including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.
   b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
   c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
   d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes 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.
   e. “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.
   f. 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.
   g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly
known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
18. Taking an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

1. The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, in considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

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

1. Disciplinary conference.
2. Withholding of privileges.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. Student has opportunity to make up all missed work for equivalent academic credit per Senate Bill 100.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified.

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

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

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

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

STUDENT GUESTS
Guests will be allowed at Triopia if the following conditions are met:
1. Principal’s office and all teachers are notified at least two days in advance and all give their approval
2. The guest is presently a student at another high school that is on vacation
3. Parent consent is given

STUDENT PRIVACY AND PROTECTION
Surveys by Third Parties
Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information
School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:
1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine program eligibility. The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

STUDENT RECORDS
A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student’s education records within 10 school days of the day the District receives a request for access.
   The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
   These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student’s academic transcript one or more scores received on college entrance examinations.
   A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such
information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary
for the discharge of their official duties who request information before adjudication of the student.

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

6. The right to prohibit the release of directory information.
Throughout the school year, the District may release directory information regarding students, limited to:
   - Name
   - Address
   - Grade level
   - Birth date and place
   - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the
     school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in
     school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   - Academic awards, degrees, and honors
   - Information in relation to school-sponsored activities, organizations, and athletics
   - Major field of study
   - Period of Attendance in school

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

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

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

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply
with the requirements of FERPA.
The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington DC  20202-4605

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION
Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving
students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school
district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information,
including a copy of school district’s policy, is posted on the school district website. Information can also be obtained from the school office.

TARDINESS
Students are to be in class and seated when the final bell rings. If a student is late to class teachers will refuse admittance without an
admit slip. Students who arrive late must obtain an admit slip from the junior-senior high school office. Transportation is provided for all
students who attend Triopia CUSD #27 therefore students will not be excused if they are tardy as a result of transportation issues not
provided by the district.

Unexcused tardiness will result in the following disciplinary action (each quarter):

<table>
<thead>
<tr>
<th>Offense</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Warning</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>30 Minute Detention</td>
</tr>
<tr>
<td>3rd (AND SUBSEQUENT) Offense</td>
<td>60 Minute Detention</td>
</tr>
</tbody>
</table>

*In-school suspension and/or loss of privileges (especially driving) may occur for repeat offenders.*
TEACHER QUALIFICATIONS
Parents/guardians may request information about the qualifications of their child’s teachers and paraprofessionals, including:

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

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

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

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

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

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

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

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

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

VALEDICTORIAN AND SALUTATORIAN
Valedictorian and Salutatorian recipients will be determined at the end of the eighth semester.

VISITORS
All visitors, including parents, siblings, sales representatives and service providers are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

WAIVER OF STUDENT FEES
The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges.

Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
The building principal will give additional consideration where one or more of the following factors are present:

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

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

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