TRIOPIA GRADE SCHOOL POLICY
2019-2020

ACCIDENTS
In the event of an injury due to an accident, or serious illness during the school day, the school follows the following procedure:

1. Provides emergency care and administers any required first aid until either the parents or authorities assume responsibility.
2. Notify the child’s parents or other responsible person designated by the parents, immediately.
3. If warranted, transports the child to his or her home, physician’s office or to a hospital.

It is the responsibility of the parents or guardians to make sure that all their contact information and emergency contact information are kept up to date. If there are any changes during the school year, they should be reported to the school office or the child’s teacher.

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.

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

ADDRESS & INTERNET ADDRESS
The mailing address for Triopia Grade School is: 2206 Concord/Arenzville Road, Concord, IL 62631
The internet address for Triopia School District is: www.triopiacusd27.org

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.

Students are required by law to be in school each day, with some exceptions provided by state law.

There are two types of absences: excused and unexcused. Excused absences include: illness, doctor or dental appointment, 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 sounds 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.

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 to be excused from school.
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.

The school may require documentation explaining the reason for the student’s absence. In the event of any absence, the student’s parent or guardian is required to call the school at 217-457-2284 x1030 before 9:00 AM to explain the reason for the absence. If a call has not been made to the school by 10:00 AM on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

BOARD OF EDUCATION (BOE)
The Board of Education (School Board) meets at least monthly, posts its meeting schedule in the buildings and on www.triopiacusd27.org, and encourages parents and community members to attend meetings. BOE members are unpaid elected volunteers, each of whom represents the District as a whole. The BOE makes decisions only as a unit.

BOOK CLUB ORDERS
Each teacher will be responsible for collecting book club money. The order and money will be turned in to the school office for the order to be placed. Checks for book club orders should be made payable to Scholastic Reader Club. Classroom book club orders usually take two to three weeks to be returned to the school. It is a violation of state law for any teacher or school employee to personally profit from the sale of any book or educational materials.

BOOK RENTAL
The Board of Education furnishes texts and other materials for a fee of $105.00 (for Kindergarten through Grade 6). To discourage students from abusing textbooks, fines will be levied according to the type of damage and the age of the textbook. If a book is lost, the student is expected to pay the cost of the book, which will be determined by the age and condition of the book. In addition, a $30.00 technology fee is issued to each student to help with the purchase of and maintenance of all district technology.

BOOK DAMAGE
Students who return textbooks with excessive damage will be charged for the repair or replacement of the textbook. Guidelines for assessing book value are as follows: NEW (Full Price), LESS THAN 2 YEARS IN USE (75% of list price), MORE THAN 2 YEARS IN USE (60% of list price), and MORE THAN 4 YEARS IN USE (25% of list price).

BOOK RENTAL REFUNDS
Refunds of book rental will be pro-rated in the event of a student transferring to another school. No refunds will be given after the start of the second semester.

BUILDING USE
School facilities are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities. The use of school facilities for school purposes has precedence over all other uses.

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.

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

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

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

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

**CAFETERIA RULES**

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall follow the instructions of the lunchroom monitor(s) and show proper respect toward all cafeteria personnel.
7. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria and when the lights are turned out.
9. Students shall report spills and broken containers to cafeteria staff immediately.
10. Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in accordance to the school’s disciplinary procedures.

**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/recess 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.
**CHECK IN - CHECK OUT SHEET**

*All students arriving late or leaving early must sign the Check-in/Check-out Sheet in the office.* All students must have permission from the school office before leaving school during the day. Parents should write a note to the teacher or principal if this situation should arise. A phone call from a parent is acceptable in most situations.

**CHILD ABUSE/MANDATED REPORTING**

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.

**CLASS PLACEMENT**

Administrators and teachers work together to place children appropriately, taking into account class size, student needs, special needs, and classroom balance. **Therefore, requests for a specific teacher are not invited.** Principals are always happy to discuss how to best assess and meet individual learning needs.

**COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**COMPUTER/WIRELESS LABS**

Triopia Grade School has access to several computer/mobile labs for student use. Each computer is networked and has access to the Internet. Students and parents/guardians will need to read and sign the District Acceptable Use Policy (AUP). Each year students K-12 will receive 2 hours of Internet Safety instruction.

**CONCERNS AND/OR SUGGESTIONS**

Parents and/or students should voice their concerns and/or suggestions within a reasonable time of the occurrence, by progressing through the following steps. In the event that there is dissatisfaction with the resolution at any level after exhausting all possibilities, the matter may be presented at the next level, in writing, as follows:

**STEP 1-CLASSROOM TEACHER:** All concerns and/or suggestions should begin with the classroom teacher. Please allow sufficient time for research and examination of all alternatives and possibilities before moving on to the next step.

**STEP 2-BUILDING PRINCIPAL:** If concerns and/or suggestions are not remediated at Step 1, they may be brought to the building Principal’s level.

**STEP 3-SUPERINTENDENT:** If steps 1 and 2 have not been sufficient within a reasonable length of time to answer the concerns, an appointment should be made with the Superintendent to facilitate Step 3.

**STEP 4-BOARD OF EDUCATION:** After progressing through Steps 1, 2, and 3 in a sequential order, and if concerns or suggestions still exist, the Superintendent may approach the Board of Education to review the specific item (concern and/or suggestion).

**CONFERENCES (PARENT-TEACHER)**

A conference provides two-way communication. By exchanging information, parents and teachers can set the stage for a great school year! Parent-Teacher Conferences are held in the fall, and by appointment in the spring. **The fall conferences are required.** Please check the school calendar for the conference dates. A note will also be sent home with students to schedule a time. Parents with concerns are encouraged to ask for a conference at any time during the year.

**CUSTODY ISSUES/NON-CUSTODIAL PARENTS**

The District makes every effort to communicate with both the custodial and, if requested in writing, the non-custodial parent, and forms are provided to ensure this during the registration process. All normal safety procedures apply to custodial and non-custodial parents and the school will not release a child into the custody of any person unless they are on file as having
permission and present appropriate identification. If custody issues are a concern in your family, your building principal should be informed.

**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:

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

For further information, please contact the Building Principal.

**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.
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.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

**DIRECTORY**

Schools are often asked to provide information about students that is called “directory information,” which may be released without the written consent of a parent, guardian, or adult student. Directory information consists of a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, photographs, diplomas and awards received, honor roll, graduate status, schools attended, and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may be released for purposes such as student telephone directories, mailing lists for parent groups that are organized in affiliation with and support of schools (e.g., PTO/ATHLETIC BOOSTERS), school newsletters and yearbooks, commencement programs, honor lists, and reporting about athletic events and other school curricular and extracurricular activities. Also, secondary school students’ names, addresses, and telephone numbers may be released to military recruiters or institutions of higher education. Parents and adult students have the right to deny release of directory information.

*Parents will need to inform administration in writing and initial the Triopia CUSD #27 Registration Form if they do not want this information released.*

**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, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times, **flip flops are not recommended**.
- 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 to discipline.

**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 of 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 the district superintendent at 217-457-2284 x1025.
EMERGENCY INFORMATION

It is very important to have Emergency information completely filled out and on file in the school office. Telephone numbers of your home, place of employment, relatives and neighbors are required. If there are any changes during the school year, please notify the school office immediately.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated below:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) 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 INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education, in grade 6, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including grade 6, instruction on the prevention, transmission, and spread of AIDS; instruction of 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.

FIELD TRIPS

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

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or school personnel;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

The Principal does not have to give advance notification to students/parents who are unable to go on a field trip due to a reason listed above.

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 x1032.
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.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 8:10 AM and classes begin at 8:30 AM and students are dismissed at 3:15 PM each day, with bus students dismissing at 3:10 PM. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering the building, unless given permission from the building administrator.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No iPods, iPads, cellphones, mp3 players, CD players, cameras or other electronic devices are permitted without permission from the principal or classroom teacher – see Student Use of Electronic Devices section for more information.

GRADING & PROMOTION

School report cards are available through TeacherEase 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.

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 CURRICULUM

Triopia Grade School in conjunction with the Morgan County Health Department annually conducts a workshop concerning adolescence for all fifth and sixth grade students and their parents as a part of the regular required health curriculum. These presentations are presented during the second semester of each school year and are specifically planned for the special needs of boys and girls. The Fifth Grade materials that are presented to boys include a basic study of the male anatomy and its function, while the girls’ curriculum deals primarily with menstruation. The Sixth Grade comprehensive program will consist of three separate classes that cover male puberty, female puberty, human reproduction, self-esteem, decision making, sexually transmitted diseases and HIV/AIDS. This program provides accurate, factual information in objective and reassuring terms. Parents are always welcome and invited to participate with their children. If you have any questions or object to your child participating, please call the school office. *The programs may be discontinued without notification if funds are not available to support the programs.

HEALTH EXAMS AND IMMUNIZATIONS

Physical health exams and immunizations are mandated by the Illinois School Code for grades Pre-K, K, 6, and 9. Evidence of such physical and proper immunization for all students must be presented by the opening of school. Parents are encouraged to have their children undergo vision examinations at the same points in time required for health examinations. The new law mandates that students in grades K, 2, & 6 are now required to provide proof of a dental examination by May 15 of the school year. If your child fails to present proof of a dental exam the school may hold the child’s report card.

Required 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.

HOLIDAY PROGRAM
Each year the vocal and instrumental music departments at Triopia present a musical Holiday Program. All Triopia Grade School students in grades Pre-K through grade six are asked to participate in this group project. Parents are asked to cooperate by seeing that their child is present for the program.

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: Jamie Hobrock, 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.
HOMEWORK
Homework is determined by the classroom teacher and is designed to provide practice and reinforcement of concepts that have been taught in the classroom.

ILLNESS
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. If your child has a fever, they must be fever-free for 24 hours before returning to school.

INFORMATIONAL ITEMS
Students are responsible for carrying information home that is necessary for their parents. These items include notes, report cards, calendars, lunch menus, etc. Many of these items can also be found on the district website.

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.

INVITATIONS & GIFTS
Party invitations or gifts for classmates should NOT be brought to school to be distributed. It can be a very disappointing time for a child who has not been invited. Out of respect and consideration for the feelings of all students at Triopia Grade School, please do not distribute invitations to birthday parties or any other personal parties at school – before, during, or after. Items such as these are of a personal nature and should be mailed home. We appreciate your consideration of others and appreciate the modeling of respectful behavior. If you are in need of a class list to mail invitations, please contact the grade school office.

KINDERGARTEN
The Triopia School District offers a FULL DAY Kindergarten program. All day Kindergarten students will ride the regular school buses to and from school and will eat lunch in the school cafeteria. The school day will be from 8:30 AM until 3:15 PM. Parents of Kindergarten students have the option of enrolling their children for the traditional half day program.

LOCKERS
Each student will be assigned a locker and is expected to use only that locker. Please keep all books and personal items in the locker. Please keep your locker in a clean, orderly manner. No student may tamper with the locker of any other student. Lockers are the property of the school district and are subject to inspection at any time.

LOST AND FOUND
Mittens, boots, gym shoes, books, lunch boxes, clothing, etc. are often misplaced at school. The best assurance against loss and confusion is to label these items. Lost and found items may be claimed in the front foyer or in the office.

LUNCH ACCOUNT/LUNCH MONEY COLLECTION PROCEDURE
Lunch money may be deposited on accounts anytime during the school day in the office. The school secretary will keep a record of each student’s lunch account. A copy of the deposit slip will be given to the student. Lunch is $2.00 for students in grades K-6.
Staff members will supervise during each lunch period.

Parents/guardians are responsible for maintaining positive funds on their child’s lunch account. The grade school office sends notices home with students who have a low balance, and also will email parents. Parents with computer access are encouraged to log on to TeacherEase and monitor their child’s lunch account balance.

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

MAKE-UP WORK
If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. 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 teacher(s). Students who are unexcused from school will not be allowed to make up missed work.
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 or an alternative assignment may be necessary.

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 Cannibas
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.

OFFICE PHONE
Students are not allowed to use the office telephone unless permission has been granted by school personnel.

PARENT VOLUNTEERS
All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

PARKING
Parking for visitors is available in front of the grade school building. Please do not park in the FIRE LANES which also serve as the bus loading and unloading areas. Use extra care in delivering and picking up children at school and when driving in the area of the school when school is in session.

Those dropping off and picking up children may do so in the circle drive as long as the vehicle does not impede bus transportation; also, vehicles are not to be left unattended in this designated FIRE LANE area. Vehicles left unattended in this designated area may be ticketed and/or towed at the owner’s expense.
PERSONAL PROPERTY PROTECTION
Students are advised not to bring large amounts of money or valuable possessions to school. If it is necessary to bring something of value to school it would be advisable to check it into the principal's office. Please report any missing items to the principal's office immediately. Also, please report any instances of persons in lockers other than their own and any persons you have noticed stealing or attempting to steal. Student-owned musical instruments, calculators, etc., are not insured while at school unless the student or the student’s family have them insured. Many homeowners’ policies include this type of coverage. Please check with your insurance agent.

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.

PHONE NUMBER
The grade school phone number is (217) 457-2284. The fax number for the Triopia District is (217) 457-2297. The grade school principal’s extension is 1032 and the grade school secretary’s extension is 1030.

PHOTOS
Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Principal. The school or District may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school Web site. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of students.

PINK EYE
In recent years pink eye has become a constant problem in elementary schools. Symptoms include redness, itching, and tearing of the eyes. It can also lead to discharge or crusting around the eyes.
To help protect students from pink eye outbreaks, these procedures will be followed at Triopia Grade School:

1. Parents of students found to have symptoms of pink eye will be notified and asked to have the student checked out by a professional.
2. Students who have pink eye will be excluded from school until they have been properly treated (on prescribed antibiotic eye drops for 24 hours).

PLAYGROUND RULES
Every effort is made to prevent injury to children on the playground and while students are going to and from school. Children are supervised when playing during lunch hour, during physical education classes and during recess. Students are expected to observe the same behavioral rules on the playground as they would in the school related to how they treat each other, adults, and property.

PRE-ARRANGED ABSENCES
A pre-arranged absence form must be completed (signed by parent and teacher(s)) and returned to the grade school 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.

Vacation
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 child(ren) be excused from school for a family vacation must make the request one-week in advance by using the prearranged absence form. The request must include dates of the absence and a parent signature. All assignments must be completed and given to the teacher(s) before leaving on vacation. *An individual teacher may make other arrangements with the student and/or may require some assignments to be completed and submitted once the student returns to school.
PRE-K
The Triopia School District operates a Pre-kindergarten program for 3 and 4 year-old children who are at risk of academic failure. In order to be eligible for this program a child must have a least one at-risk factor. For more information please call the Grade School office.

PREVENTING BULLYING, INTIMIDATION, TEEN DATING VIOLENCE & HARASSMENT
Bullying, intimidation, teen dating violence and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

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

Nondiscrimination Coordinator
Adam Dean, Superintendent
2204 Concord-Arenzville Road
Concord, IL  62631
217-457-2281 x1025

Complaint Manager:
Jamie Hobrock, Principal
2206 Concord-Arenzville Road
Concord, IL 62631
217-457-2284 x1032

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.

PROMOTION AND RETENTION
In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with children being in each grade for one year. However, a small number of children may benefit from staying another year in the same grade. Such retention may be considered when:
1. The child is in grade K-3 or in some cases grades 4-6
2. The child is achieving significantly below ability and grade level.
3. Retention would not cause an undue social and emotional adjustment.

When retention is being considered for a particular student, his or her parents will be consulted before such a decision is made. The final decision shall be made jointly by the principal and the parents. Only in unusual circumstance should a child be retained more than once.

PROTECTION ORDERS
Upon receipt of a court order of protection, the Principal shall file it in the records of a child who is the “protected person” under the order of protection. No information or records shall be released to the respondent named in the order of protection. When a child who is a “protected person” under an order of protection transfers to public or private school, or as soon as possible, the Principal shall, at the request of the petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

RELEASE OF INFORMATION
The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Record Act (ISSRA) permit Triopia CUSD #27 to release student directory information. Directory information includes a student’s name, address, telephone number, gender, grade level, parents’ names and addresses, academic awards, degrees, honors, and information in relation to school sponsored activities, organizations, and athletics. From time to time, District 27 also releases student names to the press, in connection with participation in school sponsored activities and academic awards.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE
A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the building principal at least 5 calendar days before the student’s anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION
The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

REPORT CARDS
School report cards are available through TeacherEase to students and parents on a quarterly basis. For questions, please contact the Grade School office.

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

SCHOOL CLOSING
In cases of bad weather and other local emergencies, please listen to the following local radio or television stations (WLDS, WEAI, WJIL, WJVO, WRMS, WICS, & KHQA) to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. All announcements will also be made through the district’s School Messenger system.

Please make advance arrangements for your child to have somewhere to go in the event of an early dismissal for bad weather. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

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 Steve Eisenhauer. He may be contacted at Triopia CUSD #27 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 – 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 LAWS
State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

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

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

SPECIAL EDUCATION
Triopia Grade School is a part of the Four Rivers Special Education District and has access to a variety of Special Education classes through this membership. Special classes are offered at Triopia Grade School for children with special needs. A class is offered for students who have learning disabilities. Speech and language therapy is offered for children above the age of three who demonstrate speech and/or language deficiencies.

STUDENT APPEARANCE
The student’s individual appearance is mainly the responsibility of the student and his/her parents or guardian. However, students will be expected to dress and groom themselves in an appropriate manner. At all times, their dress and grooming will reflect good taste. A decent coverage of the body is expected. Health and safety standards will be maintained at all times for the protection of the students. Feet must be protectively covered. Clothing and footwear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others. Students’ shoes that leave marks on the floor will not be allowed. Parents should carefully inspect gym shoes to insure that they are not a type that will leave black marks on the hall or gym floors. All students must maintain a state of general personal cleanliness. When a student’s appearance disrupts the educational process and/or is detrimental to the health, safety, or welfare of the students, he or she may be subject to disciplinary action.

STUDENT DISCIPLINE
Copies of all School District policies on student behavior are available online through the School District’s website or in the school office.

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
   a. Any illegal drug, controlled substance including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product by Ashley’s Law.
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous
system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that
the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or
nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally
prescribed inhalant medications.
f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a
student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is
prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to
believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other
substance that is prohibited by this policy.
g. 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.
h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of
causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet
or powdered form.
i. Students who are under the influence of any prohibited substance are not permitted to attend school or school
functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons
Prohibition section of this handbook procedure.

5. Using or possessing an electronic device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic
device in any manner that disrupts the educational environment or violates the rights of others, including using the
device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited
conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an
indecent visual depiction of oneself or another person through the use of a computer, electronic communication device
or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building
principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight
during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided
in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is
needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff
directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, unintentionally plagiarizing, wrongfully giving or receiving help
during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff
person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically
includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment,
sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using
a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure
(including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s
personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling
or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or
explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping,
vandalism and hazing.

20. 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.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel
if the Internet website through which the threat was made is a site that was accessible within the school at the time
the threat was made or was available to third parties who worked or studied within the school grounds at the time the
threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the
threatened individual because of his or her duties or employment status or status as a student inside the school.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

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

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

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

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

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

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

Weapons Prohibition
A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

**Gang & Gang Activity Prohibited**

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

**Re-Engagement of Returning Students**

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

**STUDENT PRIVACY PROTECTIONS**

**Surveys by Third Parties**

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

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

**Surveys Requesting Personal Information**

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

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 to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $0.35 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 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.

3. **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.

4. **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.

5. **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
   - Gender
   - 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.

6. 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.

7. 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

SMOKE-FREE POLICY

No person on school property or at a school event shall smoke or otherwise use tobacco products.

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 8:30 AM (final) bell rings. If a student is late to class teachers will refuse admittance without a note from the office. Students who arrive late must check in with the Grade School office. Transportation is provided for all students who attend Triopia Grade School 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):

1st Offense – Warning and parent notification
2nd Offense – 40 minute lunch/recess detention
3rd Offense (and subsequent) – 30 minute after school detention (parents will have to provide transportation)

**In-school suspension and/or loss of privileges 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 qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teacher under an emergency permit or other provisional status by which State qualification and licensing criteria have been waived;
- 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 Grade School office.

TESTING

General assessments, achievement and ability testing are utilized throughout the District to record student growth, to see how children are achieving in relationship to self and other children, and to inform instruction.

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

TITLE I SELECTION INFORMATION

The Title I Reading Improvement Program is a supplementary reading program that provides instruction to students who are not yet reading at grade level. Students may qualify for the program if they meet one or more of the following criteria:

- Failing to meet standards in reading on standardized assessments
- Teacher recommendation based on classroom performance
- Reading below grade level on the Fountas & Pinnell Reading Benchmark Assessment (administered only to students recommended for screening)

The Title I Staff will notify parents of children selected to participate in the Title I program.

TRANSFERRING

A student who is moving out of the district should notify the school office a week before leaving. On the day before the student leaves school, the parent should check out with the school office. When the student checks out of the school a “Student Transfer Form” will be given to the student or parent. The transfer form will verify whether or not the student is “In Good Standing” and whether or not his or her medical records are up to date. Students who are currently out of school due to a suspension or expulsion shall be permitted to enroll and attend school in a new school district, unless the suspension or expulsion was the result of knowingly possessing a weapon in the school or on school grounds; for knowingly possessing, selling or delivering, in a school building or on school grounds, a controlled substance or cannabis; or for battering a staff member of the school. All books must be turned in and all bills paid before records can be transferred to the new school.

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

TREATS & 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 considered truants. 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.

VIDEO & AUDIO MONITORING SYSTEM

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.
VISITORS
Any person, whether adult or student, who is not a student, faculty or staff member of Triopia CUSD #27 must proceed to the office to sign-in upon entering the building. Safety concerns make following this procedure a priority. A visitor badge will be issued. Visitation with faculty should be arranged as an appointment during school hours. In an emergency, the office will contact the teacher and will arrange for coverage of the teacher’s class so the teacher can meet as soon as possible. As with any other visitor, graduates or ex-students may do business with the office during regular school hours.

In addition, Triopia Grade School does not make it a general practice for guests or students from other schools to visit during the regular school day. Parents may request to observe their child’s classroom by pre-arrangement with the administration. Limiting disruption by visitors during testing and or special activities will be taken into consideration when granting approval.

A parent should also check in at the office and allow office personnel to assist him/her in contacting his/her student to meet in the office. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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 or superintendent.

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 if prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

WEB SITE/SOCIAL MEDIA
The District Web site, www.triopiacusd27.org, has a wealth of information and news. The district also maintains a Facebook, Instagram and Twitter page for upcoming events and to post what's happening at Triopia. Also new this year, Triopia has their own APP for your smartphone!

WEAPONS AND FIREARMS
Firearms, whether they are capable of being discharged or not, are dangerous, thus the presence in the school building represents a threat to the welfare of students. For this reason the following guidelines will be strictly enforced:

1. Students are not to bring firearms to school unless they are needed as a part of the school curriculum, and then only with prior permission from the building principal.
2. If students bring firearms to school for legitimate purposes and with the prior approval of the principal the firearm must be stored in the school office until needed.